

**Student Handbook 2025-2026**



**Ochoa Rockets**

**Vision Statement:** Ochoa Middle School provides high levels of learning for all students and prepares them to be successful in their next stages of education and to be career and college ready while building a schoolwide culture of safety, respect, and responsibility.

**Mission Statement:** *Everyone, Every Day, The Rocket Way! Connect, Strive, Achieve, Succeed!*

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## **Ochoa Middle School Rights and Responsibilities**

### **Overview of Student Rights**

Each student attending Ochoa Middle School has the right to:

- An equal educational opportunity, free of discrimination because of national origin, immigration status, race, religion, sexual orientation, gender, pregnancy, marital status, or an identified learning need.
- Be secure in his or her person, papers, and effects from unreasonable search and seizures.
- Free expression and assembly subject to reasonable limitations and identified procedures for exercising such rights.
- Be free from unlawful interference in his or her pursuit of an education while in the custody of a school authority.

### **Student Conduct**

At Ochoa Middle School, students are safe, respectful, and responsible. We are committed to promoting a positive learning environment and will work in partnership with parents/guardians to help all students achieve at high levels.

### **Student Discipline Procedures**

Disciplinary action will be taken when students choose behavior that is a substantial disruption to the educational environment. Discipline may include temporary removal from a class, activity, school function, or detention. Parent, student, teacher, and administrator conferences may also be required. As a result, a student may be placed on a behavior contract to ensure the student's renewed focus on learning.

**Other forms of discipline** may include the following:

- Teaching or re-teaching behavioral expectations
- Oral or written feedback
- Parent notification or conferences
- Increased supervision
- Loss of privileges
- Lunch or after school detention
- Behavior monitoring or behavioral contract
- Restorative justice practices
- Counseling or behavioral health services
- Community service or restitution
- Student support services

**Classroom exclusions:** A teacher can remove a student from class for behaviors that disrupt the learning process. Before exclusion, the teacher will attempt to help the student meet behavioral expectations. Our school is dedicated to using positive approaches to behavior, and classroom exclusions will only be used as a last resort.

**Possible consequences of discipline referrals to administrator** include, but are not limited to, after school detention, classroom exclusion, short-term suspension, long-term suspension, emergency removal, expulsion. Any students who are placed on any form of suspension or expulsion are not permitted to participate in or attend school-sponsored activities, including all academic and sporting events during disciplinary action. This includes being on any Pasco School District property.

### **Student Re-engagement Procedures**

A condition for re-engagement for a student who has been placed on any form of suspension or expulsion would be reinstated back to school with a parent and student meeting with an administrator. A student success plan may be discussed based on the disciplinary violation and areas of concern. Parents, student, and administrator may be requested to sign a contract and all parties will receive a copy to keep for their records.

### **Check-In/Check-Out Process**

Some students will be placed on a Check-In/Check-Out (CICO) process to help them be successful throughout the day. The CICO is set up to provide specific feedback at several times throughout the day on how the student is doing meeting the school expectations. It provides a format for students to set and meet goals.

## **Ochoa Middle School Policies and Procedures**

Ochoa Middle School's focus is on student learning and on eliminating disruptions to that learning environment.

Attendance at Ochoa Middle School is mandatory and of special concern to all members of the Pasco School District and our community. All students who are enrolled from grades 6-8 are required to attend regularly. It is the responsibility of the parent(s) or guardian(s) to cause the student to attend. It is the responsibility of the student to attend for the full time when school is in session.

- Inform the student's parent(s) or guardian(s) by a notice in writing or by telephone whenever the student has failed to attend school after one unexcused absence. **The school is not responsible for contacting parents/guardians when phone numbers have been changed or disconnected without notice to the school or if false information has been given.**
- School officials shall inform the parent or guardian of the potential consequences of additional unexcused absences.
- School officials shall schedule a convenient conference or conferences with the parent(s) or guardian(s) for the purpose of analyzing the causes of the child's absences after five unexcused absences.

