

Legacy High School



Student Handbook

2017-18

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Welcome To Legacy High School

Welcome to Legacy High School, a school whose student body is building comradery, pride, tradition, and continuously preserving to overcome great obstacles to be successful inside and outside of school.

This student handbook is provided to assist you in getting the most from your experiences at Legacy High School. The staff at Legacy High School is committed to provide you with the best educational opportunities with a positive, safe, supportive, productive, and flexible environment designed to meet the individual needs of each student, which will help facilitate your focus to become a productive citizen.

You owe it to yourself to make the most of your educational opportunity during your high school career. Your academic studies along with your positive participation in school activities outside of the classroom build the foundation for your future. Do your part to help build a reputation that Legacy High School is the **PRIDE OF THE TRI-CITIES!**



Remember that your success at Legacy will be directly related to your commitment to participate in daily activities, maintain a positive attitude through adversity, and daily attendance. We look forward to working with you!

This planner serves a number of purposes. The planner identifies school policies, student rights and responsibilities, and other information pertinent to the operation of Legacy High School. It provides students with opportunities to exercise appropriate decision-making skills regarding their behavior and approach to their education.

Every person within Legacy High School has the right to complete his or her responsibilities without interference of others. No one has the right to interfere with the learning or safety of others. Students have a right to learn and the teachers have a right to instruct. You have an obligation to do what is expected, and to do it to the best of your ability.

It is expected that you will read this planner, discuss its contents with your parents, peers, and teachers, review it regularly, and adhere to the standards and expectations referred to therein. Contact your school counselor or administrator for questions of understanding, clarification, or concern.

***Please remember to sign and return the final pages of this document to LHS! Failure to return the signed documents results in being ineligible for activities and loss of computer privileges.**

Class Bell Schedules

Regular Schedule

1	7:45 – 9:20
2	9:25 – 11:00
L	11:05 – 11:35
3	11:40 – 1:15
4	1:20 – 2:55

Early Release Schedule

1	7:45 – 8:30
2	8:35 – 9:15
3	9:20 – 10:00
4	10:05 – 10:45
L	10:45 – 11:15

Navigation Schedule

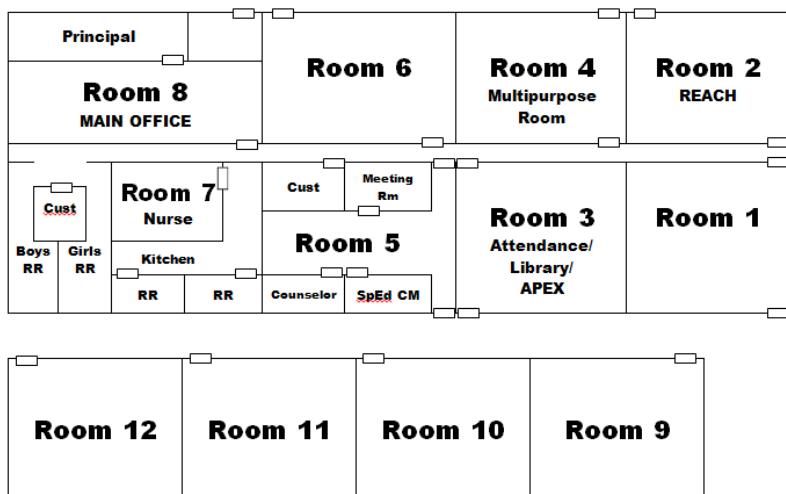
1	7:45 – 9:05
Nav	9:10 – 10:05
2	10:10 – 11:30
L	11:35 – 12:05
3	12:10 – 1:30
4	1:35 – 2:55

2 Hour Delay Schedule*

1	9:45 – 10:50
2	10:55 – 12:00
L	12:05 – 12:35
3	12:40 – 1:45
4	1:50 – 2:55

* Please listen to the radio (KONA 610 is a good source), watch the news, or go to the school district website (www.ksd.org) to find whether or not school has been delayed/cancelled. It is YOUR responsibility to listen/watch the news.

Legacy High School Map



Important Phone Numbers/E-mail Addresses

LHS (Legacy High School) – 222-6552

Blaufuss, Angie	Secretary	222-6552	angie.blaufuss@ksd.org
Boatman, Dennis	Principal	222-6522	dennis.boatman@ksd.org
White, Sharon	Attendance/Librarian	222-6930	sharon.white@ksd.org
Holmes, Michelle	School Counselor	222-5848	michelle.holmes@ksd.org
Stewart, Mariel	SpEd Case Manager	222-5763	mariel.stewart@ksd.org
Walker, Teresa	School Nurse	222-5160	pam.kirkpatrick@ksd.org
Oatis, Tommie	Intervention Specialist	222-6092	tommie.oatis@ksd.org
Smith, Sandra	Tutoring Services		sandra.smith@ksd.org
Weed, Ron	Tutoring Services		ron.weed@ksd.org
Birrueta, Francisco	Math/Art		francisco.birrueta@ksd.org
Cadwallader, Wanda	CTE/CP/Psychology		wanda.cadwallader@ksd.org
Gochoel, Brian	Lang Arts/Apex		brian.gochoel@ksd.org
Johnson, Michelle	Lang Arts/Leadership		michelle.johnson@ksd.org
Nuxoll/Willard, Sandy	Science/Health/LangArts		sandy.nuxoll-willard@ksd.org
Wincentzen, Alex	Social Studies/PE		alex.wincentzen@ksd.org
Andebrhan, Daniel	Para-Educator		daniel.andebrhan@ksd.org
Becker, Chastity	Para-Educator		chastity.becker@ksd.org
Gutierrez, Ana	Para-Educator		ana.gutierrez@ksd.org
Rivera, Samantha	Para-Educator		samantha.rivera@ksd.org
Baer, Melissa	Nutrition Services		melissa.baer@ksd.org

REACH Program – 222-6552

Pickett, Marnie	Teacher		marnie.pickett@ksd.org
Aldape, Conrada	Para-Educator		conrada.adalpe@ksd.org
Cadwallader, Wanda	REACH Computing		wanda.cadwallader@ksd.org
Nuxoll, Sandy	REACH Science		sandy.nuxoll-willard@ksd.org

LOLA (Legacy Online Advantage) – 222-5866

Jones, Stefanie	Secretary	222-5866	stefanie.jones@ksd.org
Coleman, Ronny	Science/PE/Health	222-5830	ronny.coleman@ksd.org
Downing, Ryan	Math/CCP	222-5243	ryan.downing@ksd.org
Smith, Nancy	Social Studies	222-5850	nancy.smith@ksd.org

BFJJC (Benton-Franklin Juvenile Justice Center) – 783-2151

Sola, Janice	Lang Arts/Social Studies	Ext. 2637	janice.sola@ksd.org
Johnstone, Shari	Para-Educator	Ext. 2645	shari.johnstone@ksd.org
Martin, Chad	PE/Computer Ed	Ext. 2617	chad.martin@ksd.org
Vegas, Antonio	Math/Science	Ext. 2639	antonio.vegas@ksd.org

Day Reporting Program – 783-2151

Vegas, Antonio	Coordinator/Teacher	Ext. 2639	antonio.vegas@ksd.org
Martin, Chad	Teacher	Ext. 2617	chad.martin@ksd.org
Sola, Janice	Teacher	Ext. 2637	janice.sola@ksd.org
Knopik, Tina	Para-Educator	Ext. 2441	tina.knopik@ksd.org
Turner, Dave	Para-Educator	Ext. 2441	dave.turner@ksd.org

CATS (Community Alternative Transition School) Program – 783-2151

Belliston, Danielle	Teacher	Ext. 2613	danielle.belliston@ksd.org
Barnes, Teresa	Para-Educator	Ext. 2613	teresa.barnes@ksd.org

School Calendar List

August 2017

29 – First Day of School

September 2017

4 – Labor Day (No School)

13 – Early Release

22 – District Professional Day (No School)

October 2017

4 – Early Release

20 – District Professional Day (No School)

27 – End of Term 1

November 2017

10 – Veteran’s Day (No School)

15 – Early Release

22 – Early Release

23-24 – Thanksgiving Break (No School)

December 2017

6 – Early Release

20 – Early Release

21-31 – Winter Break (No School)

January 2018

1-2 – Winter Break (No School)

10 – Early Release

15 – Martin Luther King Day (No School)

19 – End of Term 2

22 – Weather Make-up Day (No School)

February 2018

9 – District Professional Day (No School)

14 – Early Release

19 – Presidents’ Day (No School)

March 2018

7 – Early Release

28 – Early Release

30 – End of Term 3

April 2018

2-6 – Spring Break (No School)

19 – Student Led Conferences (No School)

20 - Early Release (1:00 pm)

May 2018

16 – Early Release

25 – Weather Make-up Day (No School)

28 – Memorial Day (No School)

June 2018

8 - Class of 2018 Graduation

13 – Early Release & End of Term 4

Make-up Days for Weather Closures (if needed) are January 22, May 25, Jun 14. If there are more than 3 weather closures days, a corresponding number of additional days will be added to the end of the school year.

