

2024-2025
Westgate Elementary
Student Handbook



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Elementary School Staff

OFFICE STAFF

Dale Kern
Traci Ronck-Curry
Chrissy Wonders
Michelle Mercado
Michelle McFadden

Principal
Assistant Principal
Building Secretary
Attendance Secretary
Library Secretary

TEACHERS

Kori Cannon
Katelyn Berry
Amanda Haan
Samantha Tabor
Kyrey Yanez
Deb O'Donnell
Nichole Schermerhorn
Leslie Kruzic
Aldijana Sakic
Dustie Jones
Brienna Bailey
Shelby Kinner
Leslie Reisch
Taylor Mearns
Kadi Lamberson
Dominique Cook
Angela Ryon
Jarad Skeels
Eleanor Ard
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Rhonda Jones
Miquella Lafferty
Kristin Rodriguez
Jody Sales
Kendal Scoma
Mallory Murbach
Brad Barwell
Vitaliy Momotok
Mark Russell
Dayna Hillman
Cody Yecha

Kindergarten
Kindergarten
Kindergarten
First Grade
First Grade
First Grade
Second Grade
Second Grade
Second Grade
Second Grade
Third Grade
Third Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fourth Grade
Fifth Grade
Fifth Grade
Autism
Counselor
Psychologist
Resource
Reading
Reading
Math
ESL
Music
PE
Technology
Librarian
Speech

PARA EDUCATORS

Veronica Baldrige
Chris Bueno
Judi Campbell
Hannah Goff
Tami Junt

Jennifer Linhoff
Michelle Mikesell
Isaiah Najera
Fabiola Rios
Alejandra Olivera

Nosrat Rahavi
Becky Reis
Kaelen Ripplinger
Joan Trimble
Amera Whitaker

COOKS AND CASHIERS

Amy Hull

Janet Winn

Crystal Kalmbach

CUSTODIANS

Shaun Petross

Steve Oss

Michael Bamford

OUR DAY

STUDENT DAY AND CLASS SCHEDULE:

8:40	Class Begins	A school breakfast is available for your child at Westgate. Breakfast is served in the classroom until 9:00 a.m.
3:17	Dismissal	
2:00	Early Release EVERY Wednesday	

Children who walk or are brought to school **should not arrive before 8:30 a.m.**

We cannot provide supervision for students prior to 8:30 a.m.

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 is going to be absent, please contact the school office. **509-222-6300**

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 nurse at 222-7600 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 (222-6300) so we know that he/she will not be attending. 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 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 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.

RECESS EXPECTATIONS

1. Please DO NOT bring toys from home for recess. Playground equipment is provided for recess use.
2. Inappropriate or unsafe behavior will usually result in the child choosing Steps.
3. Continuing problems may result in a more severe consequence such as suspension.
4. Fighting or disrespect to adult supervisors may result in a Step 4.
5. Cell phones and other electronics should be left at home. Items that are brought to school will be taken away, and a parent will be required to pick them up.

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.

LUNCH

We welcome you to drop food off for your student for lunch. We DO NOT accept food from delivery services (Door Dash, Uber Eats, ect.). If you wish to bring treats for birthdays, please check with the classroom teacher. Birthday treats are distributed to your student's class during lunchtime, please bring your store-bought, sealed treats to the office before lunch. Treats brought after their lunchtime will be saved for the next school day. 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. If you'd like to observe your child's classroom, we ask for a 24-hour advance notice. If you would like to join your child for lunch and want to purchase a school lunch, please inform the office by **9:00 a.m.** and we will have a lunch available for you.

ALL VOLUNTEERS must fill out the volunteer form online through the Kennewick School District website: <https://www.ksd.org/community/volunteer>. This must be done every school year.

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 cancelled for the day.

SCHOOL PICTURES

We take school pictures two times each year. Individual pictures are taken in the fall, and class pictures are taken in the spring. Picture packets will be sent home the week prior. 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. Please do not ask us to release a child by phone or with only a note. **Once you arrive at Westgate**, we will call your child's classroom to have them meet you in the office, no later than 3:10pm.

When picking up students after school we ask parents to pull into the pickup lane nearest the curb in front of Westgate. Students will enter the vehicle from the *curb side* (not the traffic side). Once loaded and buckled up, please pull out into the traffic lane and leave the lot

The small parking lot on the west end of the building is NOT to be used to pick up or drop off students.

