

STUDENT EXPECTATIONS

2009-2010 KLAHOWYA SECONDARY SCHOOL ATTENDANCE & CLASS ARRIVAL POLICY SUMMARY

Daily attendance in all classes is one of the most significant factors in a student's success at Klahowya Secondary School. Expectations for daily attendance and arrival to class on time have been established to keep students in class and therefore increase their potential for success.

ATTENDANCE - WHAT IS THE SCHOOL'S ROLE?

1. The school will ensure that parents and students are aware of the Klahowya attendance policy.
2. The school will report absences and any other irregular attendance pattern to parents by telephone or by mail.
3. The school will work with students and parents toward improvement of attendance.
4. The school will impose consequences for truanancies.

WHEN AN ABSENCE OCCURS - NON-ATTENDANCE IN A SCHEDULED CLASS

1. The student must bring a note from a parent/guardian indicating the student's name, date, date of absence, reason for the absence and daytime phone number on the day the student returns to school. This note must be given to the attendance office prior to the first class of the day allowing plenty of time for processing so that the student arrives to class on time. A telephone call from the parent with the above information is acceptable. Students arriving to school without a parent excuse must report to the attendance office as well.
2. The absence will be determined as excused or unexcused and the student will be given an admit slip by the attendance office and will present the admit slip to each of his/her teachers.
3. A calling machine will notify parents each evening on all students who have been marked absent from any class that day.

LEAVING SCHOOL EARLY

A dismissal note to leave school early must be brought to attendance office prior to a student leaving school. A student's failure to adhere to this procedure may result in a 3 day suspension for *Leaving School Grounds Without Permission*.

ARRIVING LATE TO SCHOOL

Students are to check in with the attendance office if they arrive to school more than ten minutes after the start of the school day.

TRUANCY

Truancy is defined as any unauthorized or willful absence from school, class, part of a class, or scheduled activity during any part of the school day. Truancy occurs when:

- The student is absent without permission of the parent/guardian or the school.
- The student has not received prior approval from the school for an early dismissal.
- The student does not attend a scheduled class.
- The student leaves class or campus without properly checking out.
- The student is not in an assembly or meeting when assigned.
- The student does not attend class pending a schedule change.

The following disciplinary action may result when a student is truant:

- FIRST OFFENSE - ISS* assignment equal to the amount of school missed.
- SECOND OFFENSE – 1-3 day suspension
- THIRD OFFENSE – up to 15 day suspension

*Failure to complete ISS in the time allotted may result in a one-day suspension for defiance. Teachers are not required to provide students the opportunity to make up projects, assignments, tests, and/or other graded activities which were completed during the time of the truancy.

STATE LAW RELATED TO ATTENDANCE

When a student receives any unexcused absences (majority of school day) during the school year, school officials must take action. Actions will include filing a petition with the court causing the student to attend school. The petitions must be filed for the fifth unexcused absence during any one month or a cumulative total of ten at anytime during the school year. Other interventions may occur including parent contact, counseling sessions, parent conferences, student contract.

CLASS ARRIVAL POLICY

- A tardy is any arrival to class past the bell.
- A tardy may be excused or unexcused.
- An unexcused tardy to class in excess of 5-minutes is considered a truancy.
- Excused tardies would include students arriving to class with a pass from administration, counseling or attendance.
- Another teacher should send the student (along with his/her books, etc.) with a note requesting permission for the student to stay in the first class to finish a project, etc. The second teacher is not obligated to permit this.
- When a student is chronically tardy because of the same excuse (in counselor's office, needed to clean up store, etc.) the teacher will discuss this with the other staff member and suggest an alternative.

The following disciplinary action may result when a student is tardy:

- **FIRST UNEXCUSED TARDY** – warning to student
- **SECOND UNEXCUSED TARDY** – warning to student and/or teacher imposed consequence
- **THIRD UNEXCUSED TARDY** – after school detention with parent contact by teacher
- **FOURTH UNEXCUSED TARDY** – discipline referral to main office

PARENT NOTIFICATION OF CENTRAL KITSAP'S WEAPONS POLICY

Both the State of Washington and the Central Kitsap School District have taken strong action to assure safe schools for all students and staff. In keeping with state law, the School Board adopted a policy which carries severe consequences for any student who brings a weapon to school-regardless of the reason or the age of the student.

Any student who brings a firearm to any school, or who has one in his possession while on school grounds or at a school-sponsored event, must be expelled. State law says that students expelled for bringing a gun to school may not be admitted to any other public school in the state, during the time of the expulsion.

In addition, the District's policy reflects zero tolerance for weapons of any kind on District campuses. The policy accommodates state law, which calls for automatic expulsion for any student who brings a firearm to school. The CK School District will not consider that student for re-admission for at least one year from the date of the violation. Even the, there is no guarantee that a student will be readmitted. A committee will consider a re-admission request in the context of the safety of other students and staff and will make a recommendation to the Superintendent. Any student who possesses any type of weapon at school or at a school event will be subject to very strict discipline, which may include expulsion. Weapons are defined as any object, in addition to any knife or gun, brought to school with the intent to harm another person. In fact, CK schools are not allowing replicas of weapons including air guns, toy guns, water pistols, etc.

The Central Kitsap School District is committed to maintaining safe school environments and needs your help in making sure that students do not bring weapons to school.

There were very few weapon incidents in the Central Kitsap School District last year and we wish to keep it that way. Students don't generally have access to firearms and other weapons other than from their own homes. Parents who choose to keep guns or other weapons at home face a serious responsibility for making sure their children can't get at them.

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)

Klahowya Secondary School

Student 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.