Student Government

The ASB Student Assembly consists of the elected ASB officers and representative from each of the home rooms. Student Assembly meetings are held monthly and at other times as so needed.

ASB Officers (New officers will elected by October 31st)

President	TBD
Vice President	TBD
Secretary	TBD
Treasurer	TBD
Publicity Manager	TBD
ASB Advisor	Michelle Johnson

Yearbook Fee..... \$25

Student I.D.s

Student ID cards are provided free of charge to students during picture-taking dates in September and October only. Lost/damaged ID cards cannot be replaced at this time. For school safety purposes, students are required to carry their Legacy I.D. card while on campus or at school sponsored events. When asked by any staff member to present this I.D. card, you should do so promptly and courteously. Students who are not able to identify themselves on campus with their student I.D. card may be subject to school discipline. I.D. cards are also required to check out materials in the library and attend school activities, games, and dances.

Textbooks

Textbooks are primarily used in class, but may be checked out on occasion per teacher's discretion. On-line versions may be available, please check with the teacher. Students are responsible and assessed fines for the replacement of any book that is lost or stolen. Fines will be issued for not returning the exact text that was issued to the student by the teacher. Report all lost books to the teacher immediately so another book can be assigned if available. A fine will be assessed for books that are damaged. Transcripts will be held until all fines are paid in full. Students may not participate in commencement until all fines and fees are paid.

Littering

Students are expected to clean up after themselves to help keep the school clean and litter-free. Trash, food wrappers, paper, beverage containers, and unwanted items are to be placed in the nearest trash/recycle receptacles. Our school has recently been remodelled; please help keep our school looking great.

Activity Conduct

School rules and regulations apply at all Legacy High activities on and off campus. As a representative of Legacy High School and the community, as a participant or a fan, each student is expected to be a positive influence for LHS and the community. Legacy High activities are limited to Legacy High School students and authorized guests. Students who violate school rules and policies may be asked to leave the activity and school discipline may be applied.

Dances

Attendance at Legacy High School dances are a privilege. All attendees will be asked to present school issued I.D. in order to attend a dance. A student bringing a guest must complete a Guest Pass form for the conduct of that guest. Only one guest per student is permitted. Guest Pass forms are **due one week prior to the dance**. Plan ahead. Guests without Guest Pass forms filled out in accordance to this policy, will not be admitted into the dance. All school rules (including AODA policy) are enforced during the dance. Students who are found in possession or consumption of alcohol or illegal drugs will be removed from the dance, parents/police will be contacted, and student will be subject to school and/or legal discipline



Parents are welcome to attend dances as chaperones. Inappropriate dancing or behavior is subject to removal from the dance and school discipline. "Face to face and leave some space."

Federal Survey Cards

Federal survey cards will be distributed to students for parental completion at the beginning of October each year. It is important that parents fill out the needed information and have their students return the Federal Survey Cards by the due date.

Emergency (Evacuation & Lockdown) Drill Information

Emergency drills are held at different times under different circumstances and conditions. We ask that students not use their cell phones during a drill. The district office (222-5000) will always be informed of drills at Legacy and can answer parent questions.

Injuries/Illness

If a student becomes ill or injured while in school, the student should report to a Legacy Staff member. No student who is seriously injured should be moved. The staff will contact the adults listed by the parent/guardian on the emergency card. Students may not leave the building without authorization from Legacy staff.

Food Services

Food services are available to provide a nutritionally balanced breakfast and lunch for each student. Students may purchase the breakfast and/or lunch from the Food Services staff, or they may bring own lunch to school. If requested, Food Services staff can refrigerate student lunches brought to campus.

Lunch & Breakfast Prices

Lunch.....	\$2.80
Reduced price Lunch	\$0.40 *
Breakfast	\$1.65
Reduced price Breakfast	\$0.00 *
Milk.....	\$0.55
Adult Lunch (with milk)	\$3.50
Adult Breakfast.....	\$2.25

* Forms to request Free/Reduced Lunch status are available from the Food Services personnel. Completed forms must be returned to that staff for processing.

Academic Information

Credit Graduation Requirements

Students are required to take four classes (2 credits) each Term. To graduate from Legacy High School, students must pass the following minimum course requirements in grades 9 through 12:

Content Area	Credits	Content Area	Credits	
English	4.0	Math	3.0	
Social Studies	3.0	Science (1 lab)	2.0	
Occupational Ed	1.0	Health & Fitness	2.0	
Arts	1.0	Electives	5.0	Total 21.0

Non-Credit Graduation Requirements

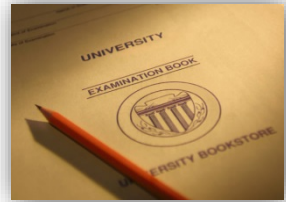
All students are required to complete a Culminating Project, a High School and Beyond Plan, and demonstrate computer competency. Students must also successfully pass the required assessments such as the math and science end of course (EOC) assessments and reading and writing high school proficiency exams (HSPE).

Requests to Change Class Schedule/Teacher

Students must follow the course schedules given to them by school officials. A request to transfer a student from one class to another or from one teacher to another may be made by a student and parent, teacher, or administrator. The justification for making a change to a student's schedule must be substantial. Schedule change requests are considered for reasons such as class-overload, individual student needs, or special program placement, i.e. Special Services, ESL, or supplemental enrichment courses. All requests for schedule changes, whether from students, parents/guardians, and/or staff members, must be approved and changed by the Counselor and/or Principal before it becomes effective. Students must follow their original schedules until notified by the Counseling Office of the approved change and presented with an updated schedule. Following a requested schedule change without receiving the proper notification will result in serious grade and attendance problems for the student.

Academic Testing

Policies and regulations of the Kennewick School District and the State of Washington require that certain standardized tests be administered to specific students each year.



Measure of Academic Progress (MAP) Tests

are given to all students in mathematics and reading. The MAP tests are a set of computerized adaptive achievement tests developed from the Northwest Evaluation Association (NWEA) basic skills item banks. All students will take the MAP tests during the Fall and Spring testing sessions. Some students may be required to test during the Winter session as well. The test results (RIT scores) describe student achievement and growth. A student's RIT scores are used to aid in the placement of students in appropriate classes.

End-of-Course (EOC) Exam

Students in grades 7-12 take math and biology end-of-course (EOC) exams. EOCs allow students to be tested on the knowledge and skills they've gained from a specific course rather than on a comprehensive test like Smarter Balanced Assessment (SBAC) that assesses overall knowledge.

Math: The math EOC exam is given within the last three weeks of the school year. The math EOC exam are available in algebra 1/integrated math 1 and geometry/integrated math 2. The EOCs are given to students in grades 7-12 who are taking those respective classes. Passing an EOC exam in either Algebra 1 or Geometry are graduation requirements for the Classes of 2013 through 2016.

Biology: The Biology EOC exam is given within the last three weeks of the school year. Students who are not in the 10th grade take the Biology EOC while taking Biology. 10th grade students must take the Biology EOC whether or not they are taking Biology. Passing the Biology EOC exam in a graduation requirement for the Classes of 2015 and above.

High School Proficiency Exam (HSPE)

High School Proficiency Exams (HSPE) are comprehensive exams that measure the basic proficiency of high school students in **reading** and **writing**.

Demonstrating proficiency in reading and writing by passing the exams are graduation requirements for the Classes of 2013 through 2016. HSPE's can be taken in March and/or August of each year.

Smarter Balanced (SBAC) Tests

Beginning in the 2014-15 school year, 11th graders will be tested in subjects included in the Common Core (English language arts and math) using the Smarter Balanced system. Meeting the standard of the Smarter Balanced tests is not required for graduation until the Class of 2019, but may be used as an alternative to the HSPE's and/or EOC exams for the Classes of 2015 through 2018.

EOC/HSPE/SBAC Testing Requirements

The table that follows illustrates the Reading and Writing HSPE, Math EOC, Biology EOC, and SBAC testing graduation requirements.

