**HOME OF THE HAWKS**

2015-2016

**CLASS SCHEDULE**

<table>
<thead>
<tr>
<th>Period</th>
<th>Class</th>
<th>Teacher</th>
<th>Room #</th>
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**DAILY SCHEDULE**

**MONDAY, TUESDAY, THURSDAY, FRIDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:55-8:00</td>
<td>Passing</td>
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<tr>
<td>8:00-8:48</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
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<tr>
<td>8:48-8:52</td>
<td>Passing</td>
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<tr>
<td>8:52-9:38</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
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<tr>
<td>9:38-9:42</td>
<td>Passing</td>
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<tr>
<td>9:42-10:28</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
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<tr>
<td>10:32-11:02</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; grade Lunch</td>
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<tr>
<td>10:32-11:06</td>
<td>Passing</td>
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<td>11:06-11:52</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; grade 4&lt;sup&gt;th&lt;/sup&gt; period</td>
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<tr>
<td>11:02-11:06</td>
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<tr>
<td>11:52-11:56</td>
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<tr>
<td>11:56-12:42</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; grade 5&lt;sup&gt;th&lt;/sup&gt; period</td>
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<tr>
<td>12:42-12:46</td>
<td>Passing</td>
</tr>
<tr>
<td>10:32-11:18</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; grade 4&lt;sup&gt;th&lt;/sup&gt; Period</td>
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<td>11:18-11:22</td>
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<td>7&lt;sup&gt;th&lt;/sup&gt; grade Lunch</td>
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<tr>
<td>11:56-12:42</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; grade 5&lt;sup&gt;th&lt;/sup&gt; period</td>
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<tr>
<td>10:32-11:18</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; grade 4&lt;sup&gt;th&lt;/sup&gt; Period</td>
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<td>11:18-11:22</td>
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<td>Passing</td>
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<td>12:46-1:32</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
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<tr>
<td>1:32-1:36</td>
<td>Passing</td>
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<tr>
<td>1:36-2:28</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>2:43</td>
<td>Final Bell</td>
</tr>
</tbody>
</table>

Final Bell: 2:43 PM
WELCOME TO
DESSERT HILLS MIDDLE SCHOOL

The staff at Desert Hills welcomes you! We look forward to another exciting and challenging school year. Our academic and extra-curricular programs are designed to enable you to meet district and state guidelines while reaching your personal goals. We are here to help you reach those goals. As a middle school student, we encourage you to be an active learner and participant in all you do. We want your experience in middle school to be a positive and memorable one. The following pages in this handbook and planner explain what you will need to know to make this year a successful one. Take time to go over these pages with your parents. The planner is an excellent way to organize your day and assignments. Your teachers will require you to bring this planner with you daily to class.

Mission Statement:
It is the mission of Desert Hills Middle School to be a caring, responsive, and supportive community where all students are encouraged to succeed and be responsible.

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 been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)
Section 504, Title IX  Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

Student Expectations
Teachers at Desert Hills have high expectations for their students. They have student learning activities planned from “bell-to-bell.” Students are expected to remain in class for the entire period and are not to leave class early or be in the hallways during class time. If a student has an emergency and needs to leave the classroom, he or she needs to have a pass from the classroom teacher. Students are to behave appropriately in the hallways during passing times and need to be on time to all classes. When students follow these simple rules, they are more able to meet the high expectations their teachers set for them.

ADMINISTRATION
Principal-- Mr. Steve Jones
Assistant Principal-- Mr. Dan Meyer
Assistant Principal-- Mrs. Ann Wilson

SECURITY
Mr. Tyree Finney

COUNSELORS
Mr. Ben Schuldheisz
Mrs. Leslie Sievers

OFFICE STAFF
Principal’s Secretary          Mrs. Marie Twomey
ASB Secretary                 Mrs. Melissa Gregory
Attendance Secretary         Mrs. Terry Smith
Secretary                    Mrs. Carol Petragallo

LIBRARY STAFF
Librarian                      Mrs. Carla Zoerb
Library Secretary             Mrs. Quynh Peak
2015-2016 CALENDAR

September 1 - 1st Day of School
September 7 - No School-Labor Day
October 23 - No School-Professional Day
October 30 - End of 1st Quarter
November 11 - No School-Veterans Day
November 20 - Early Release (10:40) - Conferences
November 23 - No School-Conferences
November 24 - Early Release (10:40) - Conferences
November 25 - Early Release (10:40) - Thanksgiving
Nov. 26 - 27 - Thanksgiving Break
Dec. 21 - Jan. 1 - Winter Break
January 18 - No School-Martin Luther King Day
January 22 - End of 1st Semester Early Release (10:40) Report Card Preparation
February 15 - No School-Presidents Day
April 1 - End of 3rd Quarter
April 4 - April 8 - Spring Break
May 30 - No School-Memorial Day
June 10 - Last Day of School - End of 2nd Semester

INTERNET ACCESS
Parent Portal Access
The Kennewick School district has a website that allows students and parents to access the grades their children are earning in each of their classes. Also, “The Parent Portal” shows how many times the student has been absent or tardy, any projects or assignments that haven ‘t been completed or are missing and other information that parents may find useful.

To access Powerschool:
1. Go to www.ksd.org
2. Click on Power School
3. Type in username and password (contact the office to get this information.)

There are links on this page to access tardies, absences, assignments, the lunch menu, class registration, teacher comments, and grade history.

Username: ___________________  
Password: ___________________

Also, if you click on ‘e-mail notifications’ you can get grades, progress reports, and a copy of the Daily Bulletin sent right to your e-mail address.

Accessing Mealtime
It’s District Policy to not allow “charging” meals. In rare cases when this is allowed, the student will be expected to repay the charge as soon as possible. The debt will need to be paid prior to the release of grades at the end of the year.
You can access your student’s lunch account and balance at http://www.mymealtime.com.

