

2024-2025
SOUTHGATE
ELEMENTARY
Student Handbook



Southgate Elementary
3121 W. 19th Avenue, Kennewick, WA 99337
Office: (509) 222-5900
Fax: (509) 222-5901

You can find a copy of the district calendar [HERE](#).

A PARENT'S AND STUDENTS' GUIDE TO SOUTHGATE ELEMENTARY

Support Others

Own Learning

Act Safely

Reach for Excellence

OUR MISSION, IN PARTNERSHIP WITH OUR PARENTS AND COMMUNITY, IS TO PROVIDE A SAFE ENVIRONMENT IN WHICH EVERY STUDENT REACHES HIS OR HER HIGHEST POTENTIAL AND IS WELL PREPARED FOR SUCCESS IN SECONDARY SCHOOL EDUCATION.

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Welcome Back!



3121 W. 19th Avenue • KENNEWICK, WA 99337
(509) 222-5900
SOUTHGATE.KSD.ORG

Mr. Joe Jones, Principal, joseph.jones@ksd.org
Mrs. Mary Isley, Asst Principal, mary.isley@ksd.org
Mrs. Megan Lee, Secretary, megan.lee@ksd.org
Mrs. Wendy Hardy, Secretary, wendy.hardy@ksd.org

Southgate Families,

I am honored that your child is part of our Southgate family. It is my deepest hope and desire that your child has an amazing experience this school year. Classroom teachers are dedicated to creating a safe environment where they can have fun learning with their peers. Great times are ahead of us!

To help promote a safe school and help all families know what to expect this upcoming year, we've created this handbook. Inside you will find helpful information that will answer many of your questions. Please take time to review the information and feel free to reach out to your child's teacher or our main office with any questions.

Thank you again for your commitment to Southgate!

Sincerely,

Joe Jones

Principal

Southgate Elementary School Staff

Administration/Counseling

| | | |
|------------------------------|---------------------|--------|
| Joseph Jones (LT) (ST) (CPI) | Principal | Office |
| Mary Isley | Assistant Principal | Office |
| Megan Lee (ST) | Secretary | Office |
| Wendy Hardy | Attendance | Office |
| Nancy Otte | Counselor | Couns |

Kindergarten

| | |
|---------------------|------|
| Kristi DeLancy (LT) | Room |
| Kim Rose | 1 |
| Lori Davis | 2 |
| | 3 |

First Grade

| | |
|-------------------------------|------|
| Michelle Minton-Valley (CORE) | Room |
| Julie Brisbois (LT) | 6 |
| Diana Chanthavisouk | 7 |
| | 9 |

Second Grade

| | |
|--------------------------------------|------|
| Tom Colgan (ST) | Room |
| Melissa Herres | 10 |
| Katie Ewen | 14 |
| Neili Marozzo (HIGH CAP) (CORE) (LT) | 15 |
| | 16 |

Third Grade

| | |
|-----------------------|------|
| Evan McNeill (LT) | Room |
| Lauren Garrett | 17 |
| Sheila Rodriguez (LT) | 18 |
| Kimberly Moheeb | 19 |
| | 20 |

Fourth Grade

| | |
|----------------------------|------|
| Rachel Hewitt | Room |
| Jackie Hendren (CORE) (LT) | 21 |
| MaryAnn Gallaher | 22 |
| | 23 |

Fifth Grade

| | |
|------------------|---------|
| Lisa Hamrick | Room |
| Ian Allison (LT) | 25 (P2) |
| Christine Canter | 26 (P3) |
| | 27 (P4) |

Autism Inclusion

| | |
|---------------------------|----------|
| JaVonna Geddes (ST) (CPI) | Room |
| Angie Lawson (CPI) | 8 |
| Alyssa George | Para (8) |
| Bryn Bohoskey | Para (8) |
| | Para (8) |