Subject	Classes of 2015 & 2016	Classes of 2017 & 2018	Class of 2019
English Language Arts (ELA)	Reading and Writing HSPEs* - OR - 10th-grade ELA Exit Exam based on the Common Core** - OR - 11th-grade Smarter Balanced ELA Test**	10th-grade ELA Exit Exam based on the Common Core - OR - 11th-grade Smarter Balanced ELA Test	11th-grade Smarter Balanced ELA Test
Math	Algebra I/Integrated Math 1 EOC - OR - Geometry/Integrated Math 2 EOC - OR - Alg 1/Int Math 1 EOC Exit Exam based on the CC** - OR - Geo/Int Math 2 EOC Exit Exam based on the CC** - OR - 11th-grade Smarter Balanced Math Test**		11th-grade Smarter Balanced Math Test
Science	Biology EOC - OR -	Comprehensive NGSS Test***	

HSPE Dates (Grades 11 & 12)

Reading.....March 17, 2015
Writing.....March 18 & 19, 2015

End of Course Exams

Math.....May 11-29, 2015
Science.....May 11-29, 2015

SBAC Dates

English Language Arts (10th grade).....May 12-13 or 19-20, 2015
English Language Arts (11th grade).....April 6-May 29, 2015
Math (11th grade).....April 6-May 29, 2015

Waivers of Graduation Requirements

Graduation requirements may be waived through the policies and procedures provided in the Revised Code of Washington (RCW), Washington Administrative Code (WAC), and Kennewick School Board Policy. State-mandated graduation requirements cannot be waived. To request the waiver of a graduation requirement, a student must complete and submit to the LHS Counselor a Waiver Request Form before the end of the student's junior (3rd) year of high school. The form, which identifies the procedures and criteria to be followed, are available from the LHS Counselor.

Grading Scale & Credits Earned

Grade	GPA	Percent	Credit	Grade	GPA	Percent	Credit
A	4.0	93-100	Yes	C -	1.7	70-73	Yes
A -	3.7	90-92	Yes	D+	1.3	67-69	Yes
B +	3.3	87-89	Yes	D	1.0	60-66	Yes
B	3.0	84-86	Yes	F	0.0	< 60	No
B -	2.7	80-83	Yes	S*	---		Yes
C +	2.3	77-79	Yes	U*	---		No
C	2.0	74-76	Yes	NC*	---		No

*S (Satisfactory)

U (unsatisfactory)

NC (No Credit)

Tutoring

Students who are encountering difficulty with a class should contact their teacher for extra help. Teachers are available after school to work with students.

Report Cards and Progress Reports

Computerized report cards are issued to every student at the end of each grading period. Report cards for each Legacy Term grading period will be mailed home. At each mid-quarter, progress reports will be mailed home as well. Parents and students are encouraged to utilize the District's Parent Portal website (accessible at ps.ksd.org/public) to review the student's academic progress and attendance in his/her classes. Teachers may be contacted via telephone or email. Their phone numbers and email addresses can be found in this student handbook and at the LHS web site: <http://www.legacykennewick.org/>

Legacy High School Honor Roll

To qualify for the Legacy High School Honor Roll, a student must receive passing grades in a sufficient number of courses to have earned 2.0 or more credits for the Term; received a Term grade point average of 3.0 or higher; and to not receive any disqualifying Term grade (F, U, NC, I) in any course taken during the Term. The Legacy High School Term Honor Roll is calculated and published following the conclusion of each Term of the school year.

Legacy Legend Award

For each Legacy High School graduating class, a Legacy Legend Award recipient will be identified and announced. The Legacy Legend Award designee will be selected by the Faculty with feedback given by the members of the graduating class. Qualifying criteria will include academic achievement, student citizenship standards, completion of all KSD requirements for graduation, and obstacles overcome. Selection will be made in April after the completion of the 3rd term grading period. The Legacy Legend Award recipient will have the opportunity to speak at his/her Commencement ceremony.



Family Educational Right and Privacy Act (FERPA)

The Federal Family Education Rights and Privacy Act of 1974 permits the Kennewick School District to release certain information known as “directory information,” to certain people or institutions, unless parents request, in writing, that such information not be released. In many cases, requests for this type of information come from news media or the armed forces for recruiting purposes. Directory information may include: 1) student name, address, and telephone number, 2) date and place of birth; 3) participation in officially recognized activities and sports; 4) weight and height of athletic team members; 5) dates of attendance; 6) photographs or other similar information. Photographs may occasionally be taken of students for use in the news media or school district publications. Forms requesting the non-release of student directory information and/or student likeness are available at the high school main office. The complete FERPA can be viewed on the Legacy HS website (www.legacykennewick.org) or the Kennewick School District website (www.ksd.org/District/About/Notifications).

Additional Academic Opportunities

- **Running Start:** Open to juniors and seniors wishing to simultaneously earn high school and college credit by taking classes at CBC while attending Legacy. Consult Mrs. Holmes in January of your 10th or 11th grade year for details. Student may only participate in Running Start for no more than 2 school years.
- **Tri-Tech:** Open to juniors and seniors wishing to participate in more broad based vocational training.
- See Mrs. Holmes for registration information.



Dates for Higher Education-Related Tests

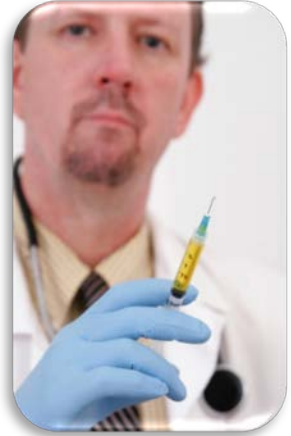
LHS Testing Code: 480518

SAT Date	Registration Deadline
Oct 3	Sep 3
Nov 87	Oct 9
Dec 65	Nov 5
Jan 23	Dec 28
Mar 5	Feb 5
May 7	Apr 8
Jun 4	May 5

ACT Date	Registration Deadline
Sept 12	Aug 7
Oct 24	Sept 18
Dec 12	Nov 6
Feb 6	Jan 8
April 9	Mar 4
June 11	May 6

Medication At School (See Discipline Steps 5-10)

Any medication taken in school must have a Medication at School form on file with the School Nurse (forms may be found on the Kennewick School District website, www.ksd.org, or in the School Nurse's office.) The medication must be in the original container and kept in the office unless approved by a Doctor and the School Nurse. This pertains to all medication except for short term use of narcotic pain pills, where the student needs to stay at home until they are able to control their pain on over the counter medication. Depending on the medication, students carrying prescription medication without Doctor's orders may be legally charged for carrying drugs; this applies to both prescription and over the counter medications (i.e. cough drops, Tylenol, Aspirin, allergy medicine, dietary supplements, etc.) It is never appropriate for a student to share their personal approved medication with another student at school.



Information in student health records may be shared with school personnel on a need-to-know basis to protect the student's health, safety, and educational interests. This will be done at the discretion of the school district certified nursing staff. If parents do not want this information to be shared, they must notify the school nurse in writing.

KSD Attendance Guidelines

Excused Absences

When a student is absent, it is their responsibility to obtain an "Excused Absence" slip from the Attendance Office to ensure that their absence has been cleared. Students may get their absences either before school, at lunch, or after school in the attendance office. All absences are considered unexcused unless excused for one of the reasons identified below. Student absences

How To Excuse Your Absence

Kennewick School Board Policy #3122 notes ten justifications to excuse a student's absence from school:

- A. Participation in a district or school approved activity or instructional program; (Your advisor/coach will normally arrange this through a "Please Excuse" list.)
- B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry); Request that appointments be made outside of the school day if at all possible. Illness is to be verified by parent phone call or note.
- C. Family emergency, including but not limited to a death or illness in the family;

- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless status;
- I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

Visitors

Student visitors are NOT PERMITTED to attend classes with friends or relatives. This includes infants and small children. For the protection of our students all persons visiting campus (students and adults) on official business must register in the main office.

Returning To School After An Absence

When returning after an absence, students must report to the Attendance Office with a written note from parent/guardian, unless the parent has called in the absence. At that time, the student will receive an Excused Absence slip for their teachers to see.

Home Work Assignments

After a student has been absent for two days (EXCUSED absences only) parents may email the teacher directly or contact the Attendance Office and we will email the teacher to request assignments. Please allow a minimum of 24 hours from the time of the request to check back with the Attendance Office to see if the homework assignments are ready to be picked up. Homework may be picked up in the Attendance Office between 7:00 am and 3:30 pm. If an absence is EXCUSED, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s). A minimum of "the number of days absent plus one" will be provided.

