



Student Handbook 2024-2025



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**Mr. Thomasson, Principal
Mrs. Farias, Assistant Principal**

SCHOOL ADDRESS

4901 W. 20th Ave., Kennewick WA 99338

GENERAL INFORMATION

8:25-4:00	School Office Hours
8:40-3:17	School Hours Monday, Tuesday, Thursday, Friday
8:40-2:00	School Hours on Wednesday
8:40-11:27	Half Day Schedule

Children who walk or are brought to school should not arrive before 8:25 unless they are coming for Marimba/Orchestra. We cannot provide supervision for students prior to 8:25 a.m.

Website <https://lincoln.ksd.org/>
Follow Us on Facebook <https://www.facebook.com/ksdlincoln>

PHONE NUMBERS

Office Phone	509-222-5700
Attendance Phone	509-222-5702

KENNEWICK SCHOOL DISTRICT SCHOOL CALENDAR 2024 - 2025



Every Wednesday is early release for K-8 students except for Highlands and Park middle schools.

■ First / Last Day of School
 ■ Professional Day
 ■ Holiday
 ■ Early Release
 ■ Conferences
 ■ Snow Make-up

AUG 2024						
M	T	W	T	F	S	S
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

- 22 Staff Professional Day
- 26 Staff Professional Day
- 27 Professional Day & Staff Welcome Back
- 28 First Day of School (ER K-8)

SEP 2024						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

- 2 No School (K-12) - Labor Day
- 11 Early Release (9-12)
- 20 No School (K-12) Staff Professional Day (Focus on Instruction)

OCT 2024						
M	T	W	T	F	S	S
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

- 2 Early Release (9-12)
- 11 Mid Trimester (K-5)
- 11 No School for Kindergarten Students
- 18 No School (K-12) Staff Professional Day
- 30 Early Release (9-12)

NOV 2024						
M	T	W	T	F	S	S
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

- 1 End of First Quarter (6-12) (45 days)
- 8 Early Release (K-5) Report Card Prep End of 1st Trimester
- 11 No School (K-12) Veteran's Day
- 22 Early Release (K-8) Conferences,
- 25 No School (K-12) Conferences
- 26 Early Release (K-8) Conferences (30 days)
- 27 Early Release (K-12)
- 28-29 No School (K-12) Thanksgiving

DEC 2024						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

- 4 Early Release (9-12)
- 23-31 No School (K-12) Winter Break

JAN 2025						
M	T	W	T	F	S	S
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

- 1-3 No School (K-12) Winter Break
- 15 Early Release (9-12)
- 20 No School (K-12) MLK Jr. Day
- 22-24 High School Finals
- 24 Mid-Trimester (K-5)
- 24 End of 1st Semester - Early Release (6-12)

FEB 2025						
M	T	W	T	F	S	S
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

- 5 Early Release (9-12)
- 14 Early Release (K-12)
- 17 No School (K-12) President's Day
- 28 No School (K-12) Professional Day

MAR 2025						
M	T	W	T	F	S	S
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						

- 5 Early Release (9-12)
- 7 Early Release (K-5), Report Card Prep End of 2nd Trimester
- 17 No School (K-12) (Snow Make-up)
- 19 Early Release (9-12)
- 20-21 Early Release (K-5) Conferences
- 28 End of 3rd Quarter (6-12)
- 31 No School (K-12) Spring Break

APR 2025						
M	T	W	T	F	S	S
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				

- 1-4 No School (K-12) Spring Break
- 25 Mid Trimester (K-5)

MAY 2025						
M	T	W	T	F	S	S
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

- 7 Early Release (9-12)
- 23 No School (K-12) (Snow Make-up)
- 26 No School (K-12) Memorial Day

JUN 2025						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

- 6 Early Release (K-5) Report Card Prep
- 7 Class of 2025 Graduation
- 10-12 High School Finals
- 12 Early Release (K-12) - Last Day of School
- 19 Juneteenth

JUL 2025						
M	T	W	T	F	S	S
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

March 17 and May 23 are scheduled snow make-up days
Any other days that need to be made up will be added to the end of the school year.