KSD Lunch and Breakfast Pricing 2015-2016

<table>
<thead>
<tr>
<th></th>
<th>Full Price</th>
<th>Reduced Price Lunch</th>
<th>Full Price Breakfast</th>
<th>Reduced Price Breakfast</th>
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<tbody>
<tr>
<td>Lunch</td>
<td>$2.85</td>
<td>$.40</td>
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<tr>
<td>Breakfast</td>
<td>$1.75</td>
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<td>$.55</td>
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Accessing Destiny from Home
Destiny is a service offered by the Desert Hills Library. Students can renew books, view checkout history, put books on hold, create bibliographies, research databases, and more all from home!

To access Destiny:
1. Get to your Child’s Powerschool account
2. Click on the Destiny icon
3. You can see your child’s information here.

MAP Scores for the school year

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
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<td></td>
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<tr>
<td>Math</td>
<td></td>
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</tr>
</tbody>
</table>

Family Educational Rights and Privacy Act (FERPA)
FERPA affords parents and students over 18 years of age certain rights with respect to the student’s education records. For more information go to: http://www.ksd.org/District/About/Notifications
<table>
<thead>
<tr>
<th>STAFF NAME</th>
<th>E-MAIL ADDRESS</th>
<th>STAFF NAME</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINDA BARNES</td>
<td><a href="mailto:Linda.Barnes@ksd.org">Linda.Barnes@ksd.org</a></td>
<td>DENNIS ROSE</td>
<td><a href="mailto:Dennis.Rose@ksd.org">Dennis.Rose@ksd.org</a></td>
</tr>
<tr>
<td>LYDIA BEHRENS</td>
<td><a href="mailto:Lydia.Behrens@ksd.org">Lydia.Behrens@ksd.org</a></td>
<td>MORGAN SCHAUBLE</td>
<td><a href="mailto:Morgan.Schauble@ksd.org">Morgan.Schauble@ksd.org</a></td>
</tr>
<tr>
<td>TINA BLIZARD</td>
<td><a href="mailto:Tina.Blizard@ksd.org">Tina.Blizard@ksd.org</a></td>
<td>KRIS SEFFENS</td>
<td><a href="mailto:Kris.Seffens@ksd.org">Kris.Seffens@ksd.org</a></td>
</tr>
<tr>
<td>ALYSSA BREWSTER</td>
<td><a href="mailto:Alyssa.Brewster@ksd.org">Alyssa.Brewster@ksd.org</a></td>
<td>LORI SHIMSKY</td>
<td><a href="mailto:Lori.Shimsky@ksd.org">Lori.Shimsky@ksd.org</a></td>
</tr>
<tr>
<td>ROCHELLE BROOKS</td>
<td><a href="mailto:Rochelle.Brooks@ksd.org">Rochelle.Brooks@ksd.org</a></td>
<td>SHAUN SUSS</td>
<td><a href="mailto:Shaun.Suss@ksd.org">Shaun.Suss@ksd.org</a></td>
</tr>
<tr>
<td>CINDY CHARBONEAU</td>
<td><a href="mailto:Cindy.Charboneau@ksd.org">Cindy.Charboneau@ksd.org</a></td>
<td>NEIL TAYLOR</td>
<td><a href="mailto:Neil.Taylor@ksd.org">Neil.Taylor@ksd.org</a></td>
</tr>
<tr>
<td>NICOLE CHELIN</td>
<td><a href="mailto:Nicole.Celin@ksd.org">Nicole.Celin@ksd.org</a></td>
<td>TOM THOELKE</td>
<td><a href="mailto:Tom.Thoelke@ksd.org">Tom.Thoelke@ksd.org</a></td>
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<tr>
<td>KIM COLEMAN</td>
<td><a href="mailto:Kim.Coleman@ksd.org">Kim.Coleman@ksd.org</a></td>
<td>ERIKA VIPOND</td>
<td><a href="mailto:Erika.Vipond@ksd.org">Erika.Vipond@ksd.org</a></td>
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<tr>
<td>JESSICA D’AQUILA</td>
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<td>BEV WILLIAMSON</td>
<td><a href="mailto:Bev.Williamson@ksd.org">Bev.Williamson@ksd.org</a></td>
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<tr>
<td>CHRIS FISCHER</td>
<td><a href="mailto:Chris.Fischer@ksd.org">Chris.Fischer@ksd.org</a></td>
<td>ADMINISTRATION</td>
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<tr>
<td>LISA FLEMING</td>
<td><a href="mailto:Lisa.Fleming@ksd.org">Lisa.Fleming@ksd.org</a></td>
<td>JEREMY GRILLO</td>
<td><a href="mailto:Jeremy.Grillo@ksd.org">Jeremy.Grillo@ksd.org</a></td>
</tr>
<tr>
<td>JEFF HANAN</td>
<td><a href="mailto:Jeff.Hanen@ksd.org">Jeff.Hanen@ksd.org</a></td>
<td>STEVE JONES</td>
<td><a href="mailto:Steve.Jones@ksd.org">Steve.Jones@ksd.org</a></td>
</tr>
<tr>
<td>JOHN HEITZ</td>
<td><a href="mailto:John.Heitz@ksd.org">John.Heitz@ksd.org</a></td>
<td>ANN WILSON</td>
<td><a href="mailto:Ann.Wilson@ksd.org">Ann.Wilson@ksd.org</a></td>
</tr>
<tr>
<td>KRISTI HERLING</td>
<td><a href="mailto:Kristi.Herling@ksd.org">Kristi.Herling@ksd.org</a></td>
<td>COUNSELORS</td>
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<tr>
<td>KELLY HOPKINS</td>
<td><a href="mailto:Kelly.Hopkins@ksd.org">Kelly.Hopkins@ksd.org</a></td>
<td>BEN SCHULDHEISZ</td>
<td><a href="mailto:Ben.Schulheisz@ksd.org">Ben.Schulheisz@ksd.org</a></td>
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<td>KRISTI JENSEN</td>
<td><a href="mailto:Kristi.Jensen@ksd.org">Kristi.Jensen@ksd.org</a></td>
<td>LACEE KADINGER</td>