Unexcused Absences/Truancies

An absence will be recorded when a student is 10 or more minutes late to class. All absences which have not been cleared with the Attendance Office will automatically become permanently unexcused or truant. These steps will be followed by the Attendance Office in regard to unexcused absences when they have been determined to constitute truancy.

STEP 1: Students who miss one or more periods will be, given a referral, placed on an attendance contract, and a phone call home is made.

STEP 2: Following the second truancy in a Term grading period, the student will be given one hour campus cleanup, and a parent/guardian phone conference with the principal. Parents and student will be notified of the implications of BECCA law, and that the next truancy will result in a three-day suspension.

STEP 3: Following the third truancy in a Term grading period, the student will be suspended for three school days and a parent/student conference will be held. Student and parents will sign a form acknowledging that they understand the next truancy will result in disciplinary action up to and including suspension from school for the remainder of the Term and subsequent loss of credits. A BECCA petition may be filed with the courts.

***A truancy is considered an unexcused absence which cannot be verified by school personnel, a parent, or another outside source.**

Appointments Scheduled During The School Day

When it is necessary for a student to leave school for appointments (medical, dental, court), we recommend that the student bring a note or appointment verification to the Attendance Office on the morning of the appointment in order to obtain a call slip. **Prior to leaving, the student must check out in the office by signing the checkout sheet.** It is expected that the student will return to school immediately following the appointment. **Upon the student's return to school, they must check in at the Attendance Office to receive an Excused Absence slip.** Failure to follow these procedures will result in an Unexcused Absence.

If a student is sick, they should go to the attendance office to meet with the nurse, if she is available, or to call home **from there** and then sign out. Students should NOT call from their own cell phones or class phones.

Failure to Check-Out Through The Attendance Office

Definition: Leaving the campus without signing out through the Attendance Office. Students will be considered truant and placed on the appropriate Unexcused Absences/Truancies contract (see above).

Excessive Absences/Potential Loss of Credit

The Kennewick School District has established absence limits to promote student engagement in school. Excessive absences may lead to loss of credit, as described below:

Parents will be notified by mail of their student's absences on the third, fifth, and seventh absence.

After the 7th non-school related absence, the student will be notified in order to determine whether an attendance contract is appropriate. In addition to the contract, and after the 7th non-school-related absence per Term in a given class, the classroom teacher, at his/her discretion, may forward to the building administration a notice of referral for **denial of class credit**. The classroom teacher, at his/her discretion, may thereafter rescind the notice, or having rescinded said notice, reinstate it any time for attendance and classroom work related behavior together with a brief explanation thereof, until a week before the meeting of the building Attendance Committee.

The building Attendance Committee will meet to review all timely referrals for denial of credit within a week after the Term's grades and attendance have been recorded. An affected student and parent shall be given timely notice and

may appear at such review. The Attendance Committee shall consider relevant facts that include:

- Total number of absences in this and other Term classes,
- Pattern of absences in prior semesters/Terms,
- Whether the non-school related absences related to verified illness, emergencies within the family, and/or absences that have a significant family or educational related value, (a mitigated factor),
- Whether the student has earned an A through a C- in the course, (a mitigating factor),
- Whether the student has earned a D+ or D in the course, (a negative factor), or
- Whether the student has voluntarily been involved in other mitigating factors developed by the high school.

In the event of credit denial, the student and/or parents have the right to appeal to the building principal.

In the event that the issue is still not resolved, the student and/or parents may appeal to the Assistant Superintendent of Secondary Education.

In the event that this issue is still not resolved, the students and/or parent may appeal to the School Board following the procedure in Policy # 3323-R2.

Teacher Tardy Policy

Prompt arrival is a basic workplace expectation. Accordingly, the demonstration of effective work habits, including punctuality, shall be a part of the learning process in every class at Legacy High School. Prompt arrival to class will be a basic expectation for all students. Students that more than 3 minutes late to class will be required to check into the attendance office to acquire a tardy slip. Missing more than the first 10 minutes of class (25 minutes for 1st period) will be considered an absence, and subject to the making up of class time missed.

The following Tardy policy will be in effect in all classrooms, **UNLESS** the teacher adopts an administratively approved tardy policy published in their syllabus.

Tardy 1: Oral warning

Tardy 2: Oral warning

Tardy 3 and beyond: Teacher discretion
consequences up to and including
Referral to Administration



Excessive Tardiness (*Frequent tardiness to classes*)

- First Offense (up to 6 overall tardies): First Step Tardy contract; missed class time made up after school.
- Second Offense (up to 10 overall tardies): Second Step Tardy contract; missed class time made up after school and 30 minutes campus clean up.
- Third Offense (up to 14 overall tardies): Third Step Tardy contract; phone conference with parents and principal; 1 day OSS.
- Fourth Offense (up to 18 overall tardies): Fourth Step Tardy contract; conference with parents and principal; 3 days OSS.

General Discipline Expectations and Processes

Students must exhibit responsibility to themselves and others while being assured a physically and psychologically safe environment. A major responsibility in educating children is to define, implement, and enforce discipline and accountability. Discipline must be fair, firm, and consistent. The following contains a list of school related infractions, clear expectations for behavior and clear consequences for unacceptable behavior. All discipline will be administered in a caring atmosphere where the student's dignity and self-worth is protected while the inappropriate behavior is addressed.

It is a Legacy High School expectation that ALL students be respectful in matters concerning: interactions with staff; treatment of fellow students; guests in the building; school property and the personal property of others. Any behavior determined by administration or staff to be disrespectful will result in disciplinary consequences.

School rules are determined by school and district policies and state law. Any behavior which constitutes a criminal offense will be prosecuted. Students, staff members, and parents are informed about Legacy High School's discipline policy through the Legacy Student/Parent handbook.

The following procedures will be used when a student is referred for a rule violation:

- a) The student will be informed specifically of what rule has been violated.
- b) The student will be provided the opportunity to present an explanation.
- c) The consequence for the rule violation will be determined by school and district policy, state law, and the judgment of the person administering discipline. Note: "Judgment" may include referrals to other appropriate school programs or resources such as a counselor, student assistance programs, and other social services.
- d) Parents/guardians of the student will be contacted by mail and/or phone and the procedure will be outlined for them.

Administrative Disciplinary Action Steps

1. **Conference with Student:** Generally a warning and verbal reprimand
2. **Time Out/“Take A Ten”**
 - a. Disruptive/unfocussed students will be asked to “Take a 10.” After 3 in one day, the student will be sent home as “Not ready for school.” [OSS]
 - b. Students asking to take a 10 to get out of class will be followed up with a referral unless a prior arrangement has been made between staff and student(s).
3. **ISS (In-School Suspension)/Detention (DET)/Campus Cleanup (CC)**
 - a. Can be after school, for a single class period, full-day or several days-- this is assigned by an administrator. The student is permitted to come to school, but is kept in a room apart from other students with limited passing times and a different lunch when applicable. Parents are contacted by mail and/or phone.
 - b. If detention is not completed the student will serve ISS/OSS.
 - c. Students will receive credit for school work completed during the suspension. Students without class work will be expected to complete ISS curriculum; repeat the time in ISS until work is complete; or serve OSS.
 - d. Failure to meet **ISS** expectations will result in **Short-Term OSS**.
4. **Loss of Privilege/Restriction:** Privileges beyond a student’s right to a free and safe education may be limited or restricted.
5. **Restitution:** Students may be asked to pay for cost of cleanup, damages or loss of property.
6. **Confiscation:** Items inappropriate for schools (for example, nuisance items that disrupt such as: Cell Phones, Digital, Analog, and other Music Devices, fireworks, matches, cap pistols, cigarettes, lighters, knives, noise makers, chewing tobacco, drug paraphernalia, alcohol, etc.) will be taken away. Confiscated items may not be returned and illegal items may be given to a law enforcement officer. Inappropriate clothing may also be confiscated and returned to a parent.
7. **Short-Term Suspension (Out of School--OSS):** Short-term out-of-school suspension will be one to ten days. Parents are contacted and a letter is sent home. Students must make up work during suspension and credit for the work will be given. Work requests will be distributed (for suspensions beyond 3 days) to teachers and can be picked up one school day after the suspension. A parent conference will be required for the student to return to school and the student will be placed on a behavior contract upon return.
8. **Long-Term Suspension (Out of School--OSS):** Long-term suspension will be eleven or more days. Parents are contacted and a letter is sent home. Appeals of long-term suspensions are made formally with the school district office within a set period of time. If the student is to return to school within the current Term, students must make up work during suspension and credit

for the work will be given. Work requests will be distributed to teachers and can be picked up one school day after the suspension. A parent conference will be required for the student to return to school and the student will be placed on a behavior contract upon return.

