PASCO HIGH SCHOOL

HANDBOOK

Home of the Bulldogs



2025-2026

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Principal Machado's Welcome Message

Dear Students and Families,

Welcome to the 2025–2026 school year! Our Pasco High administrative team and staff are excited to partner with you on this year's educational journey. This year is especially exciting as we welcome over 700 new Bulldogs to our campus, including more than 400 freshmen and over 300 students joining us from Chiawana High School, due to the district's new boundary changes and the opening of Sageview High School

At Pasco High, we are committed to fostering a welcoming, inclusive environment for all students and are thrilled to have our newest Bulldogs become part of the Pasco High family. Together, we'll continue to live out our mission: *All Belong, All Learn, All In!* Here's to a great year ahead!

PASCO HIGH PRIDE & COMMITMENT TO STUDENT SUCCESS

Since 1909, Pasco High has been a cornerstone of education in our community, honoring tradition while embracing progress. Guided by our mission, we are deeply committed to fostering a supportive, inclusive environment where every student feels valued and academic excellence is the standard.

Our vision is clear: *All PHS graduates will be employable, financially literate, effective communicators, problem solvers, and critical thinkers prepared to thrive in a diverse, ever-changing global community.* This vision drives our work and is supported by the AVID Schoolwide framework, which builds essential skills in writing, inquiry, collaboration, organization, and reading. At Pasco High, we are proud to prepare every student for college, career, and life now and into the future.

UPCOMING EVENTS & COMMUNICATION WITH FAMILIES

Throughout the year, Pasco High will communicate valuable information and updates with families via the bimonthly Bulldog Bulletin (email, text message, Parent Square App), social media (Facebook/Instagram/Twitter), phone calls, and mail. Communication will strengthen our partnership to ensure that we support our mission statement of "*All Belong, All Learn, All In"* for all students.

Sincerely,

Veronica Machado
PHS Principal



Pasco School District Mission

All Belong, All Learn, All In!

PHS Vision

All PHS graduates will be employable, financially literate, exceptional communicators, problem solvers, and critical thinkers equipped with the skills to thrive in a diverse, ever-changing global community.

PHS Important Information

Phone Contacts

Main line	547-5581
Principal's Secretary	547-5581 x 3819
Athletics Office	547-5581 x 3797
Attendance Office	547-5581 x 3806
Career Center Office	547-5581 x 3610
Counseling Office	547-5581 x 3801
Dean's/Discipline Office	547-5581 x 3800
GEAR UP	547-5581 x 3530
Library	547-5581 x 1139
Migrant	547-5581 x 3615
Nurse Office	547-5581 x 3579
School Resource Officer	574-5581 x 3570
Security Office	574-5581 x 3575
Special Education Office	547-5581 x 3634

Administration

Veronica Machado	Principal
Brian Baker	Assistant Principal
Greg Domingos	Assistant Principal
Maria Keaney	Assistant Principal
Alejandra Mendoza	Assistant Principal

Dean of Students

Miguel Saldana	Discipline

Student Services

Kristine Bennett	Counselor
Corey Kincaid	Counselor
Andrea Lopez	Counselor
Eva Morfin	Counselor
Danneo Torres	Counselor
Jessica Quintero	Counselor
Alma Zambrano	Counselor



Academics

Pasco High School is at the core student centered, we pride ourselves on academic excellence. As a school we strive to provide the best learning experience for all students.
Setting high expectations and providing supports to those who need it most. It is a team effort.

Our teachers focus on attending professional development, use district approved curriculum, and implementing research based practices.

Parents

You are the most important support to our student success.

- Check students grades on PowerSchool via the application
- Update your phone and home address
- Download the ParentSquare Application
- Check attendance and clear unexcused absences
- Communicate when you have questions

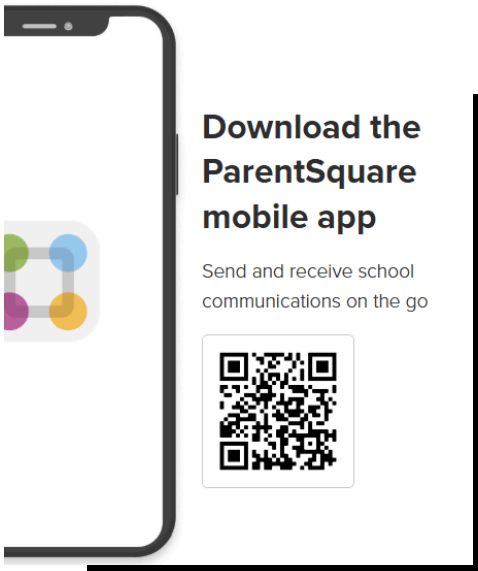
Our ask for Students

A Ssccessful student demonstrates the following:

- Daily Attendance
- Arrives to class on time
- Prepared with assignments, school computer, class materials
- Respects others(learning, space, & time)
- Actively participates in class, activities, and sports, ect.



Communication



There are various ways in which you can communicate.

- ParentSquare
- via email
- via phone
- in person

We are excited to announce that the district has partnered with ParentSquare as our new mass communication tool.

- All emergency alerts (weather alerts, lockdown notifications, and emergency alerts) will come through ParentSquare via the App, email, and text, and there is no option to opt out of emergency alerts.
- All district and school communications and notifications for staff and families previously sent via Blackboard will come through ParentSquare.