<td>LACEE <a href="mailto:KADINGER@ksd.org">KADINGER@ksd.org</a></td>
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<tr>
<td>NELISA JOY</td>
<td><a href="mailto:Natalie.Loy@ksd.org">Natalie.Loy@ksd.org</a></td>
<td>LESLIE SIEVERS</td>
<td><a href="mailto:Leslie.Sievers@ksd.org">Leslie.Sievers@ksd.org</a></td>
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<tr>
<td>MICHELE MAXSON</td>
<td><a href="mailto:Michele.Maxson@ksd.org">Michele.Maxson@ksd.org</a></td>
<td>NURSE</td>
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<tr>
<td>KEVIN MCAFEE</td>
<td><a href="mailto:Kevin.McAfee@ksd.org">Kevin.McAfee@ksd.org</a></td>
<td>KATY ISLEY</td>
<td><a href="mailto:Katy.Isley@ksd.org">Katy.Isley@ksd.org</a></td>
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<tr>
<td>GINA MCPEAK</td>
<td><a href="mailto:Gina.McPeak@ksd.org">Gina.McPeak@ksd.org</a></td>
<td>PSYCHOLOGIST</td>
<td></td>
</tr>
<tr>
<td>DOUG MINNICH</td>
<td><a href="mailto:Doug.Minnich@ksd.org">Doug.Minnich@ksd.org</a></td>
<td>DAVID MITSON</td>
<td><a href="mailto:David.Mitson@ksd.org">David.Mitson@ksd.org</a></td>
</tr>
<tr>
<td>KIM MURPHY</td>
<td><a href="mailto:Kim.Murphy@ksd.org">Kim.Murphy@ksd.org</a></td>
<td>TODD HARDY</td>
<td><a href="mailto:Todd.Hardy@ksd.org">Todd.Hardy@ksd.org</a></td>
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<tr>
<td>JULIE NELSON</td>
<td><a href="mailto:Julie.Nelson@ksd.org">Julie.Nelson@ksd.org</a></td>
<td>SECRETARIES</td>
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<tr>
<td>ERIC OTHEIM</td>
<td><a href="mailto:Eric.Otheim@ksd.org">Eric.Otheim@ksd.org</a></td>
<td>MELISSA GREGORY- ASB &amp; Athletics</td>
<td><a href="mailto:Melissa.Gregory@ksd.org">Melissa.Gregory@ksd.org</a></td>
</tr>
<tr>
<td>PHIL OWEN</td>
<td><a href="mailto:Phil.Owen@ksd.org">Phil.Owen@ksd.org</a></td>
<td>CAROL PETRAGALLO Secretary</td>
<td><a href="mailto:Carol.Petragallo@ksd.org">Carol.Petragallo@ksd.org</a></td>
</tr>
<tr>
<td>RON PASMA</td>
<td><a href="mailto:Ron.Pasma@ksd.org">Ron.Pasma@ksd.org</a></td>
<td>TERRY SMITH- Attendance</td>
<td><a href="mailto:Terry.Smith@ksd.org">Terry.Smith@ksd.org</a></td>
</tr>
<tr>
<td>MATT PATTerson</td>
<td><a href="mailto:Matt.Patterson@ksd.org">Matt.Patterson@ksd.org</a></td>
<td>MARIE TWOMEY- Principal’s Secretary</td>
<td><a href="mailto:Marie.Twomey@ksd.org">Marie.Twomey@ksd.org</a></td>
</tr>
<tr>
<td>DAVE PHILLIPS</td>
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<td></td>
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<tr>
<td>RICK RALLENS</td>
<td><a href="mailto:Rick.Rallens@ksd.org">Rick.Rallens@ksd.org</a></td>
<td>SECURITY</td>
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</tr>
<tr>
<td>SUE RALLENS</td>
<td><a href="mailto:Sue.Rallens@ksd.org">Sue.Rallens@ksd.org</a></td>
<td>TYREE FINNEY</td>
<td><a href="mailto:Tyree.Finney@ksd.org">Tyree.Finney@ksd.org</a></td>
</tr>
<tr>
<td>MATT REXUS</td>
<td><a href="mailto:Matt.Rexus@ksd.org">Matt.Rexus@ksd.org</a></td>
<td>SPEECH</td>
<td></td>
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<tr>
<td>REBECCA RILEY</td>
<td><a href="mailto:Rebecca.Riley@ksd.org">Rebecca.Riley@ksd.org</a></td>
<td>CONNIE SIMPSON</td>
<td><a href="mailto:Connie.Simpson@ksd.org">Connie.Simpson@ksd.org</a></td>
</tr>
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</table>
ACTIVITIES, CLUBS AND ADVISORS

Art
Technology
Spanish Club
Music - Band
Music - Orchestra
Music - Choir
Student Store
Leadership
ASB Advisor
National Junior Honor Society
Natural Helpers
Yearbook
Athletic Director
Intramurals

ASB Officers for 2015-2016
President
Vice President
Secretary
Treasurer

Mr. Tom Thoelke
Mr. Jeff Hanan
Ms. Kristi Jenson
Mr. Ron Pasma
Mrs. Erika Vipond
Mr. Dennis Larsen
TBA
Ms. Kim Murphy
Mrs. Ann Wilson
Mr. John Heitz
Mr. Ben Schuldhiesz
Mrs. Leslie Sievers
Mr. Dave Phillips
Mr. Doug Minnich

ATHLETICS

Athletic Director
Mr. Doug Minnich

ATHLETICS

Athletic participation is limited only to the 7th and 8th grade students. At Desert Hills Middle School we have a "no-cut" policy for all athletics. This means that every student who tries out for a sport will make a team. They can make either "A" or "B" team dependent on their skill level. The school will provide uniforms (with the exception of shoes). All the students participating in athletics must have a physical on file. Physicals are good for two years. Students must read over a code-of-conduct form and have it signed by themselves and their legal guardian. For each different sport in which you participate, you will have to fill out an emergency form. Athletes must attend school to participate in the game or match that day. (Unless cleared by the coach prior to the absence) Registration for all the different sports will be held before each season (dates to be announced).