- 9. Emergency Expulsion:** Emergency expulsion is the immediate removal of a student from school for actions which endanger students, staff, or the educational process. This action is taken in order to conduct investigations and ensure the safety of the student(s). Parents are contacted and a letter is sent home. Emergency expulsions may not exceed ten (10) school days in length and will be either rescinded or converted to a short- or long-term suspension, or expulsion. Appeals of emergency expulsions are made formally with the school district office within the ten (10) school day period. Students' grades shall not affect substantially as a result of an emergency expulsion that is rescinded or converted to a short-term suspension. If it is determined through investigation and recommendation from the superintendent is attained that the student is to be removed from the Kennewick School District (KSD)—credits for the Term and/or school year would be forfeited and not granted by the KSD. If the emergency expulsion were for some reason changed to a long-term suspension, school work may be provided.
- 10. Expulsion:** A student is removed from the Kennewick School District for a specified period of time. This requires a recommendation to the superintendent.
- 11. Additional Administrative Intervention Actions**
- Counseling Referral/Conference
 - Attendance Contract
 - Behavior/Disruptive Student Contract (generally lasting one school year). Students will be placed on a contract any time they return from a suspension, and at other times as determined by administration
 - Withdrawal from class with a failing grade; placed in ISS
 - Withdrawal from school
 - Referral to Day Reporting/CATS or other appropriate programs



If you knew someone was going to hurt you or your friends, wouldn't you want to tell someone you trusted?

Take care of yourself and your friends! Tell your parents, a teacher, counselor, security, school resource officer, or the police.

586-TIPS/586-8477 or 1-888-571-6566

Unlawful and Criminal Behavior

The Kennewick Police Department and the Kennewick School District have jointly agreed on a procedure that focuses on providing a safe and healthy environment for students and faculty. All parties have mutually agreed that all suspected violations of the law will be promptly reported to the appropriate law enforcement department (School Resource Officer—SRO) and that a law enforcement investigation will occur. At the conclusion of the investigation, those individuals who have committed violations of the law may be charged. This action is in addition to any disciplinary administrative action taken by the school.

Legacy High School utilizes the services of Kennewick Police Department uniformed School Resource Officers (SRO's) when appropriate and so requested by the school.

Discipline Infractions Categories and Detail

Disciplinary action steps that generally apply to each violation are in parentheses

101 Disruption (Steps 1-7)

- **Building:** Students on campus and in hallways are expected to be quiet and not disruptive. This includes inappropriate displays of affection and the use of profane language.
- **Classroom:** A disruption is the chronic or blatant interruption of the teacher or the lesson, causing other students to be distracted from class work and/or any other action deemed a disruption to the educational process by the teacher.

102 Insubordination/Defiance (Steps 1-9)

The conscious choice on the student's part to fail to act as instructed by an administrator; teacher; substitute, or staff member; an act of lying; other form of deceit

103 Refusal To Identify (Steps 1-9)

A student not giving his/her correct name, or where they are scheduled to be, when asked by school or law enforcement personnel. This infraction is also considered a misdemeanor according to Washington Administrative Code.

104 Abusive/Lewd Conduct (Steps 1-10)

Abusive/Lewd Conduct can include but is not limited to:

- **Unacceptable Language/Pornography:** The use of profane, vulgar, or salacious language, symbols, or gestures in any language. Possession of any lewd or obscene materials
- **Unacceptable Language Directed at a Teacher, Other School Employee or Other Adult:** Offensive language or gestures directed at an adult.

105 Inappropriate Language (Steps 1-10)

Language found to be offensive, obscene, or vulgar. This may include but is not limited to:

- **Unacceptable Language/Pornography:** The use of profane, vulgar, or salacious language, symbols, or gestures in any language; possession of any lewd or obscene materials
- **Unacceptable Language Directed at a Teacher, Other School Employee or Other Adult:** Offensive language or gestures directed at an adult

106 Inappropriate Clothing (Steps 1-7)

Our dress standards are designed to train students for the transition from school to career. Legacy's student dress expectations are also established to eliminate disruptions to the educational process caused by individual attire; establish and maintain a quality-learning environment for all students and staff; ensure adequate safety. These expectations are as follows:

- Shoes must be worn. Slippers are not allowed, but flip flops are.
- No overly large openings at neck or arms (School Board Regulation R 3224)
- No see through clothing that exposes undergarments, i.e. bras and briefs. Undergarments (i.e., bra straps and undershorts) must be covered
- No bare shoulders (strapless), bareback tops, halter style tops, spaghetti straps or single shoulder tops allowed at school. (ALL sleeveless garments should have two straps with each strap being a minimum of 1" and must cover the whole torso without being seen through or having overly large openings at neck or arms).
- Shirts/tops must appropriately cover the upper torso and do not expose any portion of the anatomy or undergarments in a manner which is offensive or disrupts the educational process.
- The bottoms of skirts, dresses, or shorts must extend beyond the fingertips when arms are extended at the sides
- No clothing or accessories which advertises alcohol, tobacco, or drugs or which expresses or suggests lewd, sexual, violent, discriminatory, or harassment messages.
- Wearing headgear in the classroom will be up to the classroom to decide. His/her decision in this matter will be respected and followed (this includes hats, "do-rags," bandanas, beanies, headbands, and other head wear).
- Clothing is to fit the individual; sagging pants, extremely oversized, or undersized clothing is not to be worn on campus. Pants must be worn high enough on the waistline to cover undergarments and skin at all times. Pants, sweat pants, skirts, or shorts may not be folded down, exposing the midriff.
- No clothing, behavior, or communication related to gang involvement or determined to be gang affiliated or creating a threat to individuals safety is allowed (including, but not limited to, graffiti, hand signs, colors or inscriptions, hats, "do-rags", bandanas, belts, or chains) and is subject to discipline.
- No **gang-related tattoos** (permanent or temporary). Such tattoos must be covered at all times.

The school administration/staff will determine whether garments are disruptive to the educational process, including garments not listed in the current dress expectations.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, may be required to change clothing and may be subject to school discipline. Students must:

- *Change into appropriate clothing that the student has at school*
- *Change into appropriate clothing provided by the school (school will ask for it to be returned or student will be fined)*
- *Change into appropriate clothing that a parent/guardian is able to provide from home*
- *Go home for the day—parent will be notified (may be allowed to return if displaying appropriate clothing)*

107 Public Displays of Affection (Steps 1-9)

Students may not engage in any inappropriate displays of affection.

Inappropriate displays of **affection** include but are not limited to full, prolonged embraces, sitting on laps and/or kissing and are not allowed on school property.

108 Rumors/Slander (Steps 1-9)

Students engaged in inappropriate gossip; telling of falsehoods, or sharing demeaning information about another person verbally, electronically, or in writing. This behavior has been shown to lead to violent acts and will not be tolerated.

109 Forgery (Steps 1-9)

Interfering with documents or communication between school and home i.e.: forging parent signature, intercepting reports, trip requests etc. (all constitute truancy). Forging school documents is a serious offense.

110 Electronic Devices (See Below)

Electronic devices may not be used in class, bathrooms, or hallways during class time and must be turned off. Students may use electronic devices before/after school, at lunch, during pass time between classes, and with teacher permission for classroom activities. Bringing an electronic device to school create some risk of loss or theft for which the student takes responsibility. Understand the risk before bringing electronic devices to school. If these devices disrupt the educational environment, they will be confiscated. Student must hand over the device to a school official when requested. Consequences for violations:

1. Student may pick-up the device after school
2. Student's parent may pick-up the device from the office
3. Student's parent may pick-up the device from the office; student is suspended for one day
4. Student's parent may pick-up the device from the office; student is suspended for three to five days

111 Technology (Steps 1-10)

Students may not bring any computer applications, including games, to school for any reason. Students, also, may not bring computer hardware of any type, including external drives, to school without prior permission. District workstations may not be altered without direct teacher permission. Any vandalism (destroying or changing files, illegal copying, etc.), intentional copyright violations, or attempted access to unauthorized data will result in disciplinary action, which may include criminal charges, restitution, suspension, or expulsion. Possession or distribution of passwords other than the student's own password is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network or inappropriately accessing material including but not limited to inappropriate internet sites that violate district pornography policy will be subject to discipline, suspension or expulsion.