DATES ARE SUBJECT TO CHANGE

UPDATED DECEMBER 8, 2023

Our Vision

All KSD Students are Known Well, Safe and Destined to Reach their Highest Potential



STRATEGIC GOALS



Our Mission

To provide a safe environment in which all students reach their highest potential and graduate well prepared for success in post-secondary education, work and life.

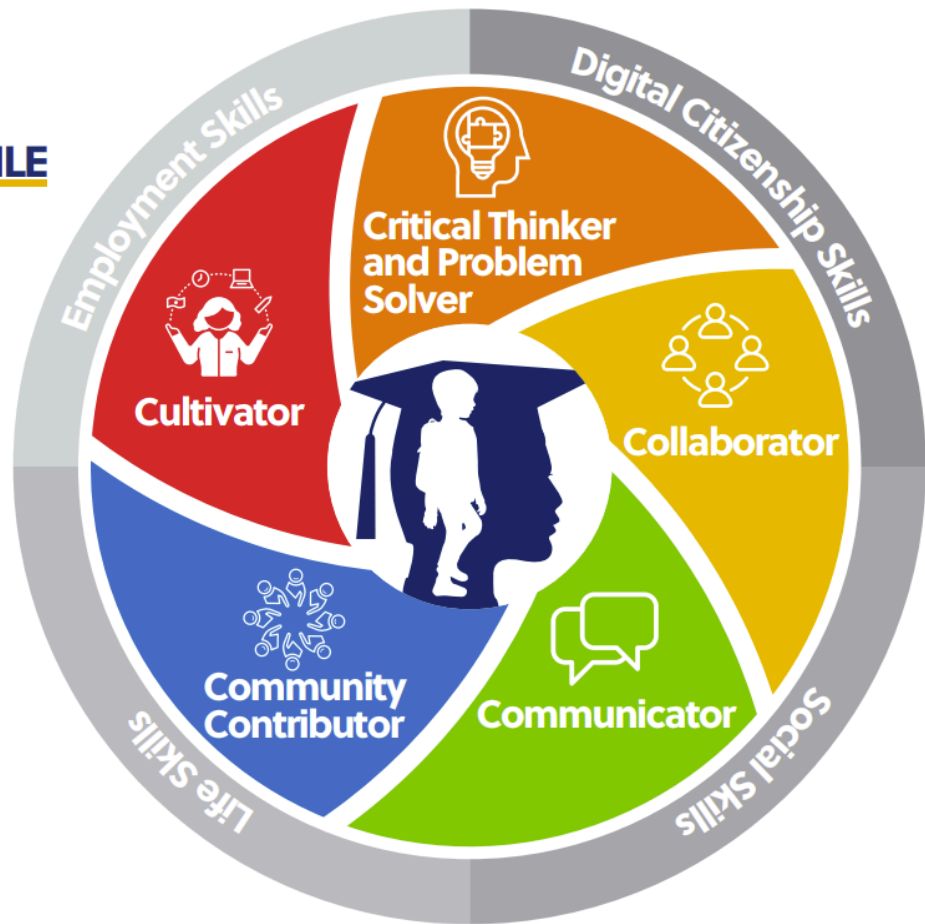
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LEARNER PROFILE

Our Mission:

To provide a safe environment in which all students reach their highest potential and graduate well prepared for success in post-secondary education, work and life.



LEARNER PROFILE



CRITICAL THINKER AND PROBLEM SOLVER

Investigates and considers information, and uses curiosity and imagination to identify and solve problems by creating new ideas or building upon existing ideas. Demonstrates resilience and perseverance when faced with challenges, adversity, and setbacks; seeing more than one way to solve a problem

- I don't give up when learning is difficult and I embrace a growth mindset.
- I connect ideas from the past to recognize and solve existing and potential problems.
- I evaluate the accuracy, perspective, credibility and relevance of information through digital and other resources.
- I explore different methods, tools and resources and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.
- I use my knowledge from multiple subject areas and apply it to situations.
- I can be imaginative and take risks while problem solving.



