

KLAHOWYA STUDENT POLICIES AND REGULATIONS

The following rules have been developed to ensure an environment which is beneficial to learning. Disregard for these rules may result in in-school suspension, Saturday school and/or suspension from school. These rules apply to all school functions and district property.

The Klahowya Student is Responsible and Respectful by:

BUILDING ETIQUETTE

- Walking on the right side of the hall
- Keeping doorways, halls and top of stair cases clear
- Keeping traffic moving by moving to one side if standing
- Behaving in a positive manner and using appropriate language
- Demonstrating appropriate physical contact and displays of affection including
 1. Demonstrating “Catch and Release” style of hugging
 2. Holding hands
 3. Having one arm around each other
 4. Standing/walking side hip to side hip facing forward
 5. Refraining from lips touching

Steps toward referral:

1. If students engage in inappropriate physical displays of affection, they will be stopped and asked to stop the behavior.
 2. If behavior continues, students will be referred to a counselor (not for discipline, but for more training re: public’s right to environment free of offensive displays of affection).
3. If behavior continues and the above has been completed, students will be referred to an administrator for defiance.

CLASS ARRIVAL

- Arriving in class before the second bell rings
- Being prepared with materials
- Presenting a pass in an unobtrusive manner if tardy

Definitions

1. A tardy is any arrival to class past the second bell
2. An unexcused tardy to class in excess of 5 minutes is considered a truancy
3. A tardy is excused if the student arrives to class with a pass given by administration, counseling, attendance, or in very unique circumstances, another staff member

HALL PASSES

- Carrying an appropriate Hall Pass
- Obtaining a security officer escort if requesting to go to the parking lot or other unauthorized area
- Understanding that hall passes will not be issued by teachers during the first 5 minutes and last 5 minutes of a period

STUDENT DRESS

Following expectations of appropriate dress

- Recognizing the following clothing is not permitted at KSS:
 1. Clothing which exposes undergarments
 2. Shirts with spaghetti straps, exposed backs, see-through fabric or which expose midriffs
 3. Clothing which makes reference to sexual impropriety, profanity, obscenity, or vulgarity
 4. Clothing which bears insignias, logos, or otherwise identifies or promotes the use of alcoholic beverages, tobacco, or narcotics
 5. Sharp, studded ornaments/clothing, chains or jewelry of such length they might catch on something or cause harm to others
 6. Bare feet (shoes must be worn at all times)
 7. Clothing with excessive holes and/or tears

In view of the positive correlation between student dress, student behavior, and academic achievement, the District has adopted the following policy: 3224 Student Dress—Student dress that is a health or safety hazard, damaging to school property, or creates a material and/or substantial disruption of the educational process shall be regulated. A student who dresses inappropriately may be required to change clothing, which could result in the student going home.

LUNCHROOM ETIQUETTE

- Practicing proper table manners and **neatness**
- Starting at the end of the lunch line
- Having KSS ID card ready

- Clearing table before leaving
- Using the garbage containers to dispose of all trash
- Recycling cans and plastic in assigned containers
- Keeping all food in authorized areas
- Staying in authorized areas during lunch

Consequences: If a student leaves a table with garbage on the table the student may be assigned:

1. Lunch room clean up the next day
2. Lunch time detention

ASSEMBLIES

- Remembering that all assemblies are planned for the instruction and enrichment of the student body. In order that an assembly be worthwhile a good presentation and an attentive and courteous audience are essential
- Giving his/her respectful attention during the Pledge of Allegiance
- Entering and leaving in a quiet, courteous and orderly manner
- Sitting in designated areas
- Giving speakers, performers, bands, etc., courteous attention from beginning to end
- Showing good sportsmanship at all times
- Showing appreciation with applause and cheering when appropriate

ATTENDANCE AND TARDY POLICY

In complying with state law, students are expected to be present at school and on time to class. Truancy is defined as an unauthorized and willful absence from school, class, or scheduled activity during any part of the school day. A student may be considered tardy if he/she is not in his/her classroom by the tardy bell. Tardiness in excess of 5 minutes is considered truancy.