Autism Self-Contained

| | |
|--------------------------|----------|
| Jake Boneck (CPI)(LT) | Room |
| Yoko Moromizato (CPI) | 4 & 5 |
| Jolene Bland (CPI) | Para (5) |
| Amy Sonnichsen | Para (5) |
| Nikoal (Kristina) Soggie | Para (5) |
| | Para (5) |

Resource/Special Education

| | |
|----------------|------|
| Kelly Flemming | Room |
| Jenny Hill | 11 |
| TBD | Para |
| Mikayla Hunter | Para |
| | Para |

Intervention Team

| | |
|---------------------------------|----------|
| Elaine Anderson (CORE) (LT) | Room |
| TBD | 13 |
| TBD | 13 & F |
| Jayme Fairchild (HIGH CAP) (LT) | Para (F) |
| Kim Brawdy | Para (G) |
| Kristen Kauer | Para (E) |
| Jennie Adams (LAP/READ) | Para (D) |
| Jaden Steward | Para (C) |
| Para (H) | |
| Sadie Smith | Para (I) |

Learning Facilitator

| | |
|---------------|------|
| Lindsey Davis | Room |
| | 158 |

Multilingual Learners Program

| | |
|-----------------|---------|
| Jim St. Hilaire | Room |
| Shannon Wilden | Room 12 |
| Para | |

Library

| | | |
|----------------------|-----------|---------|
| Susan Bertelson (ST) | Librarian | Room |
| Amy Porter | Secretary | Library |

Specialists

| | | |
|--------------------|--------------------|-----------|
| Matt Rehmke | Music/Orchestra | Room |
| Kelly Nevills (LT) | Technology (CL) | Music |
| Lori Woods | Physical Education | Comp. Lab |
| | | Gym |

Nursing/Professional/Medical/Therapists

| | | |
|-----------------|-----------------|--------|
| Macey Wecker | SLP, Tier 2 & 3 | Room |
| | Grades K-2 | Rm A |
| Amber Hatcher | SLP, Grades 3-5 | Rm 163 |
| Alexis Riensche | Lead Nurse | Health |
| TBD | Psychologists | #B |
| Amy Stites | OT | #B |
| Hana Gharari | PT Para | #B |

Support Staff

| | |
|-----------------|------|
| Hillary Fouts | Para |
| Ashley Thompson | Para |

Custodial/Facilities Management/Café

| | | |
|---------------------|----------------|------|
| Paul Trout | Lead Custodian | Room |
| Mark Prestwich | PM Custodian | |
| Rosa Medina | Lead Cook, | Café |
| TBD | Cook, Café | Cafe |
| Sara Andrade Chavez | Cashier, Café | Cafe |

Community in Schools

| | |
|----------------|---------|
| LeeAnna Wright | Room |
| | Bookroo |

Our Day

Stay Connected!

Office Phone/Email Info:

Attendance Line: 509.222.5902
School Office: 509.222.5900
School Fax: 509.222.5901
Southgate.attendance@ksd.org

Office Hours:

Daily 8:00 AM - 3:45 PM

School Schedule:

Monday/Tuesday/Thursday/Friday
Wednesday

8:40 AM - 3:17 PM
8:40 - 2:00 PM

Follow us on Facebook!



[@SouthgateElementary](https://www.facebook.com/SouthgateElementary)

Check out our website!

<https://southgate.ksd.org/>



Dragon Lunch and Recess Schedule 2024-2025 School Year

Regular, Early Release, and 2-hour Delay Schedule

| | Lunch | Recess |
|-----|-------------|-------------|
| K | 11:00-11:20 | 11:20-11:45 |
| 1st | 11:15-11:35 | 11:35-12:00 |
| 2nd | 11:30-11:50 | 11:50-12:15 |
| 3rd | 11:45-12:05 | 11:20-11:45 |
| 4th | 11:55-12:15 | 11:30-11:55 |
| 5th | 12:10-12:30 | 11:45-12:10 |

AM Recess (10:05-10:20): K-2nd (M-F), all grades (W), 3rd grade (F)

PM Recess (2:10-2:25): 3rd-5th (M-F), 2nd grade (TH)

Student Attendance

Kennewick School District wants to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool, so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

WHAT WE NEED FROM YOU

We miss your students when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the school office at **509-222-5902** or send an email to attendance.southgate@ksd.org by 9:00 AM.