COLLABORATOR

Uses talents, abilities and knowledge to learn from and inspire the learning of others. Can engage in discussion of opposing ideas to determine a solution and a course of action while working toward a common goal.

- I can recognize my role in building trust and working with others to complete tasks and projects.
- I learn from others and share my ideas to contribute to the learning of others.
- I can work as part of a diverse team and value my teammates' diverse perspectives and contributions discussing and debating ideas respectfully.
- I collaborate efficiently and responsibly through the use of digital tools.
- I follow through with my responsibilities and support the work of others to meet the goals of the team.



COMMUNICATOR

Actively listens and shares ideas clearly and effectively, to diverse audiences and for a variety of purposes.

- I listen to and am respectful of differing viewpoints to inform my own, speaking up for myself and advocating for others.
- I clearly present my ideas both verbally and in writing.
- I adapt my communication to the needs of the audience.
- I choose and control what I leave online for others to find.
- I evaluate the effectiveness of my communication via feedback.



COMMUNITY CONTRIBUTOR

Recognizes their role as a citizen of our community and country. Realizes the opportunities and responsibilities necessary to contribute to the community and world.

- I make safe, legal and ethical choices when working with others.
- I use digital tools responsibly.
- I understand my rights and obligations as a community member and respect the rights and obligations of others.
- I view my community and world with compassion, respect, and empathy for myself and others, locally and globally.
- I give back to my community through volunteering and charitable giving.
- I learn from other cultures and languages to enhance my knowledge and appreciation of my culture and the culture of others.



CULTIVATOR

Has the capacity to prepare for skills, aptitudes and future growth that are required for success after graduation. Promotes or improves their growth through labor and attention.

- I can apply financial and digital literacy and time management skills.
- I seek to explore interests and activities to develop balance in work and life.
- I strive to be physically and emotionally well and know how to help myself achieve both.
- I can weigh the consequences of my choices and actions.
- I am able to prioritize tasks, set personal goals, and take initiative to accomplish them.



Welcome Letter

Greetings Lincoln Families,

Welcome to a new school year. What an honor it is to have your student at our school and collaborate with you on their education. Lincoln Elementary School is a place that has a strong priority on communicating, informing, and partnering with our families. For this reason, we are providing this Student/Parent handbook so that families can be informed of our school's schedules, expectations, and district policies. This handbook is a tool so both Lincoln staff and parents can be on the same page when a variety of procedures, questions, concerns, etc. come up.

Sincerely,

Mr. Thomasson

School Principal

LINCOLN MISSION AND VISION STATEMENT

Mission Statement: In partnership with Lincoln staff and parents, we strive to foster a safe and caring learning environment for each child. We focus on high expectations with a priority for students' ownership in their academic, social, and emotional growth that guides them into becoming productive members of our global community.

Vision

Provide a learning environment in which students will be able to reach their fullest potential by:



Developing team spirit among staff, parents, students, and the community.



Promoting positive participation in society.



Meeting individual academic needs with high expectations for achievement.



Developing a positive self-concept.



Creating lifelong learning skills.