### **Unexcused Absences:**

After the first unexcused absence, parent(s) or guardian(s) shall be notified by the attendance office. After five unexcused absences within any month, a conference shall be held with the parent(s) and guardian(s), the student, the student's counselor, the classroom teacher(s), and a member of the administrative team. At the conference, the group shall consider:

- Counselor meetings, attendance plan, and/or an attendance contract;
- Parent(s) or guardian(s) attendance at school with the student;
- Adjustment of the student's program, school, or course assignment;
- Referral to a Student Achievement Specialist;
- Re-evaluation of individualized instruction; and/or
- Referral of the family to supplemental community services to help alleviate the problem.

After ten (10) unexcused absences during the academic school year, the school district will petition the juvenile court to assume jurisdiction.

### **Tardies:**

Students are responsible to arrive to class on time and ready to participate/contribute to the learning environment. If a student arrives more than 10 minutes late to class, it may be considered an absence, and a referral may be written for Inappropriate Location/Skipping.

1st-3<sup>rd</sup> Tardy in a week=Teacher/classroom interventions/consequences

5<sup>th</sup> Tardy in a week=Lunch detention assigned/After School Detention Assigned

## **Deliveries to Students**

### **Parent to Student Messages**

Ochoa Middle School's focus is on student learning and our school will focus on minimizing the impact of disruptions during class time. Messages will be delivered to students on a Student Request Pass during the last 10 minutes of class. Arrangements with students are best made before or after school.

## **Personal Electronic Devices (PEDs)**

### **Students and Parents/Guardians acknowledge that:**

1. Internet sites may contain material that is illegal, defamatory, inaccurate or controversial.

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2. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.
  3. Ochoa Middle School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
  4. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the Student Code of Conduct.
  5. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
  6. Charging of devices will not be permitted at Ochoa Middle School. Personal devices must be charged prior to school and run on battery power while at school.
  7. **Cell Phone Policy**
    - a. Cell phones stay in backpacks as soon as they arrive on campus.
    - b. Cell phones stay in backpacks during instruction.
    - c. Parents can get a hold of students via the main office.
- 1<sup>st</sup> violation-device confiscated and returned to student at the end of the day.
  - 2<sup>nd</sup> violation-device confiscated; parent required to pick it up

**After School Activities (Social, Sporting Events)**

Students may purchase tickets during their lunch time and/or after school. Students who have received school consequences for serious behavior may be denied attendance by OMS administration. School Socials start at 2:30 pm and end at 4:00pm. We ask that students be promptly picked up after the social by parents/guardians. Students who are not picked up by 5:00 pm may be denied access to the following social.

Sporting events/games typically begin at 4:00pm. We ask that spectator students **go home** after school and return to watch, support, and cheer on our ROCKETS. Parents and families may arrange transportation if they permit their students to attend the athletic contest. If attending an event at another school, OMS students are expected to attend with a parent/guardian. Sporting events/games begin at 4:00pm. We ask that spectator students go home after school and return to watch, support, and cheer on our ROCKETS. Parents and families may arrange transportation if they permit their students to attend the athletic contest. If attending an event at another school, OMS students are expected to attend with a parent/guardian.

**Student Check-In/Check Out**

**Check-Out**

A parent/guardian must come into the main office and sign in order to check their student out. Only a parent/guardian that is on the emergency contact list may sign a student out. Parents/Guardians may call and arrange for an approved individual to sign and check out a student. **Parents/Guardians will not be allowed to check out students after 2pm.**

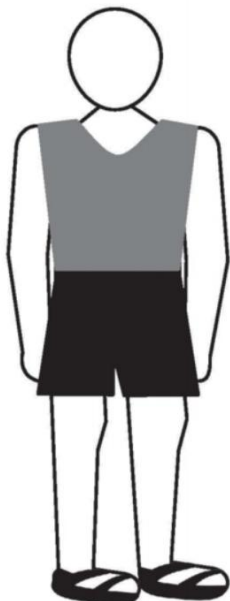
**Student Dress Code**

Students' choice in personal appearance matters should be made in consultation with their parent(s)/guardian(s) and shall not be restricted beyond the below listed requirements. Students who do not meet the minimum standards will be asked to change their clothing. If a student refuses to comply or dress code issues become chronic, a parent/guardian will be contacted and additional disciplinary action, such as required after-school intervention or detention, may be taken. For extracurricular activities, violations may result in a student's removal or exclusion from the activity.