Students who do not turn in all their forms will not be able to try-out or practice until the forms are turned in. If for some reason you cannot make the try-outs or sign-ups, arrangements may be made. A minimum number of 10-12 practices are required depending on the sport. Practices are required under the WIAA regulations to participate in the first game or match. There is a $30 user fee per student per sport. It can be paid in the office. A discount is available to students who are eligible for free or reduced lunches. Forms can be downloaded from the Desert Hills website. (fees are subject to change)

Fall:
Volleyball - Girls
Head Coach - Mr. Rallens
Football - Boys
Head Coach - Mr. Schuldheisz
Soccer - Boys and Girls
Head Coach - Mr. Grillo
Cross Country - Boys and Girls
Head Coach - Mr. Owen

Winter I:
Basketball - Boys
Head Coach - Mr. Rexus
Dance Team - Girls
Head Coach - Mrs. Fleming

Winter II:
Basketball - Girls
Head Coach - TBA
Wrestling - Boys
Head Coach - Mr. McAfee

Spring:
Track - Boys
Head Coach - Mr. Phillips
Girls
Head Coach - Mr. Thoelke
Baseball - Boys
Head Coach - Mr. Grillo
Softball - Girls
Head Coach - Mr. Rallens

Intramurals (Morning Sports)
Intramurals start at 7:10 a.m. and end at 7:50 a.m. Students in all 3 grades can participate, but they need teacher supervision at all times in the gym.
CLUB INFORMATION

JAZZ BAND Jazz Band I is for 8th grade students who are in concert band. This is the highest level in the band department. Jazz Band I rehearses 2 days a week—Tuesdays and Thursdays from 7:00 am to 7:50 am. There are various competitions and festivals throughout the school year in which Jazz Band I participates. Jazz Band II is the entry level for 7th and 8th grade students taking concert band. Jazz Band II practices two days a week—Mondays and Fridays from 7:00 am to 7:50 am. Jazz Band III starts in April and meets from 2:30-3:45 on Fridays. There are various concerts and jazz trips in which they participate.

SPANISH CLUB is for 8th grade Spanish students who take Spanish for high school credit. We participate in community service projects and create cookbooks that include recipes that are compiled during the year. The last week of school we have a catered Mexican feast to send off the members happily to high school.

ZERO-HOUR ART and TECH CLASSES Many students at Desert Hills do not have the opportunity to take art and tech classes as regular exploratory classes. Zero-hour Art and Tech Classes are offered so that students who are interested can take part in these activities. These classes normally meet Monday through Thursday from 7:10-7:50 am. Specific days and times will be announced during the year. Sign-ups are in Mr. Theolke’s (Art) and Mr. Hanan’s (Tech) rooms. There is a maximum of 25-30 students for each class so be sure to sign up quickly.

WEIGHT LIFTING will be offered to students before school, Monday through Friday, starting the 2nd week of school through the end of October. Mr. McAfee will be the supervisor.

ACADEMIC INFORMATION

TEXTBOOKS:
At the end of the year students will be responsible for their own textbooks. If they are lost, stolen, or damaged you will be charged a fine. Because textbook prices are different from subject to subject, ask your teacher or the office about the fine you will be charged for your specific textbook.

REPORT CARDS/PROGRESS REPORTS:
At the end of each quarter, typed report cards will be given to every student. Computerized progress reports will be given each mid-quarter to students receiving D’s or F’s in one or more classes.

HONOR ROLL:
In recognition and celebration of achievement, certificates will be awarded at the end of 1st semester for the following Grade Point Averages:
- Honor Roll: 3.0 – 3.74
- Principal’s List: 3.75 – 3.99
- 4.0 GPA

IN-BUILDING STUDENT TRANSFER PROCEDURES:
A request to transfer a student from one class to another must be in writing or e-mail by a parent, teacher, or principal. We want to find solutions to problems in classes, not run away from them. A conference with the teacher may be needed. Transfers will be made for reasons such as, class overload, individual student needs, and special program placement such as Special Services and honors classes. You will not be able to transfer to a class that will cause an overload. Students may not transfer to a different class after the 5th day of each quarter.

ATTENDANCE
All absences from school or class must be cleared through the Attendance Office. Students must have absences cleared within 2 days or they will be unexcused. Absences are classified according to the Kennewick School District policy as excused, unexcused, or truant.

1. Students returning from absences must have an admit slip before entering classes unless participating in a field trip, sports or club activity, or awaiting a Step 4 conference. Students are to report to the attendance window the day they return and pick up an admit slip before returning to class. Students will not be allowed into class without an admit slip. This includes out-of-school suspensions and pre-excused absences.
2. **Students leaving campus during the day** must check out before leaving and check back in at the Attendance Office upon coming back (unless participating in a field trip or school sponsored activity). A parent contact (note or phone call) is required for student permission to leave campus. Students cannot be checked out of school by anyone other than the legal guardian unless there is written permission.

3. **Students leaving campus daily for lunch** must have parents fill out an off-campus lunch request form and have it OK'd by a principal. You must also sign out and back in every day you leave for lunch.