Staff

LINCOLN ELEMENTARY SCHOOL	
STAFF DIRECTORY	
KINDERGARTEN	ADMINISTRATION
Sara Morgan	Wayne Thomasson
Michele Morris	Kim Farias
Cassandra Johnson	MUSIC
1ST GRADE	Haviland Gilbert
Cindy Korson	TECHNOLOGY
Shannon McCallum	Stephanie Brooks
Debbie Olson	P E
2ND GRADE	Eric Jones
Adriana Wideen	KITCHEN
Larissa Reza	Liz, Kak, Robin
Erin Salsbury	NURSE
3RD GRADE	Denelle Lind
Kim Holway	Addy Glenn
Laura LeVan	OFFICE
Amity Amacker	Stacey Barrington
Melissa Allwine	Leah Christman
4TH GRADE	LIBRARY
Anabel Martinez	Jennifer Hildman
Kyla Coffey	Darlene Helfer
Andria Palomarez	CUSTODIANS
5TH GRADE	Coner McDaniel / Gavin Field
Chanda Karlberg	PARA SUPPORT
Shantia Miller	Karen McLaughlin - K
Rachel Fox	Kathi Wilbur - K
AU Classes	Jennifer Lundquist - 1
Naomi Rogers	Annette Wakefield - 2
Jessica Bouscher Gilliam	Janelle Huff - 3
MATH/ELL Facilitators	Stacie Vopat - 4
Tara Hamner	Karoline Joachims-5
Nayancy Otero-Godinez	Candee Tinnin
Jennifer Throolin	Danelle Wintle
LAP	Timara Schrag
Bianca Lord	AU PARA SUPPORT-PRIMARY
Pam Maiden	Jaime Smith
RESOURCE ROOM	Becca Allen
Michael Coleman	Jordan McClellan Moreno
Jana Leonard	Amanda Rante
BEHAVIOR/READING	AU PARA SUPPORT-INTERMEDIATE
Teri Thompson	Michelle "Kerry" Collins
COUNSELOR	Rebecca Datin
Emma Rosenau	Lonnelle Phillips
PSYCHOLOGIST	Emily Martinez
Shannon Jones	OT/PT
SPEECH	Amanda Griffin
Dawnelle Davis	Cheri Sporleder

Drop off and Pick Up

Parent Drop Off

Students can be dropped off at **8:25 a.m.** at the earliest for safety reasons because there is no supervision available prior to 8:25 am.

Bus transportation

We have three bus routes. Please contact the school office to determine a bus route to and from school.

Pick Up

We ask that K-2 students get picked up in the front of the school.

3-5 non-sibling students get picked up behind the school on 24th street.



LINCOLN DAILY SCHEDULE

8:37 AM	WARNING BELL - Students prepare to enter the building
8:40 AM	Kids come inside
8:45 AM	Breakfast in the classroom
8:50 AM	PLEDGE/PROMISE/INTERCOM ANNOUNCEMENTS
9:30-10	Morning Recess for K-2 Students
11:00 AM	Kinder Lunch
11:15 AM	First Grade Lunch
11:30 AM	Second Grade Lunch
11:45 AM	Third Grade Lunch
12:00 PM	Fourth Grade Lunch
12:15 PM	Fifth Grade Lunch
2:00-2:30	3-5 afternoon recess
3:17 PM	Dismissal

WEDNESDAY EARLY RELEASE

8:37 AM	WARNING BELL - Students prepare to enter the building
8:40 AM	Kids come inside
8:45 AM	Breakfast in the classroom
8:50 AM	PLEDGE/PROMISE/INTERCOM ANNOUNCEMENTS
9:30-10:00	Morning Recess for K-2 Students
11:00 AM	Kinder Lunch
11:15 AM	First Grade Lunch
11:30 AM	Second Grade Lunch
11:45 AM	Third Grade Lunch
12:00 PM	Fourth Grade Lunch
12:15 PM	Fifth Grade Lunch
2:00 PM	Dismissal

Monthly Assemblies are held on the last Friday of each month. Parents are notified if their child is going to be recognized for the character trait of the month.



PBIS at Lincoln Elementary

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is a Multi-Tiered System of Supports (MTSS) framework for social emotional behavior. It helps improve school safety and promote a positive school culture. This framework focuses on reteaching skills, reinforcing positive behaviors, rewarding students, and prevention.