Students shall not possess any objects, pictures, or written text that depict illegal drug use, alcohol use, or are gang-related, as they are not permitted at LHS.

112 Computer Use (Steps 1-9)

Student use of school computers is to occur only under the authority of school personnel. A student who engages in unauthorized use of equipment, software, and Internet services will receive school discipline and may lose computer rights and access. A student who damages, misuses, or steals equipment or software will also be disciplined and fined. (See Computer use Agreement)

113 Cheating/Plagiarism (Steps 1-9)

- **Cheating:** Copying of another students assignment or answers without teacher permission, or in an attempt to better or complete an assignment without doing one's own work. When a student claims to have completed a task when said task was not accomplished by student. Providing information/work to another student; allowing another student to copy work.
- **Plagiarism:** Taking work from a source without indicating the source; copying ideas from a source without correctly indicating the source (i.e.: books, magazines, Internet, other media...), even if you have abstracted, summarized, or paraphrased the ideas/material; changing only a few words, sentences, or sections, but otherwise copying directly from a source and passing it off as your own work.
 - First Offense: Failing grade on the test or assignment and possible school service detention/campus clean up.
 - Second Offense: Shall receive a failing grade and withdrawal from class.

114 Behavior Contract Violation (Steps 5-10)

Failure to abide by the contract that has been established by administration, parent and student to ensure the safe and productive return of the student to school

115 Failure To Attend (Steps 1-8)

Failure to attend school discipline actions as assigned

116 Closed Campus and Leaving Campus (Steps 1-8)

In order to maintain a safe and secure campus, Legacy High School maintains a closed campus for all students. Each student must remain on campus and may not leave once he/she arrives at school (even before his/her first class has begun) before the end of his/her school day, without permission, or without having followed the appropriate check out procedures in the Attendance or Main Offices. Leaving the campus prematurely without permission or having not followed the appropriate check out procedures is considered truancy and subjects the student to disciplinary action.

11th and 12 grade students who are in good standing may leave the campus during the lunch period as long as they remain in good standing and have the permission of the school administration. Good standing is defined as maintaining passing grades in enrolled coursework, and complying with all school expectations regarding good behavior and attendance (including tardies). 11th & 12th grade students who are not in good standing may not leave campus during lunch until their good standing status is regained and appropriate permission is granted.

117 Leaving Campus At The End Of The Day (Steps 5-10, see Trespassing)

Students are to leave campus within 15 minutes after the end of school or they are to be in a supervised setting (including classroom) or involved in a school-sponsored activity. Students are not to loiter on school property after school.

118 Food and Drinks (Steps 1-7)

Food or beverages should be consumed outside or in the cafeteria whenever possible. It is up to individual teachers to decide whether students may eat and or drink within the classrooms. Students are expected to clean up after themselves and to help keep the school clean and litter free. Students who litter or fail to clean up after themselves may be subjected to appropriate disciplinary action.

119 Library Use (Steps 1-7)

The library is open for all students to use before, after school, or during lunch. Computers are for educational use. Games, music, social media, etc. are not considered educational use. Food and drink (including water) are not permitted in the library or labs. Electronic devices (cell phones, music players, etc.) may not be used in the library or labs unless specific individual permission is granted by a staff member.

120 Telephone Use (Steps 1-7)

The telephones in all offices are business phones and should be used by students only in cases of emergencies and only with permission of a staff member.

121 Parking/Driving Violations (Steps 1-7)

The Kennewick School District operates an extensive transportation system but provides our parking lots as a convenience to students who **must** drive. The District cannot, therefore, be held responsible for damage or theft to personal property.

- All cars driven to school by students must be parked in the student parking area and in the proper lanes. Students are not to park in staff or otherwise designated parking areas.
- Reckless or dangerous driving, or disruptive behavior with a vehicle is NOT allowed and will result in student disciplinary procedures.
- The speed limit on campus is 8 m.p.h.
- **Parking in fire lanes or other parking/driving violations will result in referral to KPD.**

122 Pedestrians

Pedestrians are encouraged to use existing sidewalks and crosswalks. It is unsafe and unlawful for a pedestrian not to yield to oncoming vehicles (RCW 46.61.235.2). When crossing streets, pedestrians should not assume that oncoming vehicles will stop.

201 Assault (Steps 7-10) Attack on another person or threats of physical abuse

202 Fighting (Steps 7-10)

A mutually joined physical altercation involving two or more willingly engaged students. Students who choose to fight at Legacy will be suspended for ten (10) days on a 1st offense. Duration of suspension may be shortened if the student participates in appropriate counseling at family expense. During the time of the suspension a homework request will be made and test make-ups will be allowed upon the student's return. Those who claim they were assaulted may have the time reduced if they agree to file an assault report with the Kennewick Police.

203 Dangerous Activities and Gang Activities (Steps 3-10)

Dangerous activities include but are not limited to:

- **Acts Disruptive to School Operation** – The intentional use of or urging of others to use violence, force, coercion, threat, intimidation, fear, gang hand signs or graffiti, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.
- **Willful Disregard for Safety of Others** – Committing acts that endanger other students; throwing snowballs; other dangerous or potentially dangerous objects (e.g. staples or paper clips); altering or removing fire extinguishers; pushing and shoving when in line may result in a recommendation to ISS by the teacher who observed the act.
- **(False)Fire Alarms** – Intentional act of setting off the fire alarm system
- **Possession or Use of Firecrackers, Smoke Bombs, Matches or Lighters** – The possession or igniting of explosive or combustible items on school grounds or bringing such on school property.

- **Gang Activities Policy** - A gang is defined as: A group of persons working to unlawful or anti-social ends; a band of anti-social adolescents. Gang activity is not permitted on campus. Affiliation with a gang, gang activities, exhibiting of known behaviors, claiming gang membership by students through actions, language, gestures, or clothing (i.e.: color of clothing or clothing that identifies a particular group i.e.: ICP), or behaviors which intimidate, or affect the attendance of another student at a school or at a school sponsored event is considered exceptional misconduct and is prohibited. Gang affiliation or alleging gang membership has been found to be a form of intimidation to other students and is disruptive to the educational process. Students wearing bandannas, flying colors, using gang terms, displaying gang hand signals, displaying lengthy canvas belts, wearing excessively baggy clothes, displaying "Old English" script, wearing chains or sharp and possibly lethal objects, etc., will be placed under this policy. Inappropriate items may be confiscated. In accordance with **RCW 28A.600.455** students may be suspended or expelled for knowingly engaging in gang activity on school grounds and for a student to reenroll; a behavior and/or appropriate dress contract may be imposed.

204 Theft/Larceny (Steps 3-10)

- Theft: act of stealing or attempting to steal.
- Larceny: The unlawful taking and removal of another person's property

The physical possession on the person or in the locker of any article reported lost or stolen. (Note: Lost articles, as they are found, are to be returned to the lost and found in the main office.) Possession of stolen property; being a participant or "lookout"; and/or withholding information about an unlawful act, are subject to school discipline and the involvement of law enforcement.

*Students are advised to leave valuables and excessive cash at home ("if you can't afford to lose it, don't bring it to school"). Students should not bring valuables to school, nor should they leave them unattended or let them out of their sight! The students are responsible for such items if they are brought to school and the school is **NOT** responsible for lost, stolen, or destroyed items.*

205 Vandalism/Graffiti (Steps 3-10)

Willful damage to or destruction or defacement of school property or personal property of other students or adults. Writing on desks, lockers, etc., that is not a permanent defacement of property, may result in cleaning the property and teacher-administered discipline.

206 Arson (Fulfilled or attempted) (Steps 9-10)

Lighting, or attempting to light, a fire on school property

207 – 210 Weapons (Steps 3-10)

(Handgun, Rifle/Shotgun, Knife/Dagger, Other)

Dangerous Weapons: Legacy High School intends that all facilities and activities will be safe for students, staff and the community.

Weapons Policy Exceptions

It is a violation of district policy and may be a violation of state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities while being used exclusively by the district except as provided below.

The following adults (who are not students) who are:

- 1. Persons engaged in military, law enforcement, or school district security activities;*
- 2. A federal, state or local law enforcement officer.*

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- 1. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and*
- 2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.*
- 3. Other adults under such specific circumstances as the superintendent or assistant superintendent may designate in advance.*

Persons between fourteen and eighteen years of age with written parental or guardian permission and persons over eighteen years of age may possess personal protection spray devices on school property. Any student regularly in possession of a personal protection spray device during school hours shall file notice of such possession with the building principal. Personal protection spray devices may not be used other than in self-defense.