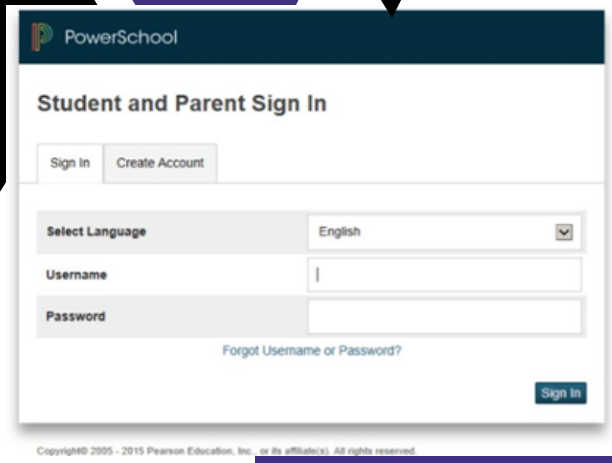
ParentSquare is a tool for:

- Communicating to parents, staff, and community
- Sending mass notifications and urgent alerts
- Attendance notifications
- Teacher and classroom communications
- Direct Messaging with two-way translation
- Forms and Permission Slips
- Appointment Sign Ups (parent-teacher conferences, technology pick-ups)
- Calendar and RSVP
- Volunteering and classroom supply sign-up

Families can get started by downloading the ParentSquare App or registering online. You'll confirm your contact information is correct and then immediately have access to communicate with your student's teachers and receive important alerts and information from both your schools and the district. Please sign-in using your contact information in PowerSchool.

For more information, visit our ParentSquare webpage.

Grades



Pasco High School commitment to academic excellence includes:

- Update grades on PowerSchool
- Grade Check Reports sent via ParentSquare to parents every two weeks.
- Mid-Trimester Mailouts
- Trimester Grades

Need help setting PowerSchool? Stop by Student Services.

PowerSchool Access

PowerSchool is a tool which parents/guardians of students enrolled in grades 7-12 can use toview their student's grades, attendance, and grade history online. Access to PowerSchool is available in two options: PowerSchool App (Free app for Android and IPhone) and/or PowerSchool Parent Portal account.

How to down load the PowerSchool App on your smartphone:

Step 1: Install PowerSchool App from PlayStore or AppStore
Step 2: Type DistrictCode: SSBH
Step 3: Type Username and password and Submit

How to create a new PowerSchool Parent Portal account:

Parents can check grades, schedules, assignments, and more with the ability to add multiple students to their PowerSchool account – even if the students attend different schools! To log into the PowerSchool Parent Portal, all parents will need to create a Parent Portal account. Here's how to do that:

1. Go to the Pasco School District's website at www.psd1.org and mouse over the Students & Families Tab link then click the Parent Portal Login link then click on Parents on the left-hand side or go directly to https://pschool.psd1.org/public/home.html
2. Click the Create Account tab at the top of the screen.
3. The Create Parent/Guardian Account screen will open. Enter your First Name, Last Nameand Email address.
4. Type in whatever you'd like to use as your Desired Username and Password. (The web site will let you know if the Desired Username you've selected is not available and it will offer some suggested Usernames.)
5. Type your child's full name, Access ID, and Access Password. Please note that the Access ID and Password are case sensitive. If you do not have the Access ID and Access Password for your student, please contact your student's schoolregistrar.
6. If you would like to sign up to receive email Progress Reports and/or attendance updates, click the Email Notification link then select the reports you would like to receive.

Academic Grades

Guidebook & Graduation Requirements

In order to be eligible for a Pasco High School Diploma a student must complete Washington State and Pasco School District requirements. Due to many changes in Washington State graduation law, requirements vary from class to class. Please refer to the Course Guidebook for a full explanation of minimum requirements as well as those needed to enter 4-Year Colleges/Universities, Career/Technical and Community Colleges, or Apprenticeships and Military Services. The Pasco School District Course Guidebook can be found at https://www.psd1.org/Page/10587

Grade Points

Academic rank in class is determined by a student's grade point average. A student's grade point average (GPA) is a numerical score translated from letter grades earned during grades 9-12 (8th grade classes that are eligible for high school credit also apply). Students receive points for letter grades earned in their classes on the following basis:

A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0

Grade Point Average is figured by taking the sum of the point values of all the grades received for all courses attempted divided by the sum of the credits for all courses attempted.

Grades and Class Expectations

Teachers will provide students an explanation of their classroom expectations for behavior, academics and grading procedures. Report cards are printed and distributed at the end of each trimester. The trimester grade is recorded on the student's transcript.

Academic Dishonesty

Pasco High School takes student academic honesty very seriously. Academic dishonesty includes, but is not limited to, the following types of misconduct:

- Copying from or allowing another student to copy from a test, homework, paper, project, lab report or other course work that is not intended to be collaborative in nature.
- Sharing papers with another student or looking at another student's test, answer sheet, or other materials. Texting questions or answers related to course material.
- Using unauthorized material including textbooks, notes, calculators, computer program, or outside help during an examination or other assignment.
- Using writings, passages, or ideas of others and passing them off as your own (including, but not limited to, faxing, duplicating, file sharing, or transmittal using any technology).
- Sabotaging or destroying the work of others.
- Illegal or unauthorized entry into school computer programs.
- Submitting material (written or designed by someone else) without citing the source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- Copying material any electronic source: OneNote, Google and Google Translate, etc. Plagiarism is defined as "Borrowing someone's ideas, information, or language without documenting the source and/or documenting the source but paraphrasing the source's language so closely without using quotation marks to indicate that words and phrases have been borrowed" (Hacker, The Bedford Handbook for Writers). Plagiarism is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses, omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text, without giving the source credit, it is still plagiarism.