SUGGESTED CONSEQUENCES FOR TRUANCY

- 1st Offense—1 day ISS, suspension or Saturday School
- 2nd Offense—3 days ISS or suspension
- 3rd Offense—15 days ISS or suspension

BECCA LAW

A state law (commonly referred to as the “Becca Bill”) requires schools to file a petition to compel attendance to the Juvenile Court if a student has 5 unexcused absences in a 30 day period or 10 within the school year.

5 Days Unexcused in a 30 Day Period: A letter may be sent to the Kitsap County Prosecuting Attorney notifying the office of the student’s absence. **Note:** Student absences and tardies are cumulative for one semester.

10 Days Unexcused Within the School Year: An administrator will send a truancy petition letter home seeking intervention. A parent conference may be held.

More than 12 Days Unexcused: A conference with a parent/guardian is held. Possible actions: home study, student contract, adjusted schedule, and/or suspension will result.

LEAVING SCHOOL WITHOUT PERMISSION

Students are required to check out with the Attendance Office prior to leaving school during school hours. Failure to check out with the attendance office will result in the following consequences:

- 1st Offense—3 days ISS or suspension
- 2nd Offense—7 days ISS or suspension
- 3rd Offense—15 days ISS or suspension

DISCIPLINE

IN-SCHOOL SUSPENSION: In-School Suspension (ISS) is an alternative to suspension from school. Students in ISS will spend the school day with a supervisor and are not allowed to attend or participate any extra-curricular activities after school.

SATURDAY SCHOOL: Saturday School is a consequence assigned to students for truancy, chronic tardy and other discipline as determined by an administrator. Saturday School can also be assigned as an alternative to suspension or ISS.

SUSPENSION: Students suspended from school are not allowed on campus or at any school district functions for the duration of the suspension.

CLOSED CAMPUS

Klahowya Secondary School has a closed campus. Students are not allowed in the parking lot or near the fields during the school day. The paved walkways surrounding the building are the boundaries of the school. Students must stay inside these boundaries unless they have an early dismissal to leave school or have checked out through the attendance office. Students must remain on campus during lunches.

COMPUTER NETWORK, INTERNET, AND GAGGLE E-MAIL USE AGREEMENT

Students must be familiar with the Student Computer-Use Rules given below and agree to abide by them in order to use the computer resources at KSS. These rules support District policy contained in the Internet Acceptable Use Policy, Attachment to 2022P.

Signing the Student Acknowledgement form means that you have read and understand this “KSS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement” and understand that using computers, Internet access, and Gaggle e-mail access at Klahowya Secondary School is a privilege. You can lose any or all of these privilege(s), and there will be disciplinary consequences for ANY violation of these rules. You agree to obey these rules at all times when using the KSS computer network, Internet, and Gaggle e-mail at Klahowya Secondary School.

COMPUTER LABS

- A teacher or staff member must always be present when students are in the lab. Students are not to enter unattended labs.
- Absolutely no food or drink is allowed in the lab (including water, candy and gum).
- Before you leave: Exit all programs, log-off the network, and straighten up the work area for the next user.

STUDENT NETWORK ACCOUNTS

- Student must safeguard their accounts by keeping their passwords secret.
- Students are responsible for activity that occurs on their accounts.

STUDENT COMPUTER USE RULES

- Computers are for educational use only.
- Students must respect the rights of other students to use computer equipment.
- Students may not use another student's account.
- Students may not interfere with another student using the computer.
- Students must treat the computer equipment with respect.
- No changing the configuration of the equipment.
- No vandalism, rough use, writing (or making marks) on the equipment
- No removal or alteration of equipment components.
- No downloading of files of any kind from the internet without instructor or staff permission.
- Students may not load software onto KSS computers.
- Students may not buy or sell merchandise or services using KSS computers.
- Students may not lobby for/against political issues nor endorse/oppose candidates for public office on CKSD's public web server.
- Students may not play games, listen to audio CD's or view streaming videos on KSS computers, unless instructor or staff permission is granted, and it is part of an adopted curriculum or school authorized event.
- Students may not access or attempt to access chat rooms, instant messenger programs, social sites, blogs, other forums, or journaling sites on KSS computers unless instructor or staff permission is granted, and it is part of an adopted curriculum or school authorized event.
- Students may not access or attempt to access personal e-mail accounts on KSS computers.
- Students may not access or attempt to access inappropriate Internet sites (pornography, weapons-related, hate, gaming, etc.)
- Students may not access or attempt to access the Internet during class without instructor or staff permission.
- **Students may not attempt to circumvent CKSD's security and filtering system by use of proxy servers or any other means.**
- Students must report any abuse of computer resources to a teacher, administrator, or other staff member.
- Students should limit printing to three pages without staff permission.
- The Central Kitsap School District reserves the right to disable/remove a user account from the network to prevent further unauthorized or inappropriate activity.