Please include the following information:

- Student's name and room # (or teacher's name)
- The date of the absence
- The reason for the absence.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

[Each school is required to take daily attendance and notify you when your student has an unexcused absence.](#)

If your student has **three** unexcused absences in one month, state law (RCW 28A.225.020) requires us to schedule a conference with you and your student to identify the barriers and support available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your students and reduce absenteeism. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed, and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court.

Any absence not listed above is an unexcused absence.

Please see the Kennewick School District policies & procedures on excused and unexcused absences, tardies, etc., at www.ksd.org.

PRE-EXCUSED ABSENCES

As we mentioned before, whenever possible, please try to schedule appointments for after school or on non-school days. When picking up your child early for an appointment, please come to the office and sign out your student. Staff are instructed to not release students from the classroom or playground. Once you arrive and sign your child out (picture identification required), our office staff will arrange for your child to meet you in the office. We ask that you do not call ahead and ask for your child to wait in the office for you to pick them up. We value each instructional minute, and we will promptly get your child to the office.

ILLNESSES

During the winter months, the incidences of illness rise. Parents often want to know when to keep their child at home. The following are guidelines to help make that decision. Please call the nurse at 222-5903 if you have any questions.

When to keep your child home

- Fever greater than 101 degrees in the last 24 hours Rash associated with a fever
- Vomiting or diarrhea in the last 24 hours
- A cough bad enough you wouldn't want your well child around a person coughing like this
Draining rash or sore
- A consistent thick, goopy runny nose
- Ear discharge or other evidence of infection Eye discharge or pink eye

A child must be free of fever for 24 hours and/or complete a full 24 hours of antibiotic treatment before returning to school.

If your child is ill, please keep them at home and call the message only attendance line (509-222-5902) so we know that he/she will not be attending. Please send a written excuse when your child returns to school.

Southgate Student Services

Health Room

Students with a temperature of 100° or higher need to stay home from school or will be sent home from school. Any child who is vomiting or has diarrhea will also need to stay home from school or will need to be picked up from school.

Procedures for Medication at School

1. Under normal circumstances, medication should be dispensed before and/or after school hours under the supervision of an adult. Medication prescribed 3 times/day can be given before school, after school, and at bedtime.
2. If medication is to be dispensed during school hours, the Medication Request Form is to be completed and signed by the physician and the parent. This form is available in the office.
3. All medication must be provided and delivered to the school by an adult in the original container labeled with the name of the student, health care provider, medication, dosage and time of day to be given. This applies to non-prescription medication as well. If a student requires half- doses, pills should be provided precut.
4. All medications are to be kept in the office where they can be locked up.
5. Students are to assume responsibility for going to the office to obtain their medication at a specified time.
6. Medicines are to be dispensed in the school office only.

Please *DO NOT* send medication to school with children. This includes aspirin, ibuprofen, acetaminophen, cough drops, vitamins, and ointments.

If your child has any potentially life-threatening health conditions, such as diabetes, seizures or severe allergies/asthma; the School Nurse needs to meet with you PRIOR to your child attending school to develop an individualized health care plan, in consultation with your healthcare provider.

Immunizations

The state of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of the law is to protect every child from disease. Our school nurse will be in contact with you if there are questions about your child's immunization record.

Transportation Services

In general, bus services are provided to those living 1 mile or farther from school. Currently most of our students are outside that distance and have access to school by bus. **Please do not stop or park in bus zones or obstruct movement of buses through the parking lot. Refer to [Policy 3420-R2](#)**

Bus Rules & Consequences

- Enter the bus and take your seat quickly.
- Do not change seats.
- Always stay seated.