WILDCAT HOMEWORK

Most Westgate teachers will assign homework on a regular basis. Homework assignments will be given for work which is incomplete or not finished during class time, missed as a result of absences, or as reinforcement when more practice is needed.

1. Generally, students who are performing up to their individual abilities will have no more than the following amount of homework on any given day. Adjustments may be made with respect to individual performances.

Grades K-1	15-30 minutes
Grades 2-3	15-45 minutes
Grades 4-5	30-60 minutes

2. It is recommended that students having less than this amount of homework should spend time reading, practicing math facts, or extending areas that they are studying in the classroom.

BIKE SAFETY

PLEASE DISCUSS THIS INFORMATION WITH YOUR CHILD.

Children who walk to school should stay on the left side of the road. Bicycles should be ridden single file on the right side. Bikes must be placed in the bike rack at school. Locks are recommended since the bike rack is not supervised throughout the school day. Bicycles are to be WALKED across the street in front of the building both before and after school. Bicycle helmets are required by state law.

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. All of Westgate Elementary is in the walk zone. We do have buses that bring students in for specific district programs. **Please do not stop or park in bus zones or obstruct the 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 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.

HOUSES

All Westgate students and staff will be members of one of our four houses. The purpose of the houses is to help build community across all of the grade-levels at Westgate. Students will spin the selection wheel, and the wheel will determine which house they are in. It's very possible that siblings will be in different houses. This is ok. The house that the student spins into will be their house for the remainder of their time at Westgate, this includes if the student leaves and then returns. Each house represents a character trait that we want to develop in all Wildcats. The houses are as follows:

<u>House Name</u>	<u>Language</u>	<u>Character Trait</u>
Verdad (Green)	Spanish	Truth, Honesty
Karunar (Red)	Burmese	Compassion, Tolerance
Azim (Black)	Turkish	Perseverance, Grit
Urafiki (Blue)	Swahili	Loyalty, Friendship

Students will earn points for their houses by demonstrating exemplary character or behavior. Each trimester students in the house that has earned the most points will participate in a celebration. All students will be given their first house t-shirt and will be encouraged to wear it on Fridays. Additional t-shirts are available to purchase at the front office for \$10.

MAKE YOUR DAY OVERVIEW

Make Your Day is a citizenship and discipline program that allows teachers to teach and students to learn by creating a building environment in which everyone has the right to learn, free from interference. This environment provides all students with:

1. The opportunity to learn in a positive, caring atmosphere.
2. The opportunity to evaluate and self-correct their own behavior.
3. The opportunity to Make Their Day.

The program is based on one school rule.

No one has the right to interfere with the learning, safety, or well-being of others.

Make Your Day provides a school-wide citizenship and discipline system. It provides a common language for staff, students, parents/guardians. All staff hold high expectations for students and students are responsible for their own actions. Make Your Day provides predictable consequences for students' behavior choices. Make Your Day is based on three core principles:

1. All students are capable of success.

2. Parents are directly involved in their students' education by asking about their day.
3. Student success occurs when students make appropriate choices at school and there is open communication between school and home.

Make Your day is based on two parts: Points and Steps. Points are used to assess students' citizenship and allow them to take responsibility for their behavior. Steps are to provide a student a place to reflect on his/her behavior that interfered with the learning, safety or well-being of others.

Points

Each day students are expected to: "Do what is expected and do it the best you can." At the end of each period students are asked to review their performance during that period and report their Make Your Day points. These points are based on whether they met expectations to the best of their ability.

After students have self-reported their own points, other students and staff have an opportunity to give feedback to each other, under the direction of the teacher, in a process called "Concerns." The Concerns Process is designed to allow students to help other students succeed and honestly self-evaluate their own behaviors. Concerns are managed by the teacher and are designed not to allow other students to blame, retaliate, or be hurtful.

Steps

Students are allowed to choose steps by a staff member when they display behavior that interferes with the learning, safety, or well-being of others. Choosing steps is a consequence not a punishment. Students have control of whether they choose steps by their behavior. There is no punishment associated with choosing steps. When a student chooses steps they are temporarily removed from the learning activity. Students' academic grades are not directly impacted by choosing steps. However, if a student repeatedly chooses steps and thereby removing themselves from the learning activities it may negatively impact their grade. Moving through steps is completely the student's choice.