Academic-Schedules

Schedule Changes
Schedules are student-driven and parent-supported. Any change in a student's schedule is disruptive to the student's learning process.

Students requesting a schedule change after the completion of the third day of each trimester must have approval from the teacher, his or her counselor and an administrator. Schedule changes will be considered for academic purposes only and not based on specific teacher requests, specific lunch hour requests, etc

PE Waiver
Students may request a waiver for one P.E. course in the 11th and 12th grade years (1.0 credits total). Only in extreme extenuating circumstances will a student be approved to waive a third Physical Education course. The purpose of a P.E. waiver it to increase course flexibility to better meet a student's post-high school goals. Full-time enrollment is required for waiver approval, and an approved waiver does not decrease the overall credits required for graduation.

A form must be completed by the student for each P.E. course waiver requested. An alternative Physical Education assessment must be completed in conjunction with the wavier application (i.e. fitness plan/portfolio). *Students interested in waving PE should contact their school counselor.*

Enhancement/Intervention and Cohort
Enhancement/Intervention time provides students an opportunity to gain academic support through small-group sessions that allow for targeted intervention for academic mastery or enhancement opportunities for students to extend their learning. Teachers may create intervention sessions intended to review content, allow students to re-learn and/or reassess, or ask specific content-related questions for clarification or deeper understanding. Extension sessions are intended to allow students who have met standard to extend their learning into topics of greater depth or of specific interest to students, which may not be covered by content standards. Enhancement/Intervention time typically occurs for 30 minutes every Tuesday, Wednesday, and Friday.

Cohort time connects students, in grade level groups, with a teacher who will provide academic and social support throughout the school year. In these cohort classes and per the Washington State guidelines, students and teachers will complete lessons to learn about their social-emotional health and gain an understanding of how their social-emotional well-being can help contribute to their success in high school and beyond. Students will also use this time to set academic goals, monitor progress towards graduation, and build relationships with peers and adults. Cohort time typically occurs for 30 minutes every Monday.

STUDENTS ARE NOT TO LEAVE CAMPUS DURING COHORT OR ENHANCEMENT/INTERVENTION.

Academic-Fines, Graduation & Cords

Fines and Fees

In accordance with Pasco School District Board policy 3520, "Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the students does not make proper restitution, grades, transcripts and/or diplomas will be withheld. A student may make restitution through a voluntary work program. If a student has transferred to another school, which has requested the student's records, without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school, within two (2) school days. The official transcripts will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine."

Student Laptop Device Protection Plan

Devices are on loan to students and remain the property of the Pasco School District. Pasco School District will incur the repair cost for damaged equipment resulting from normal use or equipment malfunction. Costs for all other damage, loss, or theft— whether intentional or accidental—will be the responsibility of the student.

Pasco School District offers an optional and inexpensive annual protection plan for parents/guardians to lessen the financial burden should an incident occur. If a family chooses not to enroll in the Laptop Protection Plan, you will be financially responsible for the full repair or replacement cost of the device. Fees are annual and non- refundable.
$20 – base Protection Plan fee
$10 – Protection Plan fee for families qualifying for free or reduced meal prices
50% Discount for students not making a claim the prior school year (responsible care)
Students enrolling in the district after the start of 2nd semester will receive a 50% discount on the annual Protection Plan fee. Families with multiple children will only be required to pay two protection plan fees to cover all district devices within the family. Pasco School District staff reserve the right to determine the cause of damage or loss and may adjust or escalate the fees if gross negligence is determined.

For the 2025-26 school year, the Pasco School District will not be charging for the insurance protection plan fee. Any damage associated with negligence or not covered by the laptop protection plan will be the responsibility of the family.

Component	Student Laptop	Pixel Student Laptop
Complete replacement	$370	$820
Screen	$210	$300
Hard drive	$75	$140
Battery	$60	$70
Keyboard	$50	$90
Charger	$25	$25
Cases	$14	$14
Stylus Pen	NA	$40

PED-Student Laptop Fees

Coverage benefit

The following benefits are afforded under the Laptop Protection Plan. Pasco School District staff reserve the right to determine the cause of damage or loss and may adjust or escalate the fees if gross negligence is determined.

Repair/Replacement Fee	First Claim	Second Claim	All Other
Accidental Damage	None	50% of cost	Full cost of repair
Theft (with police report)	None	50% of cost	Full cost to replace
Loss or damage due to negligence	50% of cost	Full cost to replace	Full cost to replace
Willful damage	Full cost to replace	Full cost to replace	Full cost to replace

Any laptop lost or stolen will be remotely disabled and all functionality removed until the device is returned. If a lost laptop is recovered in working condition, the fine or cost of replacement paid by the student will be refunded.

The following items are **NOT COVERED** under the Laptop Protection Plan: lost charging cords or adapters, cases, peripheral equipment, willful damage (e.g. missing keys), or failure to check-in or return a device. If loss or damage of these items occur, a fine will be issued for replacement cost.

Damage that is purely cosmetic in nature, as determined by district staff, will not be repaired unless there is a reasonable concern it will lead to further issues.

Hardware and software repair costs that are due to technological failure or defect will be the responsibility of the district. Pasco School District is not responsible for lost or corrupted data.

Standard rules for the restriction of records and transcripts apply for all unpaid fines.