A student's dress and grooming shall not:

- A. Cause a material and substantial disruption of the educational process and/or school activity;
- B. Create a health or other hazard to the student's safety or to the safety of others;
- C. Damage school property;
- D. Create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, intimidation, overt gesture or threat of violence; or

- E. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.

	<p><b>Minimum Standards:</b></p> <ul style="list-style-type: none"><li>- Shirts/Tops must cover stomachs, backs, and chests</li><li>- Tank tops should cover any undergarments</li><li>- Shorts, skirts, and dresses must reach mid-thigh (“fingertip rule”)</li><li>- No visible undergarments</li><li>- Shoes must be worn at all times. Footwear should be appropriate to the activity.</li></ul> <p><i>The shaded portion of the figure represents front and back views. These parts of the body must be covered.</i></p> <p><i>The shaded portion of the figure represents front and back views. These parts of the body must be covered.</i></p> <p>Exceptions to the above minimum standards may be made for PE or specific attire required for a school activity.</p> <p>As a courtesy, please do not wear perfume, aftershave, or scented products.</p>
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The following items are not permitted:

- Clothing that promotes violence, contains obscene, sexual, drug or alcohol-related messages, double entendres, logos, graphics, etc., or offenses against creed or gender
- Jewelry that can pose safety hazards or could cause damage to school property
- Gang-related apparel or paraphernalia, including but not limited to:
  - o Clothing or accessories with Old English lettering
  - o Oakland Raiders, or Chicago White Sox team clothing
  - o 13, South Side, 69, Rolling Hard logos
  - o Display of letters and/or numbers associated with neighborhoods or gangs
  - o Jerseys with number 13, 14, 18, 21, 60, and 69.
  - o Sagging pants or extremely oversized clothing, including “tall tees”
  - o Pants worn below the waistline
  - o Belts that are 4 or more inches longer than waist of wearer
  - o Bandanas of any kind or color, hairnets, colored laces of any kind, hanging belts, permanent pens, Rosary beads
  - o Any dangling chains, wallet chains, spiked jewelry
  - o Red, navy blue or purple sneakers
  - o ICP clothing or insignias
  - o Juggallo, Hatchet gear or Hatchet Man logo clothing, stickers, drawings or insignias
  - o Gang-affiliated tattoos, permanent or temporary
  - o Other items as identified by local law enforcement

Students identified as being gang involved, influenced, or affiliated shall be provided assistance and/or an intervention to support positive activities and involvement in the school community.

**Food and Drink Policy (8.2024)**

Clear water with a lid is the **ONLY** food or drink that is allowed outside of the cafeteria, unless given by the period teacher **AND** consumed during that period. Students arriving after 7:40am will have a “breakfast on the go” option from cafeteria. **NO** delivery of food or drink from parents, Uber, etc. If a student comes in from an appointment and shows up with food, they will eat that in the office before heading to class. **Selling of food and drinks** during the day is NOT allowed. **PBIS Store** will stop handing out food items at least 5 minutes before the end of lunch. Food will be finished in cafeteria or put in backpack for end of

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day. **Incentives given during passing time** – when entering class give the student option of throwing away or sealing up and putting in backpack for after school.

1<sup>st</sup> Consequence – Adult may ask student to dispose of food. 2<sup>nd</sup> Consequence – Result in referral and disposing of food/garbage around the area.

## **District Policies**

### **Search and Seizure (R.C.W. 28A.600.230)**

School authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object, which violates school rules or poses a hazard to the safety and good order of the school.

School officials have the authority to conduct a search of the following when reasonable suspicion exists that the student is in possession of illegal or unauthorized items:

1. A student's person and/or personal effects.
2. Student lockers and storage areas.

### **Disciplinary Violations**

#### **Weapons and Firearms (RCW 9.41.280, 28A.600.230, 9.41.010, 9.41.270)**

It is the policy of the Pasco School District that there is no tolerance for the possession or use of weapons or firearms by students. Students may not possess or use weapons on school property, on school provided transportation, in areas or facilities being used exclusively by a school, or at a school sponsored event or activities.

Possession or use of a firearm in violation of this policy shall result in a minimum one (1) year expulsion from the district. The superintendent or designee may modify the mandatory expulsion on a case-by-case basis. Exception to this policy may be made as only allowed by state law and authorized by the district. Any student who possesses any weapon, other than a firearm, in violation of this policy may be expelled or be subject to other school discipline as provided in board policy and state law.