- Keep your head, arms, and all objects inside the bus.
- Keep the aisles clear at all times.
- Ask the bus driver's permission to open a window.
- Talk quietly to a neighbor.
- Do not get up and talk with a neighbor in front or behind you.
- Be courteous to your bus driver and to other students.
- Follow all directions given by the bus driver.
- Do not throw things on the bus.
- Bus drivers are authorized to assign seats; please respect the bus driver's instructions

REMEMBER: Drivers have ultimate authority while in operation of the vehicle. We thank you for your support and commitment to keeping our Dragons safe! Dragons are kind, respectful, and safe!

Bus Information

Only eligible students living in areas designated for busing will be allowed to ride the bus. Students who ride the bus must follow the safety rules established by the Kennewick School District. The driver is in complete charge while students are on the bus, and your bus driver will explain those rules.

Any child that rides the bus to school must ride the bus home unless advance written notification is received from a parent. If a child needs to ride a bus with another student, the bus driver will not allow this unless the parent sends a written note with all pertinent information and signed by the parent.

Nutrition Services

Southgate Elementary has breakfast in the classroom. Breakfast will be served in classrooms starting at 8:40 until 9:00 a.m. Breakfast is free for all students.

Dragon Lunch

Lunch at Southgate is free for all students. However, if students would like to purchase milk to go with their cold lunch from home, there is a \$.60 charge. You may send in cash/check or pay online. Please see the quick link drop down for *meal payment* on our Southgate website. Please contact our office to assist you in setting up an online account.

Meal Prices

Lunch- Free

Milk- .60/each

Breakfast-Free

Student and Parent General Information

Personal Items, Electronic Devices and Toys from Home

Toys, radios, I-Pods, MP3 players, electronic games, skates, skateboards, etc. should not be brought to school. Any electronic items that are brought to school can be disruptive to the educational mission here at Southgate Elementary; items will be confiscated and returned to the student or parent. Examples are cell phones, tablets, iPods, smart watches, Nintendo Switches, etc. **If you send a cell phone to school with your child, it is to remain in their backpack and turned off during school hours.** Southgate is not responsible for any of these items that are brought to school and are lost or stolen.

Toys and personal belongings should stay home. The only exception are items for *Show and Tell*, as requested by teachers. All show and tell items need to be prearranged and be appropriate for a school.

No gum allowed in school! Please have your student leave their gum home for after school. Help us keep Southgate looking fabulous!

Telephone Use/Messages to Students

Student cell phones should stay off and in backpacks during school hours. Parents can help by making sure children know each morning what they are to do after school. If you need to get a message to your student during the school day, please call the office and we will deliver the message to your child as soon as possible. Please try to call in your message by 2:00 PM (M, T, Th, F) or 1:00 PM on Wednesdays.

Parties

School parties are limited to two per year and are held during the last hour, or less, of the day. The two-party occasions are winter holidays and Valentine's Day.

Birthdays and Deliveries

If you would like to bring a treat in for your child's birthday, you are welcome to do so but please check with the teacher. We ask that the treats be handed out at either lunch time or toward the end of the school day. We ask that you bring store bought items in their original packaging with ingredients listed. **Please do not send homemade treats, hard candy, or treats containing peanuts.** We do have students with food allergies and want to make sure they are able to read the label. Unless the entire class is invited to a home birthday party, please avoid distributing party invitations at school.

If you have flowers or balloons delivered for your child's birthday, we will hold the items in the office and deliver them to your child toward the end of the school day. We suggest that you may want to surprise your child with balloons at home. Children are not allowed to take balloons on the bus.

Visitors

Parents are always welcome and are encouraged to visit your child's classroom. Please call the

office so that we may help arrange a visit with a minimum of 24 hour notice and teacher notification. All visitors to the school must sign in and out at the office and pick up a visitor badge. Please help us to ensure your child's safety. We need to know who is in our building at ALL times. Please refer to KSD Policy regarding [visitors](#) and [volunteers](#).