Library Responsibilities & Fees



User Agreement

The Pasco High library provides a variety of items for students to checkout. Items such as arts and craft kits, board games, sports equipment, scientific and technology equipment, musical instruments and sports and recreation equipment. Students checking out items from this subsection of the library agree to the following:

1. Students are responsible for and will be fined for loss or damage to any item. Items range in price from $10 - $300
2. Items are use at your own risk. Items must be used in the manner they are intended for.
3. The checkout period is 14 days, students will be charged a $1.00 per day late fee for any item not returned on time.
4. Items must be picked up at the end of 6th hour or after school, students may put an item on hold any time during the day and come back and pick it up 6th hour.

Parents not wanting their students to checkout these items may contact our librarian in the library to opt their child out. 509.547.5581 ex. 3642

Academic- Graduation & Cords

Graduation Information

Students must have met all their graduation requirements to participate in Graduation, Senior Party, Graduation Breakfast, and any other graduation related events.

Honor Cords & Medals

Pasco High School recognizes students at graduation based on academic success during high school. Graduation recognitions will be limited to the following:

- Valedictorian Medal, Given to the highest cumulative GPA.
- Salutatorian Medal, Given to the second highest cumulative GPA.
- ASB or Senior Class Officer Medals, Given to senior ASB or senior class officers.
- Citizenship or Golden Bulldog Award Medals, granted each year based on criteria developed by HPAC/ATP.
- Dean's List Cord, Purple & White, 3.7 or higher cumulative GPA for all 4 yrs of their high school career.
- National Honor Society Cord & Stoll, Yellow Cord and Stoll-Varies, Inducted into NHS.
- Running Start Cord, CBC – Light Blue/WSU – Crimson & Grey.
- Seal of Biliteracy Cord, Red & Gold, earned by achieving a score of (5) or higher on the STAMP assessments, or a 3 or above on AP Language assessments.
- Citizenship or Golden Bulldog Award Medals, granted each year based on criteria developed by HPAC/ATP.
- Teaching Academy Cord, Green, granted to students who have completed the teaching academy program.
- Military Cord, Red, White and Blue, granted to students who have been accepted to serve in the military.

Attendance



Our goal this school year is to reduce absences to two a month. Parent's call, text using the ParentSquare app, send note, or call our office.

Please help us keep our commitment to the best education for your student by ensuring they are at school every day and attending every period on time.

Check PowerSchool and ask our school staff when you see attendance patterns. If you have any questions or concerns visit our school.

Did you know students are recognized every month for perfect attendance? We want to recognize their dedication and commitment to their education.

The following are *valid excuses* for absences:

- School-Sponsored Activities-A pre-approval form must be submitted to the attendance office.
- Illness, health condition, family emergency, or religious event, After the 4th consecutive day of absence due to illness, the student must have a doctor's note to return to school.
- Parent-Approved Activities - Pre-approval form must be submitted to the attendance office in advance. Only five days of the absence will be excused.
- Disciplinary Actions - See Student Discipline Section for More Information

Seven unexcused absences in any month or 15 unexcused absences within the school year, requires the District 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 Engagement Board, or other coordinated means of intervention. If students continue to be truant, they may need to go to court.

Clearing Absences

If your student is going to be absent, you must contact Pasco High School at **509-547-5581 ext. 3806** to excuse their absence. Board policies regarding attendance can be found on the district website at www.psd1.org (Policies 3110 – 3122). The Becca Bill, our state law for mandatory attendance, requires children ages 8 through 17 to attend a public or private school, or a district-approved home school program.

If your student has *three unexcused absences in one month*, state law (RCW 28A.225.020) requires a conference to be scheduled for you and your student. A plan will be developed that may require an assessment, to determine how to support your student's attendance.

After seven unexcused absences in any month, or fifteen or more unexcused absences in the school year, the school district is required to schedule a conference to identify the barriers and supports available to you and your student. A conference is not required if a doctor's note is provided or the absences are pre-arranged for no more than 10 days. Student's with Individualized Education Plan or a 504 Plan must meet with the team that created the plan.

Attendance: Tardies, Check in & Out

Tardy Procedure

A student is tardy when he/she arrives after the bell but within the first five minutes of class. After five minutes, the tardy will be "K" in PowerSchool and count as an unexcused absences.

In One Class: 1-9 Tardies

Teacher generated student interventions such as:

1. Student-teacher conference
2. Verbal warning
3. Tardy reflection
4. Other

Log entry of intervention

Across All Classes

10th Tardy

Parent contact initiated. Options to include:

- Phone call
- Email
- Use of form

15th Tardy -Complete student attendance referral

10th TOTAL in a given trimester -Letter home initiated

Weekly mailing updated with tardy data once student exceeds 10 total tardies

20th TOTAL -Administrative Action to resolve barriers to on time attendance.

Check-In/Check-Out Procedure

Check-In - All students arriving late to campus must check in at the attendance desk in the main office. Students will enter through the PHS entrance and go to the front office to submit a written note from a parent/guardian, unless the parent has called prior to the absence. If a parent/guardian walks student into the building to check-in, they may use the Visitor entrance located on 10th Avenue.

Check-Out - If a student has a valid reason for leaving while school is in session, the student must sign out at the attendance desk in the main office. The excusal note, provided by the attendance clerk, must be shown to the teacher before the start of class to obtain permission to leave class. Excusals cannot be granted by teachers. All excusals must go through the office.