Firearms, dangerous weapons and weapons are defined under District Policy 3314. Consequences of violation of the weapon policy are set forth in District Policy Regulation 3314.

Staff is directed to refer all dangerous weapon violations immediately to the school principal or designee for action. A dangerous weapon is defined as “any object designed to inflict physical harm, or the use of any object to inflict physical harm.” The size or length of the object does not matter if the intent of its use is to inflict physical harm.

Dangerous weapon offenses having to do specifically with firearms shall result in an “emergency expulsion” and convert to either an expulsion or long term suspension. Included in the definition of dangerous weapon is any air gun, including any air pistol or rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas. Look-alike weapons may also be included in this definition. All other offenses involving

dangerous weapons of any type constitutes grounds for “emergency expulsion”, but may result in other disciplinary actions depending on the facts of each individual case.

In most situations involving dangerous weapons (including threats or threats to use with or without a weapon in hand), there is a need to remove the student(s) from school at the time of the event on an “emergency” basis. Building principals have the authority to remove student(s) from school immediately to investigate offenses regarding dangerous weapons. Referral will be made to a law enforcement agency.

211 Trespassing (Steps 5-10)

A student’s unwelcome or unauthorized presence on the school campus or at a school-related activity.

212 Harassment (Steps 3-10)

Harassment begins anytime a person is made to feel uncomfortable. Repeated remarks directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to be destructive of the person and which may lead to physical violence. The use of electronics for cyber-bullying and/or harassment or intimidation through the use of computers/ technology is prohibited as written in School Board Policy #3207. See Informal and Formal Complaint as listed in section 213.

- **Pre-fight Behavior (Steps 7-10)** Remarks directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to incite violence or be destructive of the person and which may lead to physical violence.
- **Incitement of Disorder (Steps 3-10)** To encourage other students to commit or engage in rule violations

213 Sexual Harassment (Steps 3-10)

Sexual harassment occurs when submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit. When submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; when unwelcome sexual or gender-directed conduct or communication interferes with an individual’s performance or creates an uncomfortable, intimidating, hostile, or offensive environment, sexual harassment is present.

- **Informal Complaint Process:** Informal reports may be made to any staff member. Staff shall inform an appropriate supervisor when they receive complaints of sexual harassment. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated. *Any type of complaint will be thoroughly investigated.*
- **Formal Complaint Process:** Anyone may initiate a formal complaint of sexual harassment. The Superintendent or designee shall receive and investigate all formal, written complaints. Complaints shall be in writing; **preferably** to be signed by the complainant; and shall set forth the specific acts, conditions, or circumstances alleged to have occurred. When the investigation is completed, the Superintendent or designee

shall assemble a written report including the results of the investigation. The Superintendent or designee shall communicate in writing to the complainant and the accused within thirty days. *Corrective measures deemed appropriate will be instituted as quickly as possible, ranging from detention to expulsion and/or a change in placement depending on the severity of the incident.*

214 Burglary (Steps 3-10)

The act of taking the personal property of another person in his/her presence, against his/her will or under constraint of fear or force (This includes extortion)

215 Stolen Vehicles (Steps 3-10)

Possession or operation of a motor vehicle without the consent of the owner

216 Threats/Intimidation (Steps 3-10)

Verbal, physical, or spatial/proximity actions that threaten harm of a student/person or make a student/person feel unsafe or uncomfortable.

217 Pre-fight Behavior (Steps 7-10)

Remarks directed toward a student, staff or faculty member designed to demean, embarrass or humiliate; physical intimidation; or other actions intended to be destructive of the person and which may lead to physical violence.

301 Drug Violation (See policy that follows) (Steps 5-10)

302 Alcohol Violation (See policy that follows) (Steps 5-10)

303 Tobacco Violation (See policy that follows) (Steps 5-10)

In all cases parent(s) will be contacted. In a manner consistent with RCW 69.50 (Uniform Controlled Substances Act) the following terms shall be defined as:

- **Controlled Substance** – a drug, substance or immediate precursor included in schedules I through V as set forth in federal or state laws, or federal or board rules. Likewise schedules I through IV (RCW 69.50 Art.II), list common “drugs” including opiates, hallucinogens, stimulants, narcotics as well as derivative analogs.
- **Controlled Substance Analog** – any substance that has a chemical structure similar to that of controlled substances
- **Imitation Drugs** – a substance that is not a controlled substance but which by appearance and representation would lead a reasonable person to believe that the substance is a controlled substance.
- **Manufacture** – the production, preparation, propagation, compounding, conversion or processing of a controlled substance, either directly or indirectly or by extraction from substances of natural origin.
- **Under the Influence** – an abnormal mental or physical condition due to the influence, a visible impairment of the judgment or a derangement, or impairment of mental or physical function or energies arising there from.
- **Delivery** – the actual or constructive transfer from one person to another of a substance, whether or not there is an agency relationship.
- **Legend Drugs** – “prescription” medication including, but not limited to, steroids and other performance enhancing medications. Possession of prescription drugs without a prescription is unlawful.
- **Drug Paraphernalia** – all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting,

propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Alcohol and other Drug Use/Abuse (AODA) Policy

Alcohol & Other Drugs

STUDENTS IN POSSESSION, CONSUMPTION, POSSESSION OF PARAPHERNALIA, DELIVERY AND/OR EXHIBITING THE EFFECTS OF ALCOHOL OR OTHER DRUGS, INHALANTS, MIND OR MOOD ALTERING SUBSTANCES, OR IMITATION DRUGS ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY ARE IN VIOLATION OF THIS POLICY

I. First Offense

A. Possession, Consumption, Exhibiting the Effects* or Possession of Paraphernalia

1. Five (5) day (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.
2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
4. The student is to participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.

* A building administrator and a minimum of one (1) additional staff member will determine if reasonable suspicion exists.

B. Delivery

This violation is considered to be inherently harmful and students who engage in this activity are deemed to be a danger not only to themselves but also to all other students and staff in the Kennewick Schools.

1. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.
2. Following an investigation by the principal if it is determined that there has been a violation of the delivery section of the AODA policy, the student will be deemed an immediate danger and placed on emergency expulsion status. A written notice will then be issued to the student and parent(s) indicating the manner in which a hearing may be requested. In the event the expulsion is upheld, the following considerations shall apply to the guidelines for readmission. The minimum length of the expulsion will be until there is documented achievement of

guidelines for readmission as developed by a behavioral agreement.

3. These guidelines will include the following criteria in addition to those identified by the building administrator:
 - Recommendation of an assessment by a qualified substance abuse counselor
 - Evidence shown of completion of community service as established in guidelines for readmission
 - Improved student behavior since the expulsion
 - Willingness of the student and parent to agree, as appropriate, to a reasonable behavioral agreement

II. Second Offense

A. Possession, Consumption, Exhibiting the Effects, or Possession of Paraphernalia

1. Ten (10) days (out of school) suspension. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.
2. The Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia will be to the maximum extent provided by law.
3. An alcohol and other drug assessment by a qualified substance abuse counselor is recommended.
4. Participate in a Prescribed Student Support Group, a minimum of five (5) consecutive weeks, to the satisfaction of the facilitator, and adhere to a behavioral agreement.

B. Delivery

1. Recommendation of expulsion.
2. The delivery will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

III. Third Offense

A. Possession, Consumption, Exhibiting the Effects or Possession of Paraphernalia

1. Recommendation of expulsion.
2. The possession, consumption, exhibiting the effects or possession of drug paraphernalia will be reported to appropriate law enforcement and appropriate law enforcement will be encouraged to prosecute to the maximum extent provided by law.

Tobacco & E-Cigarettes

STUDENTS IN POSSESSION, CONSUMPTION AND/OR DELIVERY OF TOBACCO OR E-CIGARETTES (ELECTRONIC DELIVERY DEVICES) ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY

In all cases parents will be contacted. Recognizing the serious physical effects of all tobacco products and the fact that tobacco use is a very strong indicator of Alcohol and Other Drug use, the District maintains the following procedures for students possessing, consuming, or delivering tobacco in any form.

I. First Offense

1. One (1) day in-school suspension, with interview by designated Alcohol and Other Drug Awareness specialist and completion of a tobacco educational packet.
2. A copy of the letter of violation shall be permanently placed in the student's cumulative file.

