

2024-2025
Horse Heaven Hills Middle School
Student Handbook



Horse Heaven Hills Middle School
3500 S Vancouver St
Kennewick, WA 99337

Phone: (509) 222-6800

Your Name: _____ Grade _____ Homeroom Teacher: _____

Dear Parents & Students,

Welcome to Horse Heaven Hills. We're looking forward to meeting each of you during the year. Parents and Family are a child's first and most important teachers. We strive to work with parents to educate all students. Middle school is a time in life for growth and fun. It's also a very stressful time as kids struggle to grow up. We are here to help! Please stop in to see us any time you have a problem, often we can help.

We'd like to wish each of you a great year at Horse Heave Hills. Let's work together to make sure it's the best year we can make it.

Sincerely,

Jeremy Fox
Principal jeremy.fox@ksd.org

Advisory Class Teacher: _____ room # _____

(Advisory Class will be every other Wednesday from 8:00 – 8:30 AM)

1st period teacher: _____ room # _____

2nd period teacher _____ room # _____

3rd period teacher: _____ room # _____

4th period teacher: _____ room # _____

5th period teacher: _____ room # _____

6th period teacher: _____ room # _____

7th period teacher: _____ room # _____

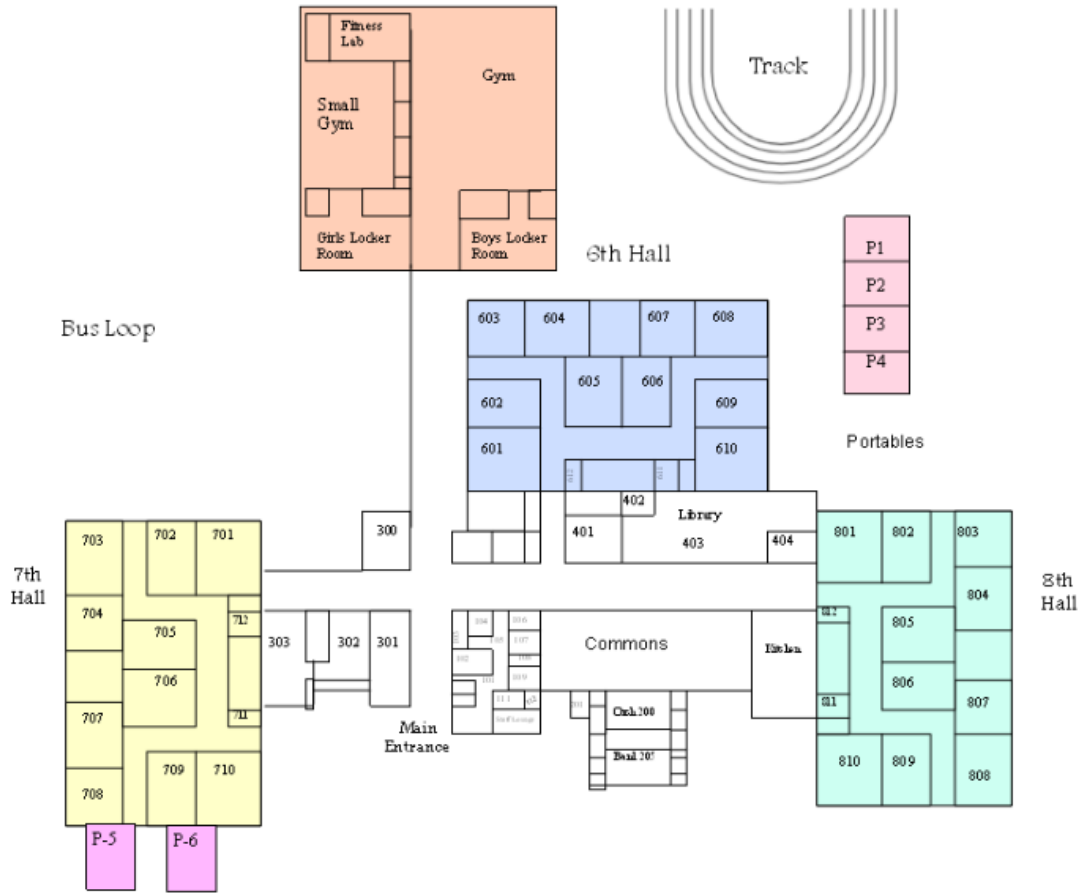
Staff Directory

NAME	POSITION
FOX, JEREMY	PRINCIPAL
WILLIAMS, CD	ASST. PRINCIPAL
KENNEDY, TANYA	ASST. PRINCIPAL
BROOKS, ROCHELLE J	8TH GR SCIENCE/HIST TEACHER
BROTKA, JOSHUA P	7TH GR HIST/8TH GR ELA TEACHER
CARLSON, JENNIFER A	ART/ 7TH GR ELA TEACHER
COPE, REIS	7TH GR ELA
DOUMIT CARPINO, REBECCA K	6TH GR HIST/ELA TEACHER
FRAGA, TAMMY J	7TH GR MATH TEACHER
GAUMER, RYAN I	PE/HEALTH TEACHER
GEBERS, BOYD K	PE/HEALTH TEACHER
GOODNIGHT, EMILY J	6TH GR MATH TEACHER
HAWKINS, KELLEY A	COUNSELOR
IRBY, JENNIFER J	BEHAVIOR INTERVENTION SPECIALIST