4. **Homework requests** will be given to the student’s teachers on the morning of the third day of absence. Please place the request by 7:30 a.m. to allow the teachers a chance to put it together during their planning period. The homework will be in the office by 2:30 p.m. The office is open until 3:00 p.m.

**EXCUSED ABSENCES:**
Absences are only excused if the student was sick, had family or district emergencies, short-term suspension, medical, dental, sports or sports related activities, parental pre-excused absences, or field trips.

**UNEXCUSED ABSENCES:**
Absences are not considered excused without parent permission and should be cleared within 48 hours.

**PRE-ARRANGED ABSENCES:**
Anticipated absences for two or more school days will be excused with a written note from a parent/guardian. A NOTE MUST BE PRESENTED TO THE ATTENDANCE OFFICE PRIOR TO THE STUDENT'S ABSENCE.

**TRUANCIES (skipping school):**
These are absences such as skipping school or ditching class without the knowledge and/or permission of parents or the school. This will result in a Step 4 conference and the student being placed in Step 1 in each class for as many periods as truant. (For example, a student who skips 7 periods will be in Step 1 in each of his or her classes for 7 periods.)

**TARDINESS:**
Students have four (4) minutes to get from class to class. This is long enough to make it to class. Students are expected to be in class on time each day. Consequences will be assigned according to each teacher's individual policy. Sleeping in late, alarm not working, missing the bus, “Mom didn’t wake me up,” staying up late, and all other unacceptable reasons are considered unexcused tardies that will eventually lead to a Step 4 conference.

**ANSWERING MACHINE:**
The school’s phone answering machine is on from 3:00 p.m. - 7:00 a.m. The message changes regularly.

**HOLIDAY DELIVERIES:**
Please refrain from having flowers, balloons, etc. delivered to your student during the school day. They are extremely disruptive and will not be delivered to the student until the last 5 minutes of the school day.

**FEES**

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**STUDENT MERCHANDISE**
Student merchandise can be purchased through the office during office hours.

- **DHMS Clothing:**
  - DHMS P.E. T-shirt $5
  - DHMS P.E. shorts $10
  - DHMS Sweatshirts $25

- **Other**
  “Spirit” items such as sweatshirts and Sports Packs are for sale also.

(Prices are subject to change)
Closures

Listen to local radio stations for information on school delays or closures. Delays will be announced before 6:00 a.m. but keep listening for more information on closures. Do not come to school if it is announced that school is closed.

Check the district website: www.ksd.org. Remember to refresh your browser for updates.

Text and Email Alerts - Sign up in advance to receive text and email alerts using FlashAlert. You will be required to set up an account and verify your email or mobile device. Please note that it is possible, depending on your carrier, that you may receive multiple messages or experience delays when using this service.

Facebook and Twitter - Follow updates on Facebook or Twitter @ksddistrict

Media - Watch or listen to local media stations and websites.

TV Channels: 19 KEPR CBS, 25 KNDU NBC, 42 KVEW ABC

Radio (English): KALE 960, KTCR 1340, KEGX 106.5, KKSR 95.7, KOK 94.9, KUJ 99.1, KONA 610, 105.3, KORD 102.7, 87, KXRX 97.1, KEYW 98.3, KFLD 870, KOLW 97.5, KFAE 89.1 FM

Radio (Spanish): KMN 98.7, KZHR 92.5, KZTB 97.9, KMMG 96.7

Online News: Tri-City Herald - www.tri-cityherald.com

The schedule for a two-hour delay is as follows:

Monday, Tuesday, Wednesday, Thursday
6th grade 7th grade 8th grade
1-10:00-10:30 1-10:00-10:30 1-10:00-10:30
2-10:34-11:04 2-10:34-11:04 2-10:34-11:04
3-11:08-11:38 3-11:08-11:38 3-11:08-11:38
Lunch 11:42-12:12 4-11:42-12:12 4-11:42-12:12
4-12:16-12:46 Lunch 12:16-12:46 5-12:16-12:46
5-12:50-1:20 5-12:50-1:20 Lunch 12:50-1:20
6-1:24-1:54 6-1:24-1:54 6-1:24-1:54

If there is a two-hour delay on Friday, we will start with 4th period and school will be dismissed at 1:10 as usual.

It is the goal of the Kennewick School District to provide a safe, productive, positive and disruptive-free classroom and learning environment. The following rules of conduct are to be followed while on school property, during or immediately before or after school hours, at any time the school grounds are being used for a school activity or event, or while attending school activities or events off the school grounds and at the bus stops.

Desert Hills Middle School uses the Make Your Day (MYD) program which is a Respect and Responsibility Program intended to be pro-active and preventative in nature. Students are responsible for their own actions and for coming to school ready to learn. The Make Your Day basic philosophy is that every student has the right to learn in a safe environment.

Make Your Day

No One Has the Right to Interfere With the Learning, Safety, and Well-Being of Others.

Philosophy:

- The basic beliefs of this philosophy are built on human dignity and responsibility.
- Students understand that their actions result in fair, logical and predictable consequences that are enforced in a manner that preserves their dignity.
- MYD allows students to make choices that provide them with opportunities to learn through their successes and failures.
- Make Your Day affords students the opportunity to assess their academic and behavioral performance.

All Students Are Given:

- The opportunity to learn in a positive caring atmosphere.
- The opportunity to make choices.
- The opportunity to evaluate and self-correct.
- The opportunity to make their day.
**Steps**
Inappropriate behavior will be dealt with in steps. The Make Your Day Program emphasizes student decision-making and responsibility. It is important for the student, parent, and teacher to realize that progression through steps is ENTIRELY THE STUDENT’S CHOICE.