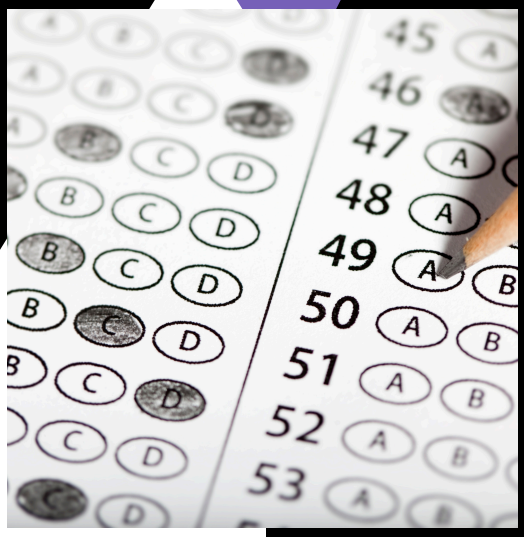
To excuse an absence, a parent/guardian must:

Submit a signed note to the attendance office;

Call the attendance office; or Check out their student in person and provide photo identification. via ParentSquare submit documentation

If students do not check-in or check-out at the attendance desk in the main office, he/she will be considered truant and the absence will not be excused (excluding their assigned lunch period). If a student leaves campus during lunch and does not return to school due to illness, a parent must call to excuse the absence.

Assessments



During the school year you will receive communication regarding testing.

- STAR Testing for Math & ELA
- SBA State Assessment for Math & ELA
- WCAS State Assessment for Science
- WIDA Language assessment for students that qualified as Multilingual Learners.

Pasco High School utilizes the assessments above to measure our academic achievement, set goals, and adjust based on how our students are doing. It is imperative that students do their best and show their abilities so we can adjust instruction and school goals accordingly.

STAR Testing

STAR testing is given 9/10 grade students in math and English courses 3 times a year. The assessment is crucial to see if we are on track to state assessments and adjust instruction to prepare students for the state assessment SBA.

SBA State Assessment

SBA is a Spring assessment given to 10 grade students in Math & ELA. This assessment is essential to asses students levels and review our School Improvement goals. Students who successfully pass the ELA assessment have access to college level courses and are on track to enroll in a college institution of choice. This assessment is accepted at colleges and universities. Passing the SBA assessment covers students high school graduation pathway. Student's failing to pass the assessment will need to do additional requirements. Most importantly, Families can save a significant amount of money by just expressing the importance of the assessment to students. Additionally, any student enrolled in the Multilingual Program can exit with a combined passing score in ELA and WIDA score of 4.3 or higher.

WCAS State Assessment

WCAS is a science spring assessment given in the spring at the same time as SBA. This assessment is for 11th grade students. The purpose of assessment is important to assess our instruction, learning, and School Improvement goals.

WIDA Assessment

Identified students as Multilingual who are in program and have not yet earned a combined score of 4.7 for all four sections of reading, writing, speaking, and listening take the assessment yearly. Review tour student's scores and encourage them to take their time and do their best on the assessment to exit.

STAMP Language Assessment

STAMP is a language assessment for students who are literate in another language other than English. Students have the opportunity to earn up to 2 credits towards a foreign language. *See website for additional requirements.

Activities & Athletics



ASB
Students who participate in activities, either athletics or extracurricular clubs, must own a current ASB card. All students who have purchased an ASB receive free entry to all regular season home sporting events, discounted tickets to away sporting events, reduction in costs of dance tickets, and access to many activities put on by the Student Body.

Field Trips
Students must have a 2.0 or above and receive signatures from each teacher informing them of the absence prior to leaving on the trip.

School Dances
All PHS students are required to present a current, readable student ID badge. Any guest in attendance will also be required to produce current readable identification.

- School dances will have a two-hour admittance window. After the first two hours of a dance admittance will be denied.
- Appropriate attire is required to attend all dances. PHS administration reserves the right to refuse entrance to any function based on a student's attire. Hats, masks, chains or other accessories such as these are not permitted at school sponsored dances.
- If a PHS student would like to bring an individual who is not a student at Pasco High School, students must submit a guest approval form to the administrator over ASB within the established timelines. Submission of the guest form does not guarantee that the guest will be admitted to the dance. PHS administration reserves the right to deny guest approval based on information retrieved through a background check. Students must accompany their guest to the dance.
- Pasco High School students seeking approval to attend non-PHS dances must submit the host school's guest approval form to PHS administration.

Activities/Clubs



Pasco High School has over 45 different ASB Clubs for students to be involved in.

African American Student Union (AASU)
AASU exists to enhance cultural and political awareness, sponsor social events, and provide support to the students and the community. It is open to all ethnicities and focuses on acceptance of all people and unity in our school.
Advisor: TBD

Art Club
Art Club meets at least once a month. It is student led. Students can choose art projects for fundraising, projects around the school (painting lockers, murals), and for fun. We will have art club parties, participate in school spirits (face painting) and help out with drama set and painting if needed. Advisor: Nathan MCeachen Nmceachen@psd1.org.

American Sign Language (ASL) Club
ASL club is for all students whether you know sign language or not. We play sign language related games, throw events, and do fund raisers. We meet twice a month. Advisor: Jeannette WaiteJwaite@psd1.org

Auto Club
Auto Club is a student led club, we meet at least once a month. The purpose of Auto Club is to help the students learn leadership skills, participate in fundraisers, interact with the community and attend different events such as drag races in the spring. Auto Club also gives students the opportunity to bring their own vehicles into the shop if they need to work on them.
Advisor: Oscar Murguia omurguia@psd1.org

Band
While band is not a “club” exactly, there is a place for everyone! Students who wish to play, or currently play woodwinds, brass, and percussion instruments are encouraged to join band and percussion classes. Our band program is award winning and highly visible throughout the school and community. Advisor: Tanner Cornell tcornell@psd1.org