Lincoln Elementary PAWS Matrix:

		Classroom	Assembly	Hallways & Lining up	Restroom	Cafeteria	Playground	Bus & Waiting
P	Positive Attitude	-Do your best -Stay on task -Solve problems	-Polite applause	-Smile	-Be quick, quiet, and patient	-Be Friendly -Say please and thank you -Be willing to sit near new people -Be kind to others	-Be Friendly and kind -Be a good sport -Invite others to play -Share and take turns	-Be Friendly to the bus driver -Be a good example to others
A	Always Responsible	-Be ready to learn -Do quality work	-Legs crossed -Keep hands and feet to yourself	-Walk in a line -Face Forward	-Flush, wash with soap, and leave	-Wait quietly in line -Get what you need before you sit down -Clean up the floor and table	-Play Fair -Use equipment safely -Return equipment	-Follow the directions of adults and patrol students -Walk to the bus
W	Work and Play Safety	-Give personal space -Follow directions -Make good decisions	-Enter and exit in a quiet line	-Give personal space	-Put towels in the trash can	-Eat your own food -Walk to and from lunch -Keep hands and feet to self	-Walk on cement -Use hands and feet appropriately -Share equipment	-Stay seated on the bus -Keep hands, feet and belongings to self -Cross with the Safety Patrol
S	Show Respect	-Listen to the speaker -Use kind words -Take care of materials -Be helpful	-Listen to the speaker	-Respect the walls and displays	-Give others privacy	-Give personal space -Use inside voices -Raise your hand for help -Follow directions of adults	-Line up quickly -Use kind words to solve problems -Follow directions of adults	-Talk quietly -Keep the bus clean -Use appropriate language

PAWS Bucks:

Students will earn PAWS Bucks when they are following our school-wide expectations. Each month, the students will be able to purchase PAWS Cart tangible items, experiences, a school-wide spirit day, and occasional raffle items.



Lincoln PAWS Promise



As a Lincoln Leopard I promise to
be a person with a **positive**
attitude and **show respect** to
people, myself, and my school.

I will **always be responsible**
and follow the directions of adults.

I will **work and play safely**
throughout the day.



Student Absences

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.

WHEN ABSENT 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 or going to be absent, please contact the school either by phone **509-222-5702**, email, or send a note to the office.

ATTENDANCE 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. Each school is required to take daily attendance and notify you when your student has an unexcused absence. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

If your student has ~~three~~ unexcused absences in one month, state law (RCW 28A.225.020) requires us to schedule a conference call with you and your student to identify the barriers and supports 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 fifteen 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.

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

Absences	Action Plan
3 unexcused absences	Conference call family
5 absences in a month	notification letter sent home in mail to set up a conference
10 absences in school year	notification letter sent home in mail to set up a conference
20 absences in school year	File a request for home visit by Probation/Truancy Counselor
7 unexcused in a month or 15 unexcused all year	File a petition with Juvenile Court

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 222-5700 if you have any questions.

When to Keep Your Child at 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
- 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 school (222-5700) so we know that he/she will not be attending or please send a written excuse when your child returns to 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 for 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 (sunscreen).

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.

Meal Prices

Lunch Free

Milk .60/each

Breakfast Free

Personal Items

Toys, radios, I-Pods, MP3 players, electronic games, gaming cards, skates, skateboards, etc. should not be brought to school. We know that cell phones and smart watches will be brought, we ask that students place these items in their backpacks during the school day. If you need to reach your child, please call the office rather than the student's personal device.

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 Christmas and

Valentine's Day.

If you wish to bring treats for birthdays, please check with the classroom teacher. Treats should be dropped off in the office for delivery. To avoid hurt feelings, students are not allowed to hand out invitations at school.

Please do not send homemade treats, hard candy, or treats containing peanuts.

Remember that balloons and flowers aren't allowed on the school bus. All gifts will be delivered to your child at the end of the day.

Visitors/Volunteers

Parents are always welcome and are encouraged to visit your child's classroom. Please reach out to your child's teacher to arrange a visit, at least 24 hours prior to the visit.

All visitors/volunteers to the school must sign in at the office and pick up a badge.

If you are going to volunteer and work directly with students, KSD requires a volunteer background form to be submitted yearly. These can be found at www.KSD.org and can take up to 3-5 days to process.