II. Second Offense

1. Three (3) day out of school suspension.
2. Participate in the Prescribed Student Support Group, a minimum of three (3) consecutive weeks, to the satisfaction of the facilitator.
3. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

III. Third Offense

1. Five (5) day out of school suspension.
3. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

IV. Fourth Offense

1. Long term suspension.
2. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

CONFIDENTIALITY

No record of a student's participating in professional treatment services will become a part of the permanent record or transcript. Any and all related information will be treated as health related only and kept in confidentially maintained health files.

CUMULATIVE NATURE OF CONSEQUENCES

Multiple offenses are those that occur during grades K-5, 6-8 or 9-12.

Activity & Athletic Expectations/Infractions

When students are engaged in extra-curricular activities it is the expectation that students abide by all district and school policies. When students fail to fulfill expectations they will be subject to school discipline based on established consequences. In order to maintain quality programs coaches and advisors

retain the right to administer discipline in addition to and above that administered by school administration.

Academic Eligibility/Attendance (Steps 1-10)

1. Kennewick School District Policy 3545 requires a student shall have passed a minimum of five (5) full-time subjects in high school or five (5) full-time subjects in middle school in a 6 period class schedule or six (6) full time subjects in middle school in a 7 period class schedule with an overall 2.0 GPA in all subjects taken in the immediately preceding semester/Term in order to be eligible for extracurricular participation in the following semester.
2. A student not attending his/her boundary school must have on file an approved In-District or Out-of-District Transfer. The Kennewick School District may additionally require an Extracurricular Hardship Waiver or WIAA Appeal.
3. A student must be in attendance all day on the day of a contest in order to participate in contests on that day, and all day Friday to participate in weekend contests. No unexcused absences or truancies. Excused absences do not keep students from participating in contests. Please also refer to the athletic/activity packet and WIAA.com for further information regarding participation in WIAA sponsored activities.

Miscellaneous Infractions

Possession or Use of Disruptive Devices

The possession of items which use disrupts the educational process (laser pointers, shock devices, hot sauce, toys...)

Violation of Computer Use Policy

School computers are to be used for **school-related projects only!**

Damage to computers; the computer system; software; computer furniture; theft of equipment or software; initiating inappropriate access to or altering of networked systems, individual computers or another person's files; inappropriate school use of the Internet; violations of individual computer contracts used by specific departments or staff.

Any violations may result in suspension of computer privileges.

Student and parents must sign and return the Legacy Computer/Network Usage Contract (**Page 34**) to allow students to use school computers. Failure to do so will result in loss of computer privileges.

If parents choose to not have their student use the school computers for Internet access there are "**Opt Out Forms**" available at the main office.

Electronic Devices Violations

All students are strongly encouraged not to have in their possession at any time on any school district property any electronic or telecommunication device. These include, but are not limited to, I-Pods, MP3 players, cameras and cellular phones, tablet, phablets, lap top. However, in recognition of parents' decisions regarding the safety and communication needs of their families the following procedures are placed into effect so as to establish and create as positive a learning atmosphere as possible.

Students in the possession of telecommunications or other electronic devices shall observe the following conditions:

1. At no time shall the possession of such devices pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.
2. Telecommunication/electronic devices may be displayed and/or operated before and after the regular school day, at lunch, and during passing periods. Students are not to use these devices in educational settings (classrooms; computer labs; gymnasiums) during class time or in the cafeteria, except in an emergency situation to contact the proper authorities, and then only under the supervision of or with the express permission of school personnel (It is strongly encouraged that if a student needs to use a phone—they go to the office).
3. Teachers may allow the use of telecommunications/electronic devices in their own classrooms if such use contributes to instructional and/or educational purposes.
4. Further, so that all students and parents/guardians are aware of the appropriate use, if any, of telecommunications/electronic devices in a particular teacher's classroom, the teacher will include the details in the syllabus of the course.
5. Students are responsible for telecommunication/electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of such devices brought onto school property even when confiscated. The school is also **NOT** responsible for investigating the loss or theft of these items as they should not be at school and students should lock and secure their valuables at all times.

LHS – Student Computer/Network Usage Contract

Student will have access to save and delete their own files from any student computer in the school. Use of the Kennewick School District (KSD) network and LHS equipment is a privilege and may be revoked for misuse. Student must adhere to a strict ethical standard on any use of technology at LHS that is deemed disruptive by the staff is prohibited.

I agree to the following conditions:

1. I will not attempt to “hack”, enter a command or DOS mode, boot from a removable media, bypass district security measures or alter/modify any computer hardware or software without direct staff authorization. Use of “proxies” to bypass restrictions is expressly forbidden. This includes “surfing” the network drives and folders not explicitly assigned to you.
2. I will not allow another student to use my account. I will keep my password secure. I realize that I can be held responsible for any misuse of my account. I will immediately report to security if I think someone knows my password.
3. I will avoid using technologies such as streaming audio or video from the Internet unless I have permission from a staff member. Music/audio can be played in the labs if headphones are used AND with teacher permission.
4. I will not store music or video files on the network server unless they are for a school project. I will not listen to music from a CD or other storage media unless teacher directed or in compliance with school policy.

5. I will not use computers for sending electronic messages, IM or “chats” on the school network without direct staff authorization.
6. I will not use email during regular school hours unless it is for a school related purpose. Misuse of school district provided email accounts will result in possible loss of computer and email access and additional discipline.
7. I will not download or install programs, from the Internet or from other media, to the network server or local machines without proper authorization. I will not store files in files in any location other than my assigned network space(s) or as directed by a staff member.
8. I will follow all copyright laws. In particular, students are not to download copyrighted music, video, text or other media without staff permission, express permission of the copyright holder or within the guidelines of the Fair Use Policy.
9. I will not engage in games at any time or any other activity that is not school-related or teacher-directed.
10. I will not use KSD or LHS technology to harass others or send, create, duplicate, or in any way convey profanity, abusive language, or inappropriate images or audio.
11. I will not participate in any behavior in the students labs that disrupts the other students, can cause damage to equipment or results in additional maintenance, repair or time by district staff to rectify.
12. I understand that the technology provided by the KSD and LHS is for educational use only and not personal or entertainment purposes.
13. I understand the abuse and/or misuse of the technology resource at LHS can result in severe disciplinary consequences.

*Please remember to sign and return the final pages of this document to LHS! Failure to return the signed documents results in being ineligible for activities and loss of computer privileges.

Kennewick School District’s Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have designated to handles questions and complaints of alleged discrimination: Civil Rights & Equity: Douglas Christensen at 509-222-5010 (doug.christensen@ksd.org). Section 504, Title IX: Jack Anderson at 509-222-5004 (jack.anderson@ksd.org).

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2016-17 Signature Page

My signature below indicates I have read the current **Legacy High School Student Handbook - including the "Legacy High School – Student Computer/Network Usage Contract"** and understand and agree to these conditions for computer and network use. I also acknowledge that any violation of these rules could result in a loss of network/computer privileges and/or other disciplinary action, depending on the severity of the violation.

I acknowledge that it is my responsibility as a student at Legacy High School to understand and adhere to the standards and expectations identified therein, as well as all of the relevant school board policies and regulations and laws of the State of Washington.

Registration and attendance at Legacy High School constitutes an agreement on the part of the student and parent(s)/guardian(s) to comply fully with all the policies, rules, and regulation of LHS. Where it is evident that parents and/or students refuse to adhere to school policies, the administration of Legacy reserves the right to refuse registration or re-registration, or to terminate the student's enrollment at the school. Out of district students or out of boundary students who refuse to comply with the policies in this handbook will be referred back to their home district (at any time) or boundary appropriate school (at the end of the school year).

Parents/Guardians are responsible as well as the student for being familiar with the preceding procedures and information. Special notice should be taken of the attendance policy and procedures of Legacy High School. Thank you for your help and cooperation.

(Student's Printed Name)

(Grade Level)

(Student's Signature)

(Date)

My signature below indicates that I, as the parent/guardian of the above-named student, am aware that he/she has been given a Legacy High School Student Planner and that we are responsible for reading and understanding it and for adhering to all relevant standards, expectations, policies, regulations, and laws.

(Signature of Parent/Guardian)

(Date)

As the parent/guardian of the above named student, my signature above indicates that (check the applicable boxes): I do NOT give permission for my student to use the school's computer technologies, and/or I do NOT want my student to have Internet access through the school's computer network.