Summary of Steps

As a reminder students only choose steps when they interfere with learning, safety, or well-being of others.

Step 1: Sitting quietly facing away from the learning environment for no more than 5 minutes. This often means a student is facing the back of a classroom. It is not designed to have a student sit in the corner. After the appropriate amount of a time the student will have a short conference with the teacher before returning to the learning environment. The student will be asked how they choose Step 1 and whether they are ready to return to the class. A student may request more time and will always have a chance to talk with the teacher in the step process. If a student feels the teacher made a mistake, which occasionally happens, the teacher will apologize and the student immediately returns to class. Since Make Your Day is not punitive, there will be no disciplinary consequences, such as a detention, because of the student's choice.

Step 2: If the student fails to sit appropriately on Step 1 or continues to interfere with the learning, safety or well-being of others they will choose a Step 2. Step 2 is standing quietly facing away from the learning environment for 3-5 minutes. As in Step 1, a teacher will confer with the student before they choose to return to step 1 and eventually the learning environment.

Step 3: If the student fails to stand appropriately on Step 2 or continues to interfere they will be choosing to move to Step 3 where they focus on a sign featuring the Make Your Day rule or they may choose to advance to a Step 4. The purpose of this is to assist the student in choosing appropriate behaviors. After an appropriate time the teacher will briefly confer with the student and the student will de-escalate through steps in order.

Note: Steps 1-3 allow the student to remain in the classroom as they attempt to correct their behavior. They will continue to earn Make Your Day points if they follow the procedures correctly.

Step 4: Inappropriate behavior on Step 3 demonstrates the student has chosen a Step 4 conference. In this case students will be sent to the office to contact their parent/guardian to request a time to meet. Parents/guardians will be requested to come in for a conference. The student will remain out of their class activities until a parent-student-teacher conference can be held. A Step 4 Conference can occur at any time during the school day. The Step 4 Conference will allow the parent/guardian to determine if a student is ready to return to class for the purpose of learning.

Parents/Guardians are expected to come in for a Step 4 Conference as soon as possible. A student may be assigned to an alternate classroom or "buddy room" until a successful conference occurs. As a reminder a Step 4 Conference is called by the student and not the teacher in order to help address the student's behavior.

WEAPONS

(Kennewick School District Policy 3314)

The Kennewick School District has a zero-tolerance for weapons violations, violence, threats, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. As a matter of practice, law enforcement may be called anytime a student possesses a weapon at school. Please see the Kennewick School District website at www.ksd.org more information.

DISCIPLINE – KENNEWICK SCHOOL DISTRICT POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES (KSD POLICY 3200)

Students who attend Kennewick Schools

- Shall obey the written policies, rules and regulations
- Shall take the required subjects;
- Shall obey teachers and other school personnel and;
- Shall receive corrective action or punishment as school officials shall determine

Students who willfully interfere with the orderly operation of the school shall be subject to discipline, short or long-term suspension, or expulsion.

STUDENT RESPONSIBILITIES AND LIMITATIONS (KSD POLICY 3240)

It is the intention of the Kennewick School District to provide a safe, productive, positive and disruption-free classroom and learning environment. General rules of conduct are as follows:

1. A student shall be on time and attend school regularly.
2. A student must:
 - a) attend all classes assigned unless excused
 - b) follow school bus rules of conduct
 - c) identify him/her when asked

A student shall not substantially disrupt any operation of the school or classroom.

3. Students are expected to be honest; lying and cheating will not be accepted.
4. Students are expected to:
 - a) Respect self and the rights of others
 - b) Treat others as they would like to be treated
 - c) Respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences.
5. Dress and appearance must not present health or safety problems or cause a disruption.
6. Oral or written defamation, obscenity, profanity, verbal and physical attacks, harassment and intimidation, are prohibited.
7. Any student, individually or with others shall not intimidate by threat of force or violence any school employee or student.
8. The use, sale, or distribution or possession of the following are

not allowed:

- a) Drugs and narcotics
 - b) Alcohol beverages and tobacco products
 - c) Fireworks
 - d) Weapons
 - e) Pornography
 - f) Stolen property
9. Students are to respect the property of others. Entry, theft or possession of another's property is not allowed.
 10. Activities defined by federal, state or local law as criminal are not allowed.
 11. The forging of any signature or alteration of any document is not allowed.
 12. The legal requests or orders given by school or civil officials shall be obeyed.