ISLEY, DAVID M	6TH GR HIST/ELA TEACHER
LAWSON, BRYAN ANTHONY	7TH GR MATH TEACHER
LITKA, MARK G	8TH GR ELA TEACHER
MAIOCCO, MADISON E	LS TEACHER
MARQUEZ, GILBERT	6TH GR MATH TEACHER
MARTIN, LISA M	CTE TEACHER
MATTSON, BRENT A	PE/HEALTH TEACHER
MCCOWEN, KARA J	8TH GR MATH TEACHER
MCPEAK, RACHAEL M	7TH GR ELA TEACHER
MIDDLETON, SHAWN W	8TH GR MATH TEACHER
MOBLEY, STUART J	CHOIR, SPANISH, MUSIC TEACHER
MOORE, DEANNA M	8TH GR SCIENCE TEACHER
MORRIS CHEEK HALE, LEZLEE ANN	7TH GR SCIENCE TEACHER
MURILLO, EMMA F	SPANISH, ML TEACHER AND COACH
NEWMAN, ERIN M	6TH GR HIST/ELA TEACHER
PREIN, ANDREW M	8TH GR HISTORY TEACHER
PUTNAM, JENNIFER M	6TH GR SCIENCE
RIVERA, SAMANTHA A	8TH RR TEACHER
ROUECHE, DEBORAH R	PE/HEALTH TEACHER
RUSH, KERRI L	COUNSELOR
SHELL, RHONDA L	LS TEACHER
SHIMSKEY, LORI A	7TH GR ELA TEACHER

STEINBORN, CYNTHIA C	7TH GR HISTORY TEACHER
STEVENS, NEF	8TH GR ELA/HISTORY TEACHER
THOMPSON, MICHELLE	8TH GR ELA TEACHER
TIPPETT, ROBERT T	6TH GR HIST/ELA TEACHER
WALSH, THOMAS M	6TH GR HIST/ELA TEACHER
WHITTAKER, SARAH	6TH SCIENCE/MATH TEACHER
WILLIAMSON, RYAN K	BAND AND ORCHESTRA TEACHER
WILSON, BRIAN R	7TH GR RR TEACHER
WILSON, TABITHA E	6TH GR RR TEACHER
YOKE, CHERYL L	PE/HEALTH TEACHER
BEST, ANGELA	8TH RR PARA
ELLIOTT, PEGGY A	LS PARA
TBH	LS PARA
HARRIS, ROSEMARY G	LS PARA 3 HOURS
HOOVER, DAWN M	LS PARA
MELLISH-GARCIA, SOFIA	LS PARA
MOSES, SHERRI L	6TH RR PARA
MURPHY, MICHELLE R	LS PARA
NEWMAN, JAMES C	LAP/BA PARA
RIZZUTO, NATALIA L	LAP/BA PARA
SCHELL, MADISON N	LS PARA
SCOTT, MARIA J	PRIDE ROOM PARA (ISS)
SIMONS, PAMELA	LS 1:1 PARA
SONNICHSEN, OLIVIA J	RR PARA
WILLIAMS, PATTY	7TH RR PARA
WONDERS, SAMANTHA	LAP/BA PARA
MADRIGAL, ALEJANDRA	SECRETARY
MERCADO, MERIELA	SECRETARY
TOON, BENET	SECRETARY
GUZMAN, ADRIANA	SECRETARY
TEAL, TERRY	CUSTODIAN
VOUGHT, JASON	SRO
MEINERS, DARRIN	SECURITY