Poor Weather & School Closure

Poor weather may necessitate the closing of schools. Please listen to the local radio stations or 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. If conditions do not improve school may still be canceled for the day.

Students will be brought inside for line up and recess if temperatures drop below 20 degrees (includes wind chill) or exceed 100 degrees.

School Pictures

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

Student Dismissal

When picking up students early please avoid picking them up after 3:10 (1:50 on Wednesdays) as students transition from specials and cleaning up

for the day.

If changing student's pickup arrangements, please call the office before 3:10 (1:50 on Wednesdays). Anytime after 3:10 there is no guarantee that the updated arrangements can be delivered to your child's teacher.

Please come or call the office only when you need to check your child out of school early or change their pickup arrangements. Teachers can not manage these requests throughout their day.

Parental Custody

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

Photo ID is required anytime someone is picking up a student. Office staff can not allow anyone to pick up a child unless they are on the student's contact list. Please update these yearly.












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.

Bus Service

In general, bus service is 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 yellow curbing areas or obstruct movement of buses through the parking lot.**

Bus Expectations

P	Positive Attitude (ON THE BUS)	BE FRIENDLY TO THE BUS DRIVER 	BE A GOOD EXAMPLE TO OTHERS 		
A	Always Responsible (ON THE BUS)	FOLLOW THE DIRECTIONS OF ADULTS AND PATROL STUDENTS 	WALK TO THE BUS 		
W	Work and Play Safely (ON THE BUS)	STAY SEATED ON THE BUS 	KEEP BODY AND ITEMS TO SELF 	MAKE SAFE CHOICES 	CROSS WITH SAFETY PATROL 
S	Show Respect (ON THE BUS)	TALK QUIETLY 	KEEP THE BUS CLEAN 	USE APPROPRIATE LANGUAGE 	

Dress Policy KSD Policy #3224-R

It is the goal of the Kennewick School District to ensure that students are safe, known, and valued and to establish and maintain a quality learning environment for all students and staff. We expect all students to dress in a manner that provides for adequate safety while on any school campus or at school sponsored events. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Students who are wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the principal reasonably believes that the student's dress will interfere with or adversely affect the purpose, direction or effort required for the activity

to achieve its goals.

A student's personal dress shall not:

1. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
2. Create a health or other hazard to the student's safety or to the safety of others.
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture, or threat of violence.
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.
5. Prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

To maintain adherence to the student dress policy, students may not wear clothing that reveals the back, midriff, chest, buttocks, or undergarments. Prohibited clothing includes but is not limited to the following:

- Sheer tops
- Mesh tops
- Tops with overly large openings at the neck or arms
- Halter-tops
- Tube tops
- Swim tops and bottoms
- Clothing or accessories with offensive pictures, symbols, or sayings. These include, but are not limited to:
 - o Demeaning statements
 - o Violent statements
 - o Sexual statements
 - o Racist statements
 - o Gang affiliated statements and symbols.
- Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs
- Jewelry or accessories that could be used to cause harm or injury.

Students are to use good judgment and not wear any clothing that may violate the dress code.

Policies regarding head coverings such as hats, hoods etc. are at the discretion of the individual school building. Students will not be prohibited from wearing head coverings for religious or cultural reasons.

If the student's dress is objectionable under these provisions, the

principal/designee shall request the student to make appropriate corrections. Staff are expected to communicate dress code violations to students in a discrete manner that maintains student privacy and dignity. Students should report any concerns to the principal/designee. If the student refuses to make the appropriate corrections, the principal/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. Students may be suspended if circumstances warrant, and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal/designee may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Legal References RCW 28A.320.140 Schools with Special standards – Dress codes WAC 392-400 Student Discipline Cross References 3220 - Freedom of Expression

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:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

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.

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: Bronson Brown, Civil Rights Coordinator, bronson.brown@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 [321](#) and Procedure [321IP](#), 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