STUDENT DISCIPLINE (KSD POLICY 3300)

All students shall obey the reasonable rule of the school district. Refusal to obey written rules and regulations shall be sufficient cause for discipline, suspension or expulsion.

- "Expulsion" is the removal from school or individual classes for an indefinite period.
- "Emergency expulsion" is the immediate removal of a student from school for actions which endanger students, staff or the educational process.
- "Suspension" is the removal from school, individual classes or other school activities for a specific period of time, after which the student has the right to return. A suspension is "short term" if it is for a period of ten (10) consecutive school days.
- "Discipline" means all other forms of corrective action or punishment.

DISRUPTIVE STUDENT POLICY (KSD POLICY 3300)

This policy was created to handle disruptive students whose physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/her focus off the class to deal with a particular student's behavior repeatedly.

Incident #1: Parent notification

Incident #2: Parent notification

Incident #3: Parent conference to share the Disruptive Student Policy and the child's potential placement.

Incident #4: Teacher and principal conference to discuss whether to place the child under the Disruptive Student Policy and prior offenses are reviewed. If the child is placed under the Disruptive Student Policy, then:

- Paperwork is copied
 - The Disruptive Student contact form is filled out and services as a cover to all other documents
 - A Remedial Discipline plan is written
- Incident #5: Out-of-class alternative plan
Incident #6: Expulsion

ALCOHOL AND OTHER DRUG USE/ABUSE (AODA) KSD POLICY 3418

This policy was created to handle disruptive students who physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/her focus off the class to deal with a particular student's behavior repeatedly.

STUDENT WEAPONS VIOLATIONS (KSD REGULATION 3300.1)

The Board of Directors has a no toleration policy toward students who are in any way involved with a weapon on school property or at a school activity. (See Policy 3314 – Student Conduct)

In Kennewick School District elementary schools, pocket knives can be considered a weapon and are to remain at home. If a pocket knife is brought to school the following will occur:

If the carrier of the knife self-reports, the knife is taken, the family notified and the child remains in school.

If the carrier of the knife is reported by another, the knife is taken, the family notified and the child is suspended for one day. If the carrier of the knife uses it in a threatening manner (verbally or physically), then the incident is treated as a weapons violation which will result in disciplinary action. (Refer to – Student Weapons Violations and Student Conduct).

STUDENT CONDUCT (KSD 3314)

Students who engage in the following will be subject to corrective action or punishment:

1. Substantial disruption of school
2. Damage or theft of property
3. Extortion, assault or causing physical injury
4. Possession of weapons or dangerous instruments (see Regulation 3300.1 – Student Weapons Violations)
5. Possession of narcotics, alcoholic beverages and stimulant drugs.
6. Possession of cigarettes, cigars, tobacco (See Policy 3418 – Alcohol and other Drug Use/Abuse {AODA})
7. Truancy
8. Lewd conduct
9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations
15. Harassment and intimidation (See Policy 5013 – Sexual Harassment)

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.

Kennewick School District's & Westgate Elementary

Discipline Policy Acknowledgement

We have read the Kennewick School District's policies regarding student behavior: Student Rights and Responsibilities, Student Responsibilities and Limitations, Corrective Actions or Punishment, Student Weapons Violations, Student Conduct, Alcohol and Other Drug Use/Abuse, Bus Transportation, Sexual Harassment, School Safety and Discipline. We have also read the Westgate School Rules.

We are aware of the consequences for inappropriate behavior.

Student Name

Room #

Student Signature

Parent/Guardian Signature

Date

Please detach from packet, sign and return form to school.

KENNEWICK SCHOOL DISTRICT & WESTGATE ELEMENTARY

Student Computer Use Information/Acknowledgement

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. KSD and Westgate supports and respects each family's right to determine an appropriate level of computer usage and Internet access.

Please read carefully below, and sign indicating whether or not your child may have access to school computers/internet.

I have read and understand the Student Computer Use Information as outlined above. By signing below, I am allowing my child to have access to school computers/internet.

Parent/Guardian Signature

Date

NO, I do not wish my child have access to school computers/internet, please sign below.

Parent/Guardian Signature

Date