

2024 - 20 25 STUDENT HANDBOOK

COTTONWOOD

HOME OF THE
BADGERS



We are:

Respectful

Owners of our decisions

Caring citizens

Knowledge seeking

Safe

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Welcome Back!

Welcome to the 2024-25 school year!

As we begin a new academic year, I am delighted to extend a warm welcome to all our returning and new students, along with their families, to Cottonwood Elementary School. We begin this journey with great anticipation and excitement, with a shared commitment to educational excellence and personal growth.

As we move forward, I assure you that our students' well-being, safety, and educational progress remain our top priorities. We have implemented comprehensive measures and protocols to ensure a positive learning environment. Our dedicated educators and support staff have been working diligently to prepare for the academic year, designing engaging and meaningful learning experiences.

This year, we will continue to foster a culture of collaboration and respect within our school community. We believe in the power of teamwork and the significance of a strong partnership between home and school. I encourage you to actively engage in your child's education, maintain open lines of communication, and participate in school activities and events whenever possible. Together, we can provide the support and guidance our students need to thrive academically, socially, and emotionally.

I encourage you to stay connected with our school through Parent Square, the district and school website, social media channels, and regular communication updates. These platforms will provide you with important announcements, academic resources, and information about upcoming events. Additionally, please do not hesitate to reach out to our dedicated staff members should you have any questions, concerns, or suggestions. We value your feedback and are committed to continuous improvement.

Once again, welcome back to Cottonwood Elementary School. Let us embrace this new academic year with enthusiasm and a determination to achieve greatness. Together, we will overcome obstacles, celebrate achievements, and create a thriving learning community where every student can flourish.

Thank you for your unwavering support, and I look forward to a successful and rewarding year ahead.

Cottonwood Elementary
16734 Cottonwood Creek Blvd.
Kennewick WA 99338
509.222.6400

IMPORTANT NUMBERS

Principal: Jacki Moore

Assistant Principal: Alyce Budzeck

509.222.6404 509.222.5422

Secretary: Julie Johnson
Office# 509.222.6438
Fax# 509.222.6401

Attendance Secretary: Deanna Madrigal
Office# 509.222.6402

Jacki Moore	Principal	Main Office
Alyce Budzeck	Asst. Principal	Main Office
Kristina Edwards	Primary Life Skills	2
Dustin Woodall	IntermediateLife Skills	4
Michelle Jacobs	Kindergarten	1
Leslie Joseph	Kindergarten	3
Michele Kuklinski	Kindergarten	5
Bec Warner	1 st Grade	8
Rhonda Gallagher	1 st Grade	9
Stephanie Aho	1 st Grade	10
Jessica Cannard	2 nd Grade	11
Lisa Hiller	2 nd Grade	12
Sue Phillips	2 nd Grade	21
Matt Kerr	3 rd Grade	P1
Marina Hulstrom	3 rd Grade	P2
Tamara Barcus	3 rd Grade	P3
Holly Clark	4 th Grade	22
Amy Pool	4 th Grade	23
Nichole Allen	4 th Grade	24
Kelly Dahl	4 th Grade	25
Kareen Earley	5 th Grade	27
Kristi McLean	5 th Grade	28
Amy Gray	5 th Grade	29
Brittany Becker	Counselor	124
Janelle Klages	Reading	6
Bethany Thomas	Library	206
Jason Woods	PE	135
Doug Edwards	Music	139
Bob Fotheringham	Technology	30
Angela Lee	Resource Room	26
Alexis Nieffenegger	Nurse	147
Grace Dauncey	SLP	224
Shannon Evans	Psychologist	230
TBD	OT/PT	A
Bryant Jackson & Cathy Aubrey	Vision	Book Room