Failure to use the KSS computers in a responsible manner will result in disciplinary action(s) and students may have their **computer use privileges** suspended or permanently revoked.

ACCESSING THE INTERNET AS A RESOURCE FOR LEARNING

At Klahowya Secondary School, access to the Internet is provided to support the educational, informational, and research needs of staff and students. Because not all information on the Internet is appropriate for the school setting, KSS has an Internet policy and specific procedures to make certain that this educational resource is used responsibly. While no filtering software is 100% effective, software/hardware technology is in place across the District to help make Internet use as appropriate as possible. Failure to use the Internet in a responsible manner will result in disciplinary action(s) and the student may have their **Internet privileges** suspended or permanently revoked.

ACCESSING GAGGLE STUDENT E-MAIL AS A RESOURCE FOR LEARNING

Starting the 2009-2010 school year, students will not be able to access personal e-mail accounts (i.e. Hotmail, Gmail, Yahoo, etc.) from CKSD computers. Klahowya Secondary School would like to provide each student with a filtered/monitored email account to facilitate better communication between students and staff, and to model and monitor appropriate and responsible use of electronic communications. To accommodate email accounts for students, KSS uses an e-mail service (free to our students) called Gaggle. Gaggle software provides filtering of student accounts and blocks inappropriate content in text and graphic form. These accounts can be accessed from home, via the internet, or school but are **not private**. They may be viewed by school administration (including their teachers) or Gaggle representatives. Initially no restrictions will be placed on who the student can send e-mail to or receive e-mail from, how many e-mails can be sent or received per day, or the number of recipients an e-mail can be sent to. **These restrictions are subject to change at any time by school administration on a school wide or student-to-student basis.**

What will you get with your Gaggle.Net e-mail account? Inbox, Delete Box, Sent Box, and commands that allow students to read mail, print messages, reply, forward, write new messages, add attachments, gather names in an address book, and online file storage. Online file storage and file sharing is available through Gaggle.Net's Digital Locker feature which provides each student with 100 megabytes of space that can be used for either email or online file storage. Just as you need to protect your network account from another person using it, so you need to protect your student Gaggle e-mail account from others using it. You are responsible for keeping your Gaggle e-mail account secure. This means:

- Choose a password that is secure (difficult for someone else to figure out).
- Never share your password with someone else.
- An e-mail account is only to be used by the person to which it is assigned. Don't allow someone else to use your account after you have logged in.
- If you believe your password has been compromised (learned by others) change the password.
- Please contact the Building Technology Coordinator if you have been locked out of your account.
- You will be held responsible for any activity that occurs from the use of your account.

Rules that govern our speech at school also govern our electronic communication via e-mail. Do not put in an e-mail anything inappropriate or anything you would not want made public. **Profane, pornographic, sexually suggestive, rude, hateful and threatening remarks are not acceptable in school conversations and correspondences; neither are they appropriate in e-mail.** Be sure to be careful in your choice of words and meaning. Remember, ALL e-mail is filtered and viewable by school administrators and teachers. **As with all of your interaction on the Internet, NEVER give out personal information (your name, address, phone number, etc.) and NEVER give out your social security number or credit card information without parent permission.**

Helpful E-Mail Tips:

- Your Gaggle e-mail account is intended for academic use only. Your e-mail account MAY be used to support class work or other valid academic uses. Save personal conversations for face-to-face communications.
- Be careful about sending an e-mail about something you are emotional over. The reader can't see your facial expressions and body language and you may come across much stronger than you intended.
- Use of capital letters is viewed by many as shouting, and while it may emphasize a point you want to make, it can also turn people off because they may think you are yelling at them.
- Keep e-mails brief and to the point.