The district is authorized to expel any elementary, middle school or high school student who has violated the weapons policy. Any student who brings a firearm will be expelled for no less than one year. The school must notify police and the student's parent(s) or guardian (s) of the incident. Police do not need a warrant to arrest any person on school property who illegally possesses or has possessed a firearm or dangerous weapon.

### **Fighting and Threats**

Fighting is defined as the exchange of blows or other violent physical contact between or among students, including arrangement of fights and excessive rough horseplay (Homie Boxing, piggy backs, etc). Communicating threats of violence or harm directly or indirectly, whether by physical, verbal, written, telephonic, or electronic means (including social media, i.e. Facebook, Twitter, Snapchat, etc.) which cause another person to believe his/her life, safety or property is in danger, or which cause a listener to believe that another person's life, safety or property is in danger. Threats need not be communicated to the intended victim. This includes bomb threats, false alarms, threats of violence, etc.

#### **Disciplinary action may include the following:**

- A. Parent contact/conference**
- B. Other forms of discipline**
- C. Third Party Mediation**
- D. Non-Altercation Contract**
- E. Short term suspension**
- F. Long term suspension**
- G. Emergency Removal**
- H. Expulsion**
- I. Criminal prosecution**

**Assault**

Actual or attempted infliction of physical harm to another person; using unwarranted physical force toward another person.

**Disciplinary action may include the following:**

- A. Parent contact/conference**
- B. Other forms of discipline**
- C. Short term suspension**
- D. Long term suspension**
- E. Emergency Removal**
- F. Expulsion**
- G. Criminal prosecution**

**Bullying/Harassment/Intimidation (W.A.C. 28A.600.XXX, R.C.W. 9A.36.080)**

Students are expected to respect the individual rights of all persons while on campus and at school functions or activities. Everyone, including students, school personnel, parents, and community members are to be treated with respect. Any form of harassment (including sexual), intimidation, or bullying will not be tolerated. Students need to report to a staff member any intentional written, verbal, or physical bullying, intimidating, or harassing behavior that is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

**Disciplinary action may include the following:**

- A. Parent contact/conference**
- B. Other forms of discipline**
- C. Third Party Mediation**
- D. Non-Altercation Contract**
- E. Short term suspension**
- F. Long term suspension**
- G. Emergency Removal**
- H. Expulsion**
- I. Criminal prosecution**

Report concerns to: Administration/Counselor's immediately. OMS will follow the district protocols for reporting and handling any situations that are reported.

**Sexual Harassment (W.A.C. 392-190-056, R.C.W. 28A.400.310)**

Students are expected to respect the individual rights of all persons while on campus and at school functions or activities. Everyone, including students, school personnel, parents, and community members are to be treated with respect. Students need to report to a staff member any intentional written, verbal, or physical sexual harassment which is sexual in nature, is uninvited, unwanted, or nonreciprocal that has a purpose or effect of interfering with an individual's education, creating an intimidating, hostile or offensive educational environment. Does not include incidental touching unless it is flagrant, purposeful, or repeated.

**Disciplinary action may include the following:**

- A. Parent contact/conference**
- B. Other forms of discipline**
- C. Referred to outside agency**
- D. Short term suspension**
- E. Long term suspension**
- F. Emergency Removal**
- G. Expulsion**
- H. Criminal prosecution**

Report concerns to: Administration/Counselor's immediately. OMS will follow the district protocols for reporting and handling any situations that are reported.

**Controlled Substances (R.C.W. 69.50.XXX, 28A.210.XXX)**

Students may not possess, use, or be under the influence of controlled substances (including alcohol, marijuana, narcotics, tobacco, smokeless tobacco, unauthorized use of non-prescription and prescription

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drugs) while on school grounds or at any school-sponsored function or activity. The possession, use, sale, intent to sell, distribution, sharing or being under the influence of controlled substances on district property, district-provided transportation, areas of facilities being used exclusively as school district property, or at district-sponsored activities is prohibited. This includes any over-the-counter medication containing alcohol such as some cough or cold medications.