Volunteering at Southgate Elementary

Parents are encouraged to be actively involved in school. All volunteers must fill out a volunteer application [form](#) and be approved **before** they can volunteer at Southgate. This is to ensure the safety of all our students. If you are interested in volunteering, please check with your child's teacher first. Once paperwork is on file and cleared, volunteers must sign in and out on the volunteer sign-in clipboard in the office and take a volunteer badge each time they come to volunteer.

Poor Weather & School Closure

Poor weather may necessitate the closing of schools. Please listen to the local radio stations, check the Kennewick School District website at www.ksd.org for announcements regarding school closures or delays. If a two-hour delay is announced, please keep listening. No breakfast will be served when school is delayed. If conditions do not improve school may still be canceled for the day.

School Pictures

We take school pictures two times each year. One is an individual photo, and the second one is a group photo. Purchases are optional.

Media Denial Process

From time to time, photographs or videos of students are taken during the school day for use in district news releases, publications, video productions, social media, and the district website. On occasion, television and other news media are invited to cover stories in our school and take photos, video, and/or interview students. If you choose not to allow this for your child, please complete the media denial [form](#) and return to our office.

Please understand that this form does not cover photos, videos, or recordings taken at public, school, or district events including—but not limited to—school assemblies, plays, concerts, or sporting events. Furthermore, this form must be completed annually, and it is in effect from the date signed until the end of the school year.

Student Dismissal

Please come to the office when you need to check your child out of school early. Your child's safety is our primary concern. You will need to show your ID to pick up your student and only student emergency contacts listed in PowerSchool may pick up the student.

Parental Custody

To protect children from an unauthorized parent taking a child from school, we **MUST** have on file a copy of a restraining order or divorce decree issued in the state of Washington. Contact your lawyer for assistance. We need written authorization to release your child from anyone other than the custodial parent(s) or guardian.

Student Records

The school maintains student records (as required by law) necessary for educational guidance and/or welfare of students, as well as for the orderly and efficient operation of schools. All information related to individual students shall be treated in a confidential and professional manner. Student records are property of the school but shall be made available to parents upon request.


Reporting Student Progress

Southgate Elementary report cards are issued three times during the school year. Mid-term reports are also sent to some students to keep parents informed of progress. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences.

School Rules and Policies










Southgate Expectations:

Southgate Elementary believes in teaching and maintaining a positive and productive climate through our positive behavior interventions and supports. Each student and staff member shall exemplify our three school expectations 1) Show Respect, 2) Make Good Decisions, and 3) Solve Problems. When students are observed following our Big 3, staff members will acknowledge students with Dragon Dough. Dragon Dough can be used to purchase rewards from our [Dragon Store \(primary\)](#). Further, if a student is going above and beyond The Big 3, staff members can submit a [Positive Office Referral](#) for the student. Our [PBIS matrix \(primary\)](#) will be taught and modeled throughout the school year.



Southgate Elementary Matrix

Our mission at Southgate is to create a safe and positive learning environment by Showing Respect, Making Good Decisions, and Solving Problems.