KSS HAS CHOSEN TO PROVIDE A COMPUTER NETWORK ACCOUNT, INTERNET ACCESS, AND GAGGLE STUDENT E-MAIL ACCOUNT FOR ALL STUDENTS UNLESS A PARENT NOTIFIES THE SCHOOL THAT THEIR CHILD MAY NOT. The following is the process that must be completed prior to giving a student access to the **KSS Student Computer Network, Internet, and Gaggle e-Mail Use.**

1. Parents and students are asked to read and discuss the **KSS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement.**
2. Parent and Student must confirm they have read the **KSS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement.**
3. Students who inappropriately use their **KSS Student Computer Network, Internet, or Gaggle E-Mail account** will be disciplined **and** may have their access to any or all of these privileges revoked.

Questions about this information may be addressed to the KSS Building Technology Coordinator at 662-4056.

SEXUAL HARASSMENT POLICY FOR STUDENTS

Sexual harassment in any form is forbidden in any Central Kitsap school. It can cause serious physical or psychological damage to students, affecting grades, attendance, performance, and pride in one's work. Whether from students or staff, this type of behavior is unacceptable.

Sexual harassment is considered to be a form of sex discrimination, and it is illegal in schools and in the workplace under existing state and federal laws.

The following behavior is not allowed:

- Staring or leering with sexual overtones.
- Spreading sexual gossip.
- Unwanted sexual comments or sexual jokes told to one in the presence of the victim.
- Pressure for sexual activity.
- Any unwanted physical contact of a sexual nature.
- Attempted rape or rape.

Victims of sexual harassment should report the problem to an adult (teacher, guidance counselor, and administrator) in the school as soon as possible. The adult then has the responsibility to report the allegations to an administrator who will undertake an investigation. The privacy of the student is to be protected as much as possible. A range of discipline for sexual harassment will be exercised, depending on the severity of the offense.

The consequences may include:

- Apology to the victim
- Participation in sessions on the problem of sexual harassment in our culture and in our school
- Future counseling
- Research or other academic work on the topic of sexual harassment
- Detention

Suspension (number of days similar to other serious offenses)

DANCE POLICY

Students in 9th through 12th grade are allowed to attend high school dances. Students in 7th through 9th grades will be allowed to attend junior high dances. Students are not allowed to engage in lewd or offensive dancing. Students who do not adhere to dance behavior expectations will be sent home and must arrange for transportation. Refunds will not be issued for students sent home. This policy also applies to guests attending KSS dances on a guest pass.

DRIVING A CAR TO SCHOOL

Student drivers must complete a student driver application, purchase a parking sticker and display the sticker in the back window. Drivers must obey the posted speed limits and lower stereo volume while on campus. Failure to follow these rules may result in having driving privileges revoked. The driver of the vehicle may also be fined for violation of these expectations.

DRUGS/ALCOHOL

The possession, use, or being under the influence of any drug, including alcohol, while at school is illegal and substantially interferes with student learning. Because of these reasons, the administration takes a strong and strict stance against drugs and alcohol. Students who involve themselves with drugs and alcohol at school or at school related events face long term suspension from school and a potential loss of credits.

ELECTRONIC DEVICES AND NON-ESSENTIAL PERSONAL PROPERTY

Technology is an important means for communication and entertainment in today's world. However, restrictions are established in most work settings regarding technology and KSS is no exception.

Students attempting to use electronic devices (including cell phones, MP3 players, etc.) **at any time during the school day** will have those items confiscated. The student will be allowed to claim the device from the main office on the first offense. The second offence will result in *Thursday School* detention and the device will only be returned to a parent/guardian. Further offenses will be considered defiance of school district rules and will be handled accordingly.

There is no educational reason for MP3 players, PSP's, etc., to be at school. If these items are lost or stolen at school, KSS security and administration will not spend time investigating. Students are responsible for the safekeeping of all personal items.