Cottonwood Classified Staff

Julie Johnson – Office Secretary

Adam Whited – Custodian

Matt Evans – EL ParaEd

Heidi Brush – LAP ParaEd

Cheryl VanValkenburg– LAP ParaEd

Julie Garner – ParaEd

Victoria Linhoff – ParaEd

Deanna Madrigal – Atten. Sec

Arielle Johnson – Lib. Sec

Brandon Zepeda – Custodian

Kim Kraal – SS ParaEd

Tana Pratt – ParaEd

Jessica Harper – LS ParaEd

Helene Hofbauer – ParaEd

Grace Baird – LS ParaEd

Kathi Denn – ParaEd

Tanner Southerland – LS Para

Ashley Hockaday – Cook

TBD – LS ParaEd

Jacqui Denison – Cook

TBD – LS ParaEd

Our Day

SCHOOL PROCEDURES

ARRIVAL TIME

Our schedule does not permit us to supervise children who arrive early. Students can begin entering the building at 8:25 AM and go to their classroom's line up location. Students participating in our breakfast program may eat from 8:20 AM to 8:40 AM in the cafeteria.

STUDENT DROP OFF/PICK UP

If you will be bringing your child to school and/or picking them up at the end of the day, please adhere to the following procedure, your assistance in following this procedure will greatly help traffic move quickly:

- Use the valet loop in front of the school to drop off and pick up your child.
- Drive up through the loop as far as you can, pull up as you are able to, and please do not stop in the middle of the loop for your child to exit or enter your car.
- Please remain in your vehicle, staff will assist your child out of the car in the morning if needed, and help them look for and locate your vehicle as you pull into the loop in the afternoon.
- Do not park and exit your vehicle in the valet loop.
- If you need to go to the office or meet with a staff member, please park your car in the front parking lot and use the crosswalk.
- If you are only picking your child up, please use the valet loop.

TARDINESS

The first bell rings at 8:35 AM. A student arriving after the second bell at 8:40 AM is considered tardy and must go directly to the office for a tardy slip, which will admit him/her to the classroom. Students riding the bus are not considered tardy if the bus is late.

DISMISSAL

Students will be dismissed at 3:17 PM on Monday, Tuesday, Thursday, and Friday.

On **Wednesday** dismissal is at 2:00 PM.

We request that students not be signed out prior to regular dismissal times, unless it is an emergency. Every moment of instructional time is critical to helping students achieve mastery of the standards and reach their personal goals. Additionally, every interruption of the class caused by calling students via intercom disrupts the instructional flow for the remainder of the students.

Any changes to your child's transportation home from school must be in written form and given to the teacher/principal. They may not ride a bus different from the one they are assigned to without written prior approval. Which includes getting off on stops other than their own.

All parties signing out students in the office must be listed on the student emergency contact list.

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.

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 has been absent, or is going to be absent, please contact the school office. **509-222-6402**

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.

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 school at 222-6400 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 school (222-6400) so we know that he/she will not be attending. Please send a written excuse when your child returns to school.

ILLNESSES OR ACCIDENTS AT SCHOOL

When a student becomes ill or has an accident at school, the staff will direct the student to the office. An office staff member will make the student as comfortable as possible. If deemed appropriate, a parent will be called to inform them of the incident or request that the child is picked up. **It is important that the office have accurate phone numbers for every student at all times.** A parent is required to pick up any student with 100 degree temperature or higher, vomiting or diarrhea. The school does not have adequate facilities of staff to care for a sick child for a prolonged period of time.

The office/health room staff is limited in the amount of first-aid treatment that can be given and is prohibited from giving any over-the-counter medicine (including Tylenol or cough drops). Students should be instructed to report any injuries to school staff members immediately.

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, an vitamins, and ointments.

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, 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.

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. Unless the entire class is invited to a home birthday party, please avoid distributing party invitations at school.

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

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. All visitors to the school must sign in at the office and pick up a visitor badge. Please help us to ensure your child's safety.

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. 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.

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.

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.

Bus Service

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.**

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.

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.

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.

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 [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.