| | | COMMON AREAS | | | | | | |
|--------------------------|----------------------------------|---|--|--|---|--|---|---|
| | | Before/After School  | Hallways  -  | Playground  | Dragon Cafe  | Bathroom  -  | Assembly  | Bus  |
| BIG 3 CORE VALUES | We... Show Respect | Follow adult directions Kind words and actions Walk in designated areas | Admire hallway work but don't touch Walk on the right side | Play fair Be kind Include others | Use manners Clean up after yourself | Check for availability Respect others' privacy Clean up after yourself | Clap when appropriate Sit on pockets | Hello/goodbye to your bus driver Use polite manners when speaking to others Follow adult directions |
| | We... Make Good Decisions | Go directly where you need to go Line up in your classes designated area | Keep your hands and feet to yourself All eyes forward | Follow playground rules Follow adult directions Play in your zone | Choose foods just right for you Keep body calm Raise hand and remain seated until excused | Do your business Wash your hands Be Timely | Whole body listening Choose good neighbors Follow adult directions | Sit in your seat Keep hands to yourself and feet on the floor |
| | We... Solve Problems | Have and follow your family's plan Remember before/after school expectations | Stay in line Solve little deals Be aware of others around you - personal space | Be a good friend Solve little deals Report big deals | Be patient and kind in line Follow adult directions | Report big deals Leave it better than you found it Leave stalls unlocked when leaving | Be polite to those around you Remind neighbors using non-verbal signals Use restroom before | Report big deal to the bus driver Be aware of others around you - personal space |

Each classroom operates with a written set of expectations. Parents are encouraged to learn the expectations of their child's classroom and to actively work with the teacher to help the child learn to manage himself/herself.

Students not observing the Big 3 expectations may experience the following based on the [flowchart](#):

1. A discussion of the behavioral error with the student and teacher and recorded on a "minor" form.

- a. Appropriate consequences according to the teacher's judgment will be given.
 - b. More severe disruptions will be followed with further consequences, parents notified, and recorded on a “major” form.
2. A conference with the student, teacher, parents and/or principal.
3. “Major” referral to administration. Administration or teacher may use any of the following:
 - a. Contract or plan developed by student, parents and teacher or administration.
 - b. Student, teacher, parent conference.
 - c. In-school time-out or other out of classroom alternative plan.
 - d. After school detention (with parent notification).
 - e. Other alternatives deemed appropriate, including suspension or expulsion.
4. Each classroom will send home a classroom expectation letter for parent review and signature.

Discipline

We desire to make Southgate a welcoming and positive environment for all students. Please read through the district policies below regarding student behavior.

Students Rights and Responsibilities - [Policy 3200](#)

Prohibition of Harassment, Intimidation, Bullying, and Cyber Bullying - [Policy 3207](#)

Disruptive Students - [Policy 3240](#)

Student Discipline - [Policy 3300](#)

Exceptional Misconduct - [Policy 3314](#)

Homework

Homework assignments will be given to students of all grade levels, based on teacher discretion. Our hope is that students can continue working on the skills that were learned during the school day. On nights where students have less homework, please encourage your student to spend more time reading, practicing spelling words, or practicing math facts. Each teacher will communicate the homework expectation for the classroom.

Dress Policy #3224

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard will be presented by the student’s dress or appearance including possible membership in a gang or hate group.
2. Damage to school property will result from the student’s dress.
3. The student’s dress or appearance will create a material and substantial disruption of the educational process at the school.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student’s conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco/alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student’s religion, are not subject to this policy.

Computer Use

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and Internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet.

Sexual Harassment KSD Policy #5013

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

Prohibition of Harassment, Intimidation, Bullying and Cyber Bullying KSD Policy#3207

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons, that is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics, when the act is intended to result in any of the following:

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB

<https://www.ksd.org/report> but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer BJ Wilson, bj.wilson@ksd.org, 509-222-6534 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB

investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's <https://www.ksd.org/about/policies-procedures> or the district's *HIB Policy 3207* and *Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit <https://www.ksd.org/about/policies-procedures>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3207 and Procedure 3207P, visit <https://www.ksd.org/about/policies-procedures>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again. **Please report concerns of discriminatory or sexual**

harassment to school administration.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Tom Brillhart, Civil Rights Coordinator, thomas.brillhart@ksd.org, 509-222-5000

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about disability discrimination:

Section 504 Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to The School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's

Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3206P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit <https://www.ksd.org/about/policies-procedures>.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

School Safety

Bicycles and Scooters

Students riding bicycles or scooters to school must observe all safety rules and wear a helmet. Bicycles or scooters must be walked on the school grounds. Bicycles must be ridden alone. No double riding. Bicycles and scooters are to be locked to the bicycle racks out front of the school.