**Steps**
Step 1: When students choose not to do what is expected of them, they may be asked to sit away from the activity for 2-3 minutes.

Step 2: If the student chooses to act inappropriately on Step 1, he/she forfeits his/her chair and stands facing away from the activity.

Step 3: If the student chooses to act inappropriately on Step 2, then he/she will be given a choice. He/She can either focus on a card with the MYD rules on it or he/she may choose Step 4.

Steps 1-3 allow students to remain in the classroom and receive instruction as they attempt to correct their behavior.

Step 4: Students make the choice to go to Step 4 by choosing to act inappropriately on Step 3. Students who choose Step 4 are sent immediately to the office where they call their parents to set up an immediate Step 4 conference. Until their parents arrive, the student will be sent to a buddy room where they will sit facing away from the classroom activity. Students who choose to act inappropriately in the buddy room are choosing Step 5.

Step 5: This step is only used when students are unable to change their behavior and must be removed from the school setting. Step 5 sanctions may involve an in-school suspension, short-term suspension, long-term suspension or expulsion from Desert Hills Middle School.

In certain situations a student may choose an Automatic Step 4 or 5. Below are examples of some choices that students may make that would qualify:

**Examples of some Automatic Step 5’s:**
(Taken from Kennewick School District Policy #3240)
- Setting fire or damaging school property
- Using, or threatening to use firearms, explosives or other weapons on the school premises
- Preventing students from attending a class or school activity
- Urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions
- Making false accusations about staff or student behavior
- Oral or written defamation, obscenity, profanity, verbal or physical attacks, harassment and intimidation are prohibited
- Any student singly, or in concert with others, should not intimidate by threat of force or violence any administrator, teacher, classified employee or student of any common school who is in the peaceful discharge or conduct of his or her duties. (RCW 8.A.635)
- The use, sale, distribution or possession of the following are prohibited on school premises or during school sponsored activities:
  - Drugs and narcotics
  - Fireworks
  - Pornography
  - Alcoholic beverages and tobacco products
  - Weapons
  - Stolen property
- Students are to respect the property of others. Theft or possession (without permission) of another’s property is prohibited.
- Activities defined by federal, state or municipal law as criminal are prohibited.
- The forging of any signature or alteration of any document is prohibited.
- Coming to school under the influence of drugs or alcohol.
- Bringing any sort of lighters, matches or aerosols

**Points & Concerns**
At the end of each class period, students will do “points and concerns.” This is the opportunity for each student to reflect and assign points to themselves based on meeting the classroom expectations. After points, concerns will be recorded so that other students will have the opportunity to share and express a concern with a student that may have interfered with their learning, safety, or well-being during the class period.

**School/Home Communication Form**
If a student does not “Make Their Day” they will be asked to fill out a school/home communication form. This
form is to be taken home, signed by the student’s parents, and brought back to the front office before 1st period the next school day. This form is a celebration that your child took responsibility on the given day when he/she had difficulty following school expectations. **Consequences at home are not expected.**

**EXCEPTIONAL MISCONDUCT:**

A. **Substantial Disruption of School:** A student shall not cause the substantial disruption of any school or bus operation. This includes KSD bus stops and incidences that occur within the general area of the campus or have a connection to school. The Kennewick School District has a Disruptive Student Policy, which means any student who is substantially or repeatedly disruptive is subject to Step 5 consequences.

B. **Damage or Theft of Property:** Students are not to damage or steal school or other students’ property.

C. **Extortion, Assault, Fighting or Causing Physical Injury:** A student shall not cause or threaten to cause physical injury to another person.

D. **Weapons and Dangerous Instruments:** Students shall comply with the District’s “No Tolerance” policy towards weapon use, transmission, or possession on school property. A weapon is defined as any object used to threaten or injure another person. Guns and knives are weapons. Blunt or heavy objects displayed in a fight are also considered weapons. Use, transmission, or possession of weapons may result in emergency expulsion. The emergency expulsion will continue until police and school officials have conducted an investigation. If you see any of the above weapons contact a principal immediately.

E. **Narcotics, Alcoholic Drinks and Stimulant Drugs:** Students are not allowed to buy, sell, or be under the influence of any drug (including: hallucinogens, inhalants, amphetamines, marijuana, barbiturates, alcoholic drinks, or intoxicants of any kind). Violators of this rule will be suspended and the police may be contacted. The first offense is a five day suspension and A.O.D.A. (Alcohol and Other Drug Abuse) counseling. The second offense is a ten day suspension and A.O.D.A. counseling. The third offense is complete expulsion. Prescription drugs are not considered a violation of this rule as long as the school nurse has authorized it and the drugs are kept in the office.

F. **Cigarettes, Cigars and Tobacco:** It is illegal for students to possess or use cigarettes, cigars, chewing tobacco, or tobacco of any kind. Violators will be sent to a prosecuting attorney’s office on a Juvenile Contact Report. The first offense will result in a one day suspension.

G. **Lewd Conduct:** A student shall not use or exhibit obscene or vulgar language, writing, pictures, signs, or acts.

H. **Gambling:** A student shall not engage in gambling of any form.

I. **Forgery:** A student shall not make or alter any school document used or intended to be used in connection with the operation of the school.

J. **Criminal Acts:** A student engaged in any criminal act will be referred to the proper authorities.

K. **Cheating/Plagiarizing:** A student shall not intentionally and deceitfully misrepresent work for a grade, obtain test questions and/or answers through fraudulent means, and shall not plagiarize written material.

What is plagiarism?

Plagiarism is using somebody else’s writing, artwork, etc. and claiming it as one’s own. **Plagiarism is unacceptable.** A student who plagiarizes will be choosing Step 4 or Step 5 consequences. Plagiarism includes:

- Copying the work of someone else and turning it in as one’s own.
- Paraphrasing (restating or rewording) someone else’s work without giving credit to the original writer.