Buddy Club
The Friends Workshop provides opportunities for teens with disabilities to form friendships with teens without disabilities in our school. In addition to providing recreational opportunities, the club's purpose is to bring inclusion for teens with intellectual and developmental disabilities into the general population of our school. Monthly activities are planned for our participants and include socials, movies, bowling and lunches. The "buddies" have the prospect of gaining additional friendships, social skill development and increased independence. The benefits to the "peer buddies" are unlimited. This is one of the few clubs that can change a life, impact a community and the world – all while having fun! Advisor: Melissa Strobridge mstrobridge@psd1.org

Activities/Clubs

Class Advisors
Each Grade Level Cohort has an advisor that helps them with fund-raising and activities. Please contact these Advisors
Freshman Class: TBD
Sophomore Class: Joe Emerson jemerson@psd1.org
Junior and Senior Class: Dustin Lamb- dlamb@psd1.org

Craft Club
Craft club is a space for students to come and explore their creativity and learn how to make a variety of things. Students will choose what they would like to learn. Past topics include, but are not limited to, jewelry making, tutu making, crocheting, knitting, sewing, embroidery, and making friendship bracelets. Bring an idea, and we'll make it happen! Advisor: Brooke Paul bpaul@psd1.org

Chess Club
Craft club is a space for students to come and pay chess. Students will be competing with other students throughout the Tri-Cities. Advisor: Stephanie Ard sard@psd1.org

Dead Poets Society
We hold events to allow students to have voice. Come as you are, sing, draw, rap, create music, poetry, or share your thoughts. Advisor: TBD

DECA
DECA is an international association of marketing students recognized by businesses nationwide. To be a DECA member, students must be enrolled in one of the many marketing courses at Pasco High. The courses provide fun, interactive and hands-on activities that help students learn about marketing, business, management, and entrepreneurship. As a DECA member, students learn valuable presentation and leadership skills that will prepare them for any job or career. Through participation in the many activities, competition and trips students receive the following benefits:
¨ Experience in the field of marketing and business management.
¨ Learn about careers and opportunities in the business and marketing industry.
¨ Test your marketing skills in competitive events.
¨ Meet new people and travel to different places by attending leadership conferences.
¨ Network with professionals for potential jobs and scholarships.
¨ Utilize valuable leadership and presentation skills that will help you in any job, career or college path you choose.
Marketing course offered include: Introduction to Marketing, Fashion Marketing, Sports and Entertainment Marketing, School Store Operations, School Store Management, Marketing Management, Social Media Marketing, Travel and Tourism Marketing, Banking and Financial Services
Advisors: Andrew Callaway acallaway@psd1.org, Kim Schneider kschneider@psd1.org, and Rey Treviño rtrevino@psd1.org

Activities/Clubs

Drama
Students will have fun looking at the various forms of ensemble work through theatre games and skits while using many improvisation activities. We will also explore pantomime, scene improvisation, stage direction (blocking), and acting which will include stage direction, sustaining a scene, entrances and exits, and duo scenes. This is a club designed for anyone to enjoy...you don't have to be an actor to join this club. Advisors: Devin Austin dausting@psd1.org

FFA
FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands- on experiences, which give members the tools to achieve real-world success. FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education. The official name of the organization is the National FFA Organization. The letters "FFA" stand for Future Farmers of America. These letters are a part of our history and our heritage that will never change. Advisor: A.J. Lambert ALambert@psd1.org, Tana Smith tsmith@psd1.org, and Jacob Munden jmunden@psd1.org

Fashion Club
We're a national high school fashion program sponsored by FIDM, a prestigious fashion college with four campuses strategically located in California's fashion and entertainment centers. Our members participate in fun activities at our meetings, organize events, and do fundraisers. We are also able to organize and produce fashion shows at school and in the community, gaining valuable fashion leadership experience. Fashion Club members qualify for exclusive scholarships to attend FIDM, plus they get access to special contests and giveaways with amazing prizes. It's leadership and fun rolled into one fashionable package!
Advisor: Kimberly Schneider kschneider@psd1.org

FCCLA
Family, Career and Community Leaders of America is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education. Advisor: Carol Kauer Ckauer@psd1.org

Folkloric Dance
Created for Traditional Latin American dances that emphasize local folk culture with ballet characteristics. We learn to perform many of these traditional dances. Advisor: TBD

Activities/Clubs

Gamers Club
Founded with the intention to transform competitive gaming into a place where students can get together, Gamers Club has been hosting tournaments. We meet to enjoy games and competition. Advisor: TBD

International Club
Advisor: Megan Forsythe Mforsythe@psd1.org and Carol Kauer CKKauer@psd1.org

Key Club
Key Club is a student-led, high school organization. Our members make the world a better place through service. In doing so, we grow as individuals and as leaders by answering the call to lead, summoning the courage to engage and developing the heart to serve. Key Club members are learning how to lead and stand for what's right through service and volunteerism. In partnership with our local Kiwanis club, PHS students are making a positive impact as they serve others in their schools and communities. Advisor: Marcie Perez marperez@psd1.org and Krystie Mathews kmathews@psd1.org

Leadership
Get involved in the planning of events, volunteering at PHS and other district schools, and being a part and involved in every aspect of Pasco High School. Help with ASB decisions and get our students involved. Advisor: Dustin Lamb dlamb@psd1.org

Live Out Loud GSA (Gay Straight Alliance)
Live Out Loud GSA (Gay Straight Alliance) is a #SAFESPACE club that exists to provide an open forum for the sexual and gender minority youth of our community and their allies (SGMA) to discuss and share with one another in a safe, comfortable, student-led environment. It will work to educate both its members and the members of the wider community on the issues faced by SGMA youth, and to combat the presence of intolerance in our society through the promotion of equality, understanding, and acceptance. Advisor: TBD