Emergency Planning, Exit Drills and Lockdown Drills

On a regular basis, we do practice evacuation, emergency, and lockdown drills. Exit drills are also practiced on our school buses. If the school is in a lockdown situation, no one will be allowed to enter or exit the building until the lock down situation has been concluded. (If you are in the building during a drill or lockdown, please follow the instructions from our teachers, staff, or administration). Safety is our top priority, and you will see that Southgate Elementary School explicitly teaches best practices in coordination with Fire, Police, and Emergency Professionals. For security reasons, we ask that all visitors/volunteers/parents in our building sign in and out at the office. We need to know who is in our building at all times. Emergency plans are available in the Southgate office.

Drop-Off/Pick-Up/Parking

We have worked exceptionally hard to make our limited parking lot more safe, efficient, and effective.

Thank you very much for your help, your suggestions, and support.

The reality is that our parking lot—at times—is too small for the amount of traffic. Here are a few reminders to get our school year off to a great start!

- Please pull as far forward as possible, and to the curb when dropping off or picking up your children. Instruct your son or daughter to enter from the passenger side of the car.
- If you have parked in the lot, please come and walk your child from the pick-up (or drop off) zone to your car (or school).
- Please do not block the crosswalk. Look for guidance by our school personnel.
- Please drive exceedingly cautious in the loop and parking lot. It gets very busy.
- As you leave the parking lot, please turn right. This will keep traffic flowing more efficiently. We have school patrol at the crosswalk, so please look for them.
- Our neighbors have asked us not to park in their parking lots, as they need the spaces for their patients.
- We always have time to be safe, courteous, and kind. Always remember that our students are looking to us to model the appropriate behavior.
- It takes about 6 minutes to clear our parking lot in the afternoon, please work with us to make Southgate Elementary Dragon-riffic!

Integrated Pest Management Program Annual Notification

During the 2001 legislative session Senate Bill 5533 was passed and signed by Governor Locke requiring the posting and notification of pesticide applications at schools and day-care centers. The bill took effect July 1, 2002 and requires that written notification be given annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policy and methods including notification requirements.

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the district has implemented an Integrated Pest Management (IPM) program throughout the district to keep the district free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common-sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the district focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pesticides when required can either be applied by school district employees, custodians, grounds and maintenance personnel or a contracted commercial pesticide applicator. Typical applications of pesticides during the school year may be the use of Roundup or equal to control weeds around building, parking lots, along fence lines and to mark athletic fields. Commercially available materials may be used to control ants, bees, wasps and or yellow jackets in and around buildings. Contracted services are normally used when products available to us simply will not control or eliminate the pest or pests.

When the use of pesticides is necessary notification to parents, guardians and staff members is required 48 hours prior to the application. A notification notice will be posted in a prominent location, usually on the main entrance to the school. The notice will include, as a minimum, the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide will be applied, the pest to be controlled and the name and phone number of the contact person at the school. If a parent, guardian or staff member requests individual notification of a pesticide application, they will need to fill out a registration form available at the school office. Whenever a pesticide application is necessary, a notice will be sent home prior to the application.

Pre-notification requirements do not apply if the application is made when the school will not be occupied by students for at least two consecutive days after the application. An application made on Friday evening after students have left does not require pre-notification. Additionally, an application of an anti-microbial pesticide such as disinfectants, cleansers, bleaches or the placement of insect or rodent baits that are not accessible to children, do not require notification. Pre-notification requirements do not apply to any emergency application for the control of any pest that poses immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made notification shall occur as soon as possible after the application.

The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at 509.222.5867. Annual report of pesticide usage is available in September of each year for the preceding year.

Thank you for all your
cooperation and assistance in
giving your child the best and
safest educational environment!

Have a wonderful school year!