The original work could be from another student, an encyclopedia, a book, or simply “cut and pasted” from the Internet.

What are the consequences of plagiarism?

- Step 4 or Step 5 consequences.
- The student earns a zero on the assignment.
- The student may have a chance to re-do the assignment if the plagiarism was unintentional.
L. False Accusations: A student shall not intentionally make false accusations against staff or students. Consequences will be based on the seriousness of the situation and the repetitiveness of this act by the student.

M. Harassment and Intimidation: A student shall not harass, intimidate, or coerce students or staff members. Verbal or acted-out threats of violence to use a weapon will be grounds for an emergency expulsion.

CODE OF STUDENT CONDUCT
RULES and EXPECTATIONS:

1. Athletic Participation: Involvement in athletics is a privilege for Desert Hills’ students. To participate in athletics you must have an A.S.B. membership, parental permission form, a current physical, and be willing to abide by the athletic code. If you are caught with tobacco products, alcohol, or any other illegal substance, your punishment will be decided according to the district AODA Policy. Athletes who qualify for Step 5 of the MYD program will not be allowed to participate in a game or practice for that day. Students whose grades fall below a 2.0 GPA will be not be allowed to participate in any athletic contests until their GPA goes back up to 2.0 or above. Each sport season requires a fee of $30.00 which must be paid when you register. Students who want to watch an athletic event after school should go home first and arrive back on campus no earlier than 3:45. You are expected to abide by all school and district rules.

2. Building Conduct: Students on campus for a before-school or after-school activity are expected to follow the same rules that are in effect during the regular school day.

3. Closed Campus and Leaving Campus: Desert Hills is a closed campus in order to protect the students and staff. Students can’t leave during the school day or enter school grounds without checking into the main office.

4. Computer Use: Students may only use school computers under the supervision of staff members. Students need a signed permission form from their parents in order to use school computers. Unauthorized use of equipment or software may result in a Step 4 conference or a Step 5 suspension.

5. Dangerous Activities: Students are expected to not take part in behaviors which endanger people or property. Examples of dangerous activities include but are not limited to: skateboarding or rollerblading on campus, playing with matches and lighters, starting fires, running in hallways, climbing on the buildings or trees, and throwing objects (including water balloons, food, and smoking).

6. Gang-Related Activities: Gang-related attire, items, graffiti and writing are not tolerated. Because of the rapid changes in gang-related identifiers, if a staff member notices gang-related objects, writing or clothing, it will be immediately addressed. It may be necessary to modify the dress and personal property standards to include items as advised by the Kennewick Police Department. Students in violation of this policy are subject to a Step 4 conference, a Step 5 suspension or an emergency expulsion.

- No hairnets, bandanas, comedy/tragedy masks, or “look-alike” gang markings on clothing.
- No group of students dressed in clothing that identifies with specific gangs or gang members.
- No gang-related doodling, names, or symbols on any item, i.e., notebooks, folders, book covers, backpacks, papers, clothing, etc. This includes Old English or Gothic lettering.
- No permanent tattoos may be visible.
- No clothing with #’s 13, 14, or 18 or any combination of those numbers.

7. Dress: Students need to remember that how they look/dress affects how others will treat them. A student’s dress or appearance cannot cause a disruption at school. Clothing must be modest and without unnecessary exposure, vulgar or sexual content, drug/alcohol/tobacco references or advertisements. Dress must promote learning and safety. In addition:

- Clothing is to fit the individual; sagging pants or extremely oversized clothing is not to be worn.
- Pants must be worn at the waistline.
- Undergarments must be completely covered.
- Shirt necklines must dip no lower in the front than even with the underarm.
- Tank tops must have straps that are at least as wide as two fingers and arm holes no lower than mid bicep.
- Dresses, shorts, and skirts must be modest. (Modesty is determined by administrators and
9. **Lockers**: Locker use is a privilege which may be taken away at any time. All lockers will utilize external, combination locks. All students need to supply their own combination locks (locks can be purchased in the Office for $5.00). The students will supply school officials with their combination in case school officials need to access the locker for any reason. If school officials cannot open a lock to access the student's locker, the lock will be cut off and the student will need to bring another lock. **Students may use only the locker assigned to them at the beginning of the school year. KEEP YOUR COMBINATION SECRET!** Don't tell anyone your combination or let anyone use your locker. Always spin your combination dial before closing it. **DO NOT** bring valuables to school. The school is **NOT** financially responsible for articles lost or stolen from lockers. Report thefts immediately to a principal or the security officer. Report broken or inoperable lockers to the proper authorities immediately. Inappropriate pictures, illegal substances, or materials in poor taste may **NOT** be kept or displayed on lockers. Marking on or other damage of the locker will result in a fine and/or Step 4 or Step 5 consequences. **Lockers are the property of the Kennwick School District. School officials are given the right to open and search lockers at any time.**

10. **Medication**: Medication is to be given at school only when necessary. An adult must bring all medication, prescriptions, as well as over-the-counter drugs, to school with a "Medication at School" form. The form must be filled out by a physician and a parent/guardian. For help on this matter contact the school nurse at 222-6603.

11. **Electronic Devices**: Students who choose to bring electronic devices such as video games, CD players, i-pods/MP3 players, cell phones, cameras, i-pads/tablets and other electronic devices to school do so at their own risk. **The school is not financially responsible for any electronic device that is lost, stolen, or damaged. Parents will need to contact the police to investigate lost or stolen electronic devices.** Students may use cell phones and other electronic devices for educational purposes in the classroom with teacher permission and direction, as well as during breaks and lunch time. However, the following events will lead to the electronic devices being taken to the office. A parent/guardian will be required to pick up the confiscated device during office hours (7:00-3:00). These incidents include:

* If an electronic device is being used during class time without the teacher's permission.
* If a school staff member asks a student to put his or her electronic device away, and the student refuses or argues.