**Disciplinary action may include the following:**

- A. Parent contact/conference
- B. Drug and/or alcohol assessment, screening, and/or counseling as recommended by treatment provider and/or school district hearing outcome.
- C. Other forms of discipline
- D. Short term suspension
- E. Long term suspension
- F. Emergency Removal
- G. Expulsion
- H. Criminal prosecution

***Gang Activity (R.C.W. 28A.600.455)-Any gang violence, gesture, vandalism, intimidation, or disruption of learning related to gang activity in any manner will not be tolerated.***

Any student wearing, carrying, or displaying gang-related apparel or devices; exhibiting behavior or gestures which symbolize gang membership; causing, participating in, and/or recruiting for gang-related activities; causing and/or participating in activities which intimidate or affect the attendance of another student; possessing, transmitting, or using gang-related images or pictures.

Students who gather for the intent of causing disruption to the normal function of the school day may be considered gang affiliated.

Students engaged in gang activity will face stringent discipline due to their affiliation with criminal enterprises.

**Disciplinary action may include the following:**

- A. Parent contact/conference
- B. Other forms of discipline
- C. Short term suspension
- D. Long term suspension
- E. Emergency Removal
- F. Expulsion
- G. Criminal prosecution

### ***Disruptive Acts***

Any action, behavior, or incitement of action or behavior in which interferes with the duties of a staff member or the normal operation of the school; may include off-campus conduct if the conduct has the cause or effect of interfering with the normal operations of the school or district.

**Disciplinary action may include the following:**

- A. Parent contact/conference
- B. Other forms of discipline
- C. Classroom exclusion
- D. Short-term suspension
- E. Long-term suspension
- F. Emergency Removal
- G. Expulsion

### ***Other Disciplinary Infractions***

Verbal abuse, malicious mischief, profanity, disruptive acts, computer misuse, inappropriate dress, unauthorized access, false statements, alteration of records, trespass, entering another's locker or desk, willful disobedience, truancy, tardiness, burning, disruptive devices, possession of inappropriate materials, obscene or lewd conduct, accumulation of referrals, bus misconduct, theft, burglary, extortion, coercion, robbery, arson, violation of school rules or policies not listed, are all subject to disciplinary action based on severity of the incident, previous disciplinary record, academic progress, and conduct of the student.

**Disciplinary action may include the following:**

- A. Parent Contact/Conference

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- B. Other forms of discipline
- C. Short term suspension
- D. Long term suspension
- E. Emergency Removal
- F. Expulsion
- G. Criminal prosecution
- H. Referral to an outside agency

## 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 by clicking [here](#) 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, Dr. Alice Amaya (call 509-543-6700 or email [aamaya@psd1.org](mailto:aamaya@psd1.org)), 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.

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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 [HIB web page](#) 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 [www.psd1.org](http://www.psd1.org).

#### 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 [3208](#) and Procedure [3208P](#), visit [www.psd1.org](http://www.psd1.org).

#### 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: Sarah Thornton, Assistant Superintendent of Legal Services  
1215 W. Lewis St, Pasco, WA 99301  
509-543-6700 [sthornton@psd1.org](mailto:sthornton@psd1.org)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Sarah Thornton, Assistant Superintendent of Legal Services  
1215 W. Lewis St, Pasco, WA 99301  
509-543-6700 [sthornton@psd1.org](mailto:sthornton@psd1.org)

Concerns about disability discrimination:

Section 504 Coordinator: Kristi Docken, Director of Special Services  
1215 W. Lewis St, Pasco, WA 99301  
509-543-6700 [kdocken@psd1.org](mailto:kdocken@psd1.org)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:  
Sarah Thornton, Assistant Superintendent of Legal Services  
1215 W. Lewis St, Pasco, WA 99301  
509-543-6700 [sthornton@psd1.org](mailto:sthornton@psd1.org)

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 Board of Directors 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 [3208P](#).

#### 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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto: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](mailto: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 [3210](#) and Procedure [3210P](#), visit [www.psd1.org](http://www.psd1.org). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Sarah Thornton, Assistant Superintendent of Legal Services, 1215 W. Lewis St., Pasco, WA 99301 [sthornton@psd1.org](mailto:sthornton@psd1.org) 509-543-6700.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above under "Our School Stands Against Discrimination"