Mariachi
Mariachi is a musical ensemble composed of a variety of mostly stringed instruments. Also within our Mariachi is singing and performances at various events. Advisor: Osbaldo Chavez Ochavez@psd1.org

MEChA
Movimiento Estudiantil Chicano de Aztlán (MEChA) is a student organization that promotes higher education, cultura, and historia. MEChA was founded on the principles of self-determination for the liberation of our people. We believe that political involvement and education is the avenue for change in our society. Advisor: Miguel Saldana msaldana@psd1.org

National Honor Society (NHS)
The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. Advisor: TBD

Activities/Clubs

Natural Helpers
The Natural Helpers club is based on a simple premise: Within every school, an informal 'helping network' already exists. Students who need help naturally seek out other students they trust. The Natural Helpers club utilizes this existing helping network and provides training to students who are already serving as informal helpers. It gives them skills to more effectively help others. Advisor: Eva Morfin Emorfin@psd1.org

Outdoors Club
Advisor: Dustin Lamb Dlamb@psd1.org

RAH Club aka "The Dogpound"
This club will have as its purpose, all students who are interested in promoting school spirit in a variety of ways. The RAH club or "The Dogpound" supports academics, athletics and extracurricular clubs. We will be focused on engaging all students and staff in promoting a well-rounded experience at Pasco High School through spirit, support, and inclusiveness for all students. Advisors: Dustin Lamb Dlamb@psd1.org

Recycle Club
Do you want to help keep our school green? This club helps with the recycling that happens here at PHS. We look at making sure things are recycled in the correct spot and we are helping keep our school clean. Advisor: TBD

Ski Club
The purpose of the Pasco High Ski Club is to provide students the opportunity to ski and/or snowboard at local mountain resorts. Students will be provided with transportation to and from the mountains. Students will be required to attend meetings, return all necessary forms, and fundraise for trips. Advanced, intermediate and any one new to the sport that wants to learn to ski or snowboard are welcome to join. Advisor: Tyler Hockaday thockaday@psd1.org

Skills USA
Skills USA allows students to utilize skills they have learned in the classroom to compete on both the State and National levels. Club members have the opportunity to gain knowledge in career related fields that they have interest in. Competitions are held in various locations throughout the USA, so club members have the opportunity to interact and compete against students with similar interests in different locations.
Members have the opportunity to obtain college scholarships, as well as job opportunities.
Advisor: TBD

Spanish Club
The Spanish Club is for any student interested in learning about the Spanish language and Spanish-speaking culture. You do not have to speak Spanish to attend. We meet every other Monday after school in Portable 113. We have lots of activities revolving around Spanish language and culture including food, games, craft, music and other fun events. Advisor: TBD

Activities/Clubs

Speech and Debate
The Speech & Debate team connects, supports, and inspires a diverse community committed to empowering students through competitive speech and debate.
Advisor: Travis Forbis Tforbis@psd1.org

Unashamed Club
Unashamed club is a faith based club that allows students to express their faith and spend time discussing experiences. Come as you are and share your thoughts.
Advisor: Valentin Kucheryaviy Vkucheryaviy@psd1.org

Yearbook
Yearbook is filled with a lot of planning, hard work, food, laughter, tears, food, tight deadlines, late nights, early mornings, food, a little bit of crying and more food as we take nine months to make a book that will hold memories, emotions, photos and stories of your life in high school that will last 100 years, or more. This might be the biggest thing you will create while in school and will last longer than a lifetime.
Advisor: Susana Vidrio Svidrio@psd1.org





Athletic Residency Requirements

With two high schools in Pasco, WA, this brings both excitement and challenges. One of the challenges is athletic eligibility. Violations of the athletic eligibility guidelines have a negative impact on the student-athlete and the team.

The Pasco School District wants to remind parents and student-athletes of the residency requirements to participate in high school athletics. These requirements are based on PSD Board Policy, WIAA rules and state law. These requirements are summarized at the end of the letter. A more complete description can be found at the high schools' websites, the district office and at each high school's athletic office.

A student-athlete must meet the residency requirements. If a student-athlete is found to not be living at the address listed with the district, the student-athlete will be declared ineligible for athletic participation. The student-athlete will also be required to move to the high school attendance zone based on their legal address.

The penalty for the student-athlete under WIAA rules is no athletic participation for one calendar year from the date the district receives information on the violation.

There are also penalties for the team if WIAA finds we have allowed an ineligible player to participate in athletic contests.

Interscholastic athletics is a part of the high school experience and the district wants all students to have the opportunity to participate. It is important for the student and the team to follow the rules of the game.

If student-athletes are not attending the high school in which zone they live, the student-athlete is ineligible unless an official transfer has been approved or the student has been granted eligibility through the 8th grade lottery system. If you have questions about your student-athlete's eligibility, contact the athletic director at Pasco High School.

Athletic Website & Social Media Information
All information related to PHS Athletics, and the Mid-Columbia conference can be found at the following website: www.mid-columbiaconference.com

You can also follow all things PHS Athletics at pascobulldogs.com and on Twitter @pascoathletics

Athletic Registrations



We now offer the convenience of online registration through our partner company, FamilyID. Parent(s) please click on the link to register your student athlete. (BEST NOT TO USE YOUR SMART PHONE ON FAMILYID.COM) If you are unable to register at home, please feel free to give us a call, we have internet and a computer available for you to register your student athlete.