Administrators will determine whether garments are disruptive to the educational process, including garments not specifically listed in the dress expectations. These expectations are designed to safeguard all staff and students and increase the educational effectiveness of our school. Students who choose to dress inappropriately will be asked to change. If students do not have appropriate clothes to change into, parents will be contacted and arrangements will be made for the students to go home or for parents to bring appropriate clothes to school.

8. **I.D. Badges**: The school-wide expectation is that all students have an I.D. badge while on campus. The badge needs to be in the student's possession - it does not need to be worn around the student's neck.

- Every student will be issued a picture I.D. badge at the beginning of the school year at no charge.
- Lost or destroyed badges must be replaced immediately. Cost to replace the badge is $3.00 and is the responsibility of the student.
- Students must show their I.D. badge when entering a school-sponsored dance. If a student does not have an I.D. badge, he/she will not be allowed into the dance and will not receive a refund if he/she has already purchased a ticket.
- Students must show their student I.D badge in order to check out play equipment at lunch.
- Badges may not be given to other students. Transfer of a badge for false identification or fraud is prohibited and will result in an automatic Step 4 conference.

**Teachers**—the standard we expect is that when students have their hands at their sides, the dresses, shorts, and skirts should be at least fingertip length or lower:

- No hats or head coverings may be worn.
- Bandanas of any kind or color are not allowed.
- Any behavior, clothing, or communication associated with gang behavior is forbidden. These include such things as graffiti, hand signs, colors, inscriptions, belts, and weapons.
13. **Activities**: Students may use their electronic devices before school, after school, during lunch and during passing times to check for messages on their phones, read, play games, listen to music, and other appropriate activities that are not against school policies.

12. **Phone Use**: Phones located in the office are only to be used for emergencies. They may not be used during lunch or between classes without permission from a staff member. Friend arrangements must be made before school, not during or after school. Each teacher and principal has a phone located in their offices or classrooms. We urge students to use the classroom phones if at all possible and let their parents know where to call them back.

13. **Visitors**: Student visitors are not permitted to attend classes with friends or relatives at Desert Hills. All persons visiting campus on official business must register at the main office and get a visitors badge. This badge may not be taken off until the visitor has left the campus. Parent visiting classrooms must also wear a visitor's badge and fill out the appropriate paperwork in the main office. There must be a 24-hour notice for parent classroom visits.

14. **Lost and Found**: There are lost-and-found boxes in both the Commons and the P.E. area. If you find something please take it to the office. If you have lost something, first check to see if it has been placed in the lost-and-found, then check the main office.

15. **Homework Room**: Homework Room is an activity where students who are having trouble with their school work or are not able to complete their homework can attend to complete it. Our homework room is available on Mondays, Tuesdays, and Thursdays from 2:30-3:15 p.m. Locations will be announced during the school year. The supervising teacher will be there to help each student individually. Once students enter the homework room, they must stay there until it ends unless a parent comes and picks them up.

16. **Dances**: Dances are usually held right after school. Students who enter the dance must stay to the end unless a parent comes to the dance and picks up the student. A building administrator may exclude students with multiple Step 4/5 consequences from attending the dance. Any student absent on the day of the dance will not be allowed to attend the dance. Visitors are not allowed to attend DHMS dances. Regular school rules are enforced during the dance. A student I.D. badge is required to enter.

17. **Skateboards/Roller Blades/Scooters**: It is highly recommended that students do not bring skateboards, rollerblades, “grinder shoes” and scooters to school. If you do, be sure to place them in your locker before 1st period and they must stay there until after 7th period. They may not be ridden on campus at any time. Violations will be handled through the Make Your Day policy. The school is not financially responsible for any of the items listed above.

18. **Laser Pointers/Shocker Pens**: No laser pointers or shocker pens are to be brought to school or any school related activity. They present a safety risk and are disruptive to the learning environment. The choice to bring either to school will result in a Step 4 conference.

19. **Off campus at the end of the day**: Students need to be off campus by the time the 15 minute bell rings after school. Students can only be on...
campus if they are assigned homework room or participating in a school sport or activity.

20. **Bus conduct:** Students are expected to abide by the rules of the Kennewick School District, Desert Hills Middle School, and the bus driver while riding the school bus. Failure to abide by the rules may lead to a Step 4 conference, a Step 5 suspension, restrictions such as an assigned seat, or the loss of riding privileges. Endangering the safety of others will not be tolerated on the bus or at the bus stop.

21. **Aerosols:** Hair sprays, perfumes, spray paints, hair paints, etc. are not allowed at school. These aerosols trigger some people’s allergies and asthma when they are inhaled.

22. **Backpacks and coats:** Must be placed in lockers upon arriving at school. Backpacks and coats are not to be taken to the classrooms.

23. **No food or drinks:** Food and drinks (water is okay) are not allowed in the gym or in the library during the school day.

25. **Public Display of Affection (PDA):** Students must act appropriately when showing affection towards one another. Holding hands is OK, but prolonged hugs and kissing are not allowed. Administrators will determine whether or not the PDA is appropriate and if a Step 4 conference is needed.

**SEXUAL HARASSMENT**

The Kennewick School District (KSD) is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefits;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decisions affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual’s performance or creates an intimidating, hostile or offensive environment.
4. Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; or
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The District will take prompt, equitable and remedial action on reports, complaints and grievances alleging sexual harassment that come to the attention of the KSD. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. KSD staff is required to report all alleged harassment incidents which have been brought to their attention to site administration. If a student is involved in a “sexual harassment” incident, parents of the student will be notified. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved person from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

More detailed information on harassment and discrimination can be found at: http://www.ksd.org/District/About/Notifications.