School Map

Horse Heaven Hills Middle School
8500 South Vancouver St, Kennewick
222-6800



School Fees & Requirements

Description	Cost
School Lunches	
Breakfast	Free
Breakfast Reduced*	Free
Lunch	Free
Lunch Reduced*	Free
Milk	\$0.60
Required Items for All Students Sold in our Office	
PE T-Shirt	\$8.00
PE Shorts	\$12.00
Pair of Combination Locks	\$15.00 (single \$8)
Sports (7th & 8th Graders Only)	
User Fee per Sport (<i>required to play after school sports</i>)	\$30.00
User Fee Reduced* (<i>required to play after school sports</i>)	\$0
Extra Items	
ASB (<i>required to play after school sports</i>)	\$15.00
ASB Reduced* (<i>required to play after school sports</i>)	\$0
Yearbook	\$30.00
Replacement I.D.	\$5.00

*Students who qualify for free/reduced lunch

Daily Schedule

HHHMS Regular Bell Schedule					
6th Grade		7th Grade		8th Grade	
Entry Bell	7:53 - 8:00	Entry Bell	7:53 - 8:00	Entry Bell	7:53 - 8:00
1st Hour	8:00 - 8:51	1st Hour	8:00 - 8:51	1st Hour	8:00 - 8:51
2nd Breakfast	8:51 - 8:57	2nd Breakfast	8:51 - 8:57	2nd Breakfast	8:51 - 8:57
2nd Hour	8:57 - 9:44	2nd Hour	8:57 - 9:44	2nd Hour	8:57 - 9:44
3rd Hour	9:48 - 10:34	3rd Hour	9:48 - 10:34	3rd Hour	9:48 - 10:34
Lunch	10:38 - 11:08	4th Hour	10:38 - 11:25	4th Hour	10:38 - 11:25
4th Hour	11:12 - 11:59	Lunch	11:29 - 11:59	5th Hour	11:29 - 12:16
5th Hour	12:03 - 12:50	5th Hour	12:03 - 12:50	Lunch	12:20 - 12:50
6th Hour	12:54 - 1:41	6th Hour	12:54 - 1:41	6th Hour	12:54 - 1:41
7th Hour	1:45 - 2:35	7th Hour	1:45 - 2:35	7th Hour	1:45 - 2:35
HHHMS Wednesday/Advisory Bell Schedule					
6th Grade		7th Grade		8th Grade	
Entry Bell	7:53 - 8:00	Entry Bell	7:53 - 8:00	Entry Bell	7:53 - 8:00
Advisory	8:00 - 8:26	Advisory	8:00 - 8:26	Advisory	8:00 - 8:26
1st Hour	8:30 - 9:01	1st Hour	8:30 - 9:01	1st Hour	8:30 - 9:01
2nd Breakfast	9:01 - 9:07	2nd Breakfast	9:01 - 9:07	2nd Breakfast	9:01 - 9:07
2nd Hour	9:07 - 9:38	2nd Hour	9:07 - 9:38	2nd Hour	9:07 - 9:38
3rd Hour	9:42 - 10:14	3rd Hour	9:42 - 10:14	3rd Hour	9:42 - 10:14
Lunch	10:18 - 10:48	4th Hour	10:18 - 10:50	4th Hour	10:18 - 10:50
4th Hour	10:52 - 11:24	Lunch	10:54 - 11:24	5th Hour	10:54 - 11:26
5th Hour	11:28 - 12:00	5th Hour	11:28 - 12:00	Lunch	11:30 - 12:00
6th Hour	12:04 - 12:36	6th Hour	12:04 - 12:36	6th Hour	12:04 - 12:36
7th Hour	12:40 - 1:10	7th Hour	12:40 - 1:10	7th Hour	12:40 - 1:10

Associated Student Body (ASB)

For many middle school students, participating in an Associated Student Body is a new experience. It's the first time many students are asked to buy an "ASB" and have the opportunity to run for an "ASB" leadership position (President, Vice-President, Treasurer, Secretary).

ASB Definition: The ASB represents the entire School student body and is led by a group of student leaders who strive to make the school the best it can be. This student organization is established to govern finances and organize activities. The monies raised by students for their school are called ASB funds and represent an opportunity for students to not only fund raise, but also learn the principles of operating a budget while practicing important leadership skills.

What does the ASB do? The ASB is the main student government body on campus led by six officers who lead monthly ASB meetings with Homeroom Representatives who are elected from 1st period classes. ASB funds support after school sports programs by purchasing uniforms, equipment, and paying for buses. It also supports clubs and social events.

School Basic Supply List

It is expected that each student will bring the following supplies to class daily: 3-ring binder, dividers, pens, pencils, pencil case, notebook paper, and identification badge. Teachers will also have a list of supplies ready at the beginning of the school year. You are encouraged to carry books and supplies to and from school in a backpack. **Backpacks must be placed in your locker at the start of school each day and cannot be brought to class.**

Please know that the following list is recommended but not required. If you cannot find something on the list, wait and the staff will either offer an alternative or provide your child with the materials.

Quantity	Description
1	3-ring binder to transport and organize the following items:
6	Binder dividers (the kind with pockets are good for loose papers)
1 box/pack	No. 2 Pencils
1 box/pack	Ballpoint Pens (Blue or Black)
1 pack	Highlighters (any color)
3	70 sheet single subject spiral-bound notebooks
3	Composition notebook –ruled lined paper for ELA & Science (8 th grade requests at least a 100 page composition book)
2	Composition notebook - grid/graph (squares) paper for Math
1 pack	Grid/graph paper (1/4 inch quad ruled)
2 packs	Loose-leaf notebook paper
1	Pencil case/pouch for 3-ring binder
1	Basic calculator
1	Backpack or school bag
1	Inexpensive earbuds to keep at school to work on computer projects/assessments

**There may be additional requests from individual teachers after the start of school*

School Policies:

Textbooks

Textbooks are issued to students as their personal property. Please keep all books covered with your name, teacher’s name, and room number on the inside cover. Don’t lend your books, because students are responsible for the safety of these books for the entire year. If a book is lost or stolen, the student who has checked out the book will have to pay for it. Make sure and report all lost books to your teacher immediately so another book can be assigned to you. If books are damaged, a fine can be assessed and report cards will be held until they are paid.

Bad Weather

Listen to local radio stations, watch local TV stations, or check www.ksd.org for announcements about school closures and delays. ***Please do not call the school.***

Make-Up School Work Policy

Students may make up schoolwork missed during EXCUSED absences. It is the student’s responsibility to contact the teacher and request make-up assignments and their due dates. For prolonged absences, parents may call and request homework assignments after a student has missed three (3) days of school. The assignments may be picked up in the office 2:30-3 p.m. on the day following the request. Please give 24 hours’ notice.

Food & Drink

Food & drink are NOT permitted in hallways or classrooms. It should remain in the cafeteria at breakfast or lunch. This includes Dutch Bros, Starbucks, etc. and items bought from the vending machines.

Bicycles, Skateboards, Skates, Scooters, etc.

All bicycles, skateboards, or scooters must be left in the bike rack. We strongly recommend that any item left in the bike rack be locked up securely. Due to safety concerns, the use of skateboards, skates, scooters, or roller blades are not permitted **any place** on campus, or they may be confiscated. This includes after-school hours.

Building Conduct

Students on campus and in hallways are expected to not be disruptive or interfere with others. The use of profanity is not acceptable. When students arrive in the morning, they are to report to the cafeteria or remain outside until the first bell rings at 7:50am. Breakfast is served at 7:30am.

Public Displays of Affection (PDA)

School makes every effort to mirror the professional atmosphere of the everyday work world. Therefore, we do not allow students to kiss, hold hands, or hug. Students who fail to follow this policy may be placed on a no-contact agreement and a call to the students' parents.

Evacuation and Lockdown Procedures

An emergency evacuation map and lockdown procedures are posted in each class area. Teachers will review the plans several times during the school year. In the case of an alarm, students should walk quietly and orderly from the building to their class's designated area. Everyone will line up with their class and await further instructions. Classes should not re-enter the building until they are cleared by administration.

Leaving Campus during School Hours

Only authorized adults (parents, guardians, emergency contact people, or principal) may give permission for students to leave campus during school hours. Upon arrival students should be in the commons, courtyard, or basketball courts (out back).

Identification Cards

All students at School are encouraged to carry their current School issued I.D. badge whenever they are at school. They will be used for identification, library check out, and as breakfast/lunch scan cards.

Lost & Found

There are lost and found boxes in both the cafeteria and the P.E. area. If you find something, please bring it to the office. If you have lost something, first check to see if it has been placed in the lost and found, then check with your teachers, and finally check with the main office.

Library Procedures

The library is a safe environment, where all students are welcome to come to read, work on projects or hang out at appropriate times. Students may check out a maximum of 2 items at any one time. Audio books will be checked out as a set and are considered two items. Books

and audio sets have a 2-week check out and may be renewed twice. E Books may be checked out using your library username and password and have a four-week loan period. Students will have their library privileges restricted if these materials are not returned promptly.

You are responsible for all materials checked out in your name. ***Your responsibility begins with the check-out of the item(s) and ends when the computer checks it in.*** If you have overdue items, you will be unable to check out new items until the item is returned or issue is resolved. If an item is lost it needs to be replaced (same book title that was lost) or pay the replacement cost for the items.

The library is open to all students without passes before and after school, as well as at lunch. Passes are required when you come to the library during class.

Students should bring only those materials they need to the library. Before and after school, book bags are allowed in the library.

Lockers

Lockers are the property of the Kennewick School District which means that school officials are given the right to open lockers for the purpose of inspection, repair, or search. Policy #3232 states that locker use is a privilege, which may be revoked if abused. Students must purchase two combination locks from the office for \$15 – one for their regular hallway locker and another for their PE locker (but they will have the same combination). During the first week of school, homeroom teachers will collect student combinations which will allow staff to perform occasional locker inspections. It will also serve as a backup in case students forget their combination. If students provide a false combination or change the lock without notifying their homeroom teacher, staff will cut the lock if the locker needs to be opened. Replacement of the lock will be the responsibility of the student.

Students are encouraged to use lockers before school, before lunch, after lunch, and after school only. Students assume all risk and responsibility in the use of lockers. DO NOT bring valuables to school; DO NOT put valuables in lockers. DO NOT share or trade lockers. The school is NOT responsible for articles lost or stolen from lockers. Please report thefts immediately to an administrator or security officer. Lewd pictures, illegal substances, or materials in poor taste may not be kept or displayed in lockers. Marking or other damage to the locker will result in a fine and/or discipline.

Lunch Time Expectations

1. Walk to the cafeteria.
2. Go directly to the lunch line if you are getting school lunch.
3. Keep seated while eating with both legs under the tables.
4. Clean up after yourself, throw away your garbage, and stack trays in the cleaning area.
5. When you are finished with your lunch, students may go outside only after being released by staff.
6. All food must remain in the cafeteria (no food or drink outside).
7. Students must stay in designated outside recess areas as determined by administration.
8. No contact sports (tackle football).

9. All hallways are closed during lunch. (Need a pass to be in hallways)
10. Playground equipment may be checked out with the use of an I.D. card.

Fighting

Any participation in or promotion of physical fighting at school or off school grounds when going or leaving school may result in suspensions or expulsions. This includes recording and posting videos of school fights online, encouraging, instigating, or watching the fight in person.

School Bus Conduct

Students are expected to follow bus safety rules and always obey the driver. Failure to abide by the rules can result in school discipline and/or riding privileges being revoked.

Consequences* for misconduct on a school bus are as follows:

1st misconduct – Three (3) days off bus

2nd misconduct – Five (5) days off bus.

3rd misconduct – Termination of riding privileges for remainder of semester or year.

**Additional school discipline may occur as well*

Attendance

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

WHAT WE NEED FROM YOU

We miss your students when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the school attendance office.

509-222-****

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 we schedule a conference 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 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.

The Kennewick School District has an established policy defining excused absences that will help you ensure your student is attending regularly. Policy 3122 defines excused absences as:

- Participation in a district or school approved activity or instructional program.
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry).
- Family emergency, including but not limited to a death or illness in the family.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Court, judicial proceeding or serving on a jury.
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
- State-recognized search and rescue activities consistent with RCW 28A.225.055.
- Absence directly related to the student's homeless status.
- Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

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 or your student's Student Handbook for more information.

Athletics

Athletic participation is limited to 7th and 8th grade students only. Involvement in athletics (including dance team) is a privilege for School students. We have a "no-cut" policy here at School which means that every student who joins a team will be placed on a team and receive "playtime." The school will provide uniforms (with the exception of shoes).

All students participating in athletics must have a current doctor-physical on file. Physicals are good for two years but must be renewed if a student has a major injury. Students must also have sports paperwork completed and signed by their parents. There is a **\$30 user fee** (\$10 if free/reduced) assessed each student per sport season to be paid prior to the first turn out. **All students who participate in athletics must purchase an ASB card.**

To be eligible to participate in athletics a student must:

Maintain a 2.0 GPA or higher with 1 F or less (subject to change to higher requirement)

Pay a participation fee for each sport (\$30/\$10)

Purchase an ASB card each year (\$15/\$5)

Have a current medical physical on file by a registered physician.

Complete all necessary paperwork and participation contract prior to participating.

Technology Policy #3308

School staff understand the importance of electronic devices to today's families. However, these devices should be used in a responsible manner, before or after school. Here are School's expectations regarding cell phones, music players and portable video games or other Personal Electronic Devices:

- Personal Electronic devices can be used before and after school, outside of the building.
- Personal Electronic devices should never be used in bathrooms.
- Personal Electronic devices are not allowed during the school day.
- Personal Electronic devices should be secured and stored during the school day, so that it is not visible to anyone during the school day.

Dress Code KSD 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:

If a staff member believes a student's dress should be regulated, contact (Main office) by email or phone with the following information:

- Student's Name
- Description of why the dress should be regulated.

The main office will address the issues with the students and follow through with the appropriate response. Every effort will be made to follow up with staff and parents.

Dress Code progression that we are using in the main office regarding discipline and parent/guardian contact:

- Ask the student to fix it.
- Call the office.
- Verbal warning documented in PBIS.
- Verbal warning documented in PBIS.
- Minor referral in PBIS and call home.
- Minor referral in PBIS and call home and email sent to all the students' teachers.
- Minor referral in PBIS and call home from Admin and email sent to all the students' teachers.
- Major (most likely ISS) and email sent to all the students' teachers.
- 7 Or more....(more ISS or STS)

Best practice regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.

[Alcohol and Other Drug Use/Abuse \(AODA\) KSD Policy #3418](#)

Use of alcohol, tobacco and other drugs can destroy the health and well-being of any individual. Use of drugs or controlled substances, except under medical supervision and prescription is dangerous. Drug abuse jeopardizes the well-being of the individual in the community.

[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.

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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.

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*.

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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?

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Concerns about discrimination based on gender identity:
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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?

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- Email: schoolsafety@k12.wa.us

- Phone: 360-725-6068

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- Phone: 360-725-6162

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

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- 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)

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- Phone: 800-421-3481

Our School is Gender-Inclusive

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- 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.