BEFORE YOU REGISTER you will need:

1. A physical exam (well-checks are not a substitute)
2. Medical Insurance. If student does not have medical insurance you may purchase one from Myers-Stevens & Toohey & Co. Inc
3. All fines must be cleared to be eligible to play.
4. Purchase ASB and present proof of ASB purchase to the Athletic Office.
5. If Running Start Student, need to fill out WIAA Eligibility Form.
6. If Home Base School, need to fill out WIAA Eligibility Form.

TURN IN YOUR SPORT PHYSICAL **and** PRESENT PROOF OF ASB PURCHASE TO THE ATHLETIC OFFICE.

Sports Available

FALL	WINTER	SPRING
FOOTBALL COACH: DJ Search	**BOWLING** COACH: Teresa Chavez	**BASEBALL** COACH: Rick Davenport
CHEER COACH: Missy Wright	**GIRLS BASKETBALL** COACH: Isabella Gutierrez	**GOLF BOYS** COACH: Tyler Hockaday/Joe
BOYS CROSS COUNTRY COACH: Jim Neeway	**BOYS BASKETBALL** COACH: Romaine Smith	**GOLF GIRLS** COACH: Cesar Martinez
GIRLS CROSS COUNTRY COACH: Hector Gomez	**DANCE** COACH: Becca Schwan	**SOFTBALL** COACH: Clariss Lopez
GIRLS SOCCER COACH: Mark Figueroa	**BOYS WRESTLING** COACH: Jay Covington	**SOCCER** COACH: Matt Potter
GIRLS SWIM COACH: Susan Leavens	**GIRLS WRESTLING** COACH: Valentine Kucheryaviv	**TENNIS BOYS** COACH: Eric Whitemarsh
VOLLEYBALL COACH: Jordan Lara	**CHEER** COACH: Missy Wright	**TENNIS GIRLS** COACH: Oscar Murguia
DANCE COACH: Becca Schwan	**BOYS SWIM** COACH: Susan Leavens	**GIRLS TRACK** COACH: Mara Alldredge
SLOWPITCH COACH: Clarissa Lopez		**BOYS TRACK** COACH: TBD

Building Information

School Safety – Single Entrance

The Pasco School District is committed to ensuring a safe environment at all schools. As part of this mission, the Pasco School Board approved necessary safety steps to ensure students' safety by making all campuses in the Pasco School District single points of entry during the school day.

During the hours of 7:44 AM-3:30 PM, the Visitor's Entrance on 10th Ave. will be the only accessible point of entry for Pasco High School visitors. When entering the building, a staff member in the attendance office will need to approve all people wishing to access Pasco High School necessary business. All visitors must present a current ID fore review.

The PHS/Activity Center entrance will close at 7:44 AM on an automatic timer and will reopen at 2:37 PM. Students arriving late will also come in through the PHS entrance. If a parent/guardian would like to walk in a student to school, they may use the Visitors entrance and check in the main front office.

Check-In/Check-Out Procedure

Check-In - All students arriving late to campus must check in at the attendance desk in the main office. Students will enter through the PHS entrance and go to the front office to submit a written note from a parent/guardian, unless the parent has called prior to the absence. If a parent/guardian walks student into the building to check-in, they may use the Visitor entrance located on 10th Avenue.

Vehicles without a parking pass will be towed at the student's expense.

- Student vehicles parked in the staff parking lot will be fined and towed at the student's expense.
- All vehicles must be registered with the ASB office.
- Student parking permits are on a first come, first serve basis.
- The parking permit must be clearly displayed during school hours, and students may only park in designated student areas. If a parking permit is not visible, the car will be towed at the student's expense.
- All drivers must comply with driving laws.
- Reckless driving on school grounds will result in a loss of parking privileges on campus.

Identification Badges

All students will have a digital school identification badge through our campus management system, Minga. If a student needs a physical ID for approval for obtaining a state ID or driver's license, then the student must make contact with their administrator for approval. A paper copy will be obtained by the office and signed for certification.

Students are required to present a current readable ID to access meals in the cafeteria, check out materials in the library, and participate in all school dances.

Deliveries to Students

Deliveries to students such as flowers, balloons, birthday gifts, food, drinks, etc., will not be allowed, as instructional time is greatly valued. Students will not be called out of class and class will not be interrupted. Any deliveries will not be held in the main office.

Academic Calendar

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	[26	27	28	29	30
31						

19 Aug Tier II Building Retreat
20-22 Aug Tier II District Training
25 Aug Tier II All Staff Opening
25 Aug Vector Training
26 Aug First Day of School

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24*	25	26	27
28	29	30				

1 Sep No School/Labor Day
24 Sep Secondary Early Release

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22*	23	24	25
26	27	28Q	29	30	31	

22 Oct Secondary Early Release
28 Oct End of 1st Quarter

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	<5>MS	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20T	21	22
23	24	25	26E	27	28	29
30						

5 Nov No School 6-8/Conferences
10 Nov No School Professional Day
11 Nov No School/Veterans Day
20 Nov End of 1st Trimester
21 Nov No School TK-12/Trimester Break
26 Nov Early Release TK-12
27-28 Nov No School Thanksgiving Break

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	<3>EL	4	5	6
7	8	9	10	11	12	13
14	15	16	17E	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 Dec No School TK-5/Conferences
17 Dec Early Release TK-12
18-31 Dec No School/Winter Break

January 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23Q	24
25	26	27	28*	29	30	31

1 Jan New Year's Day Observed
1-2 Jan No School/Winter Break
19 Jan No School/MLK Day
23 Jan End of 2nd Quarter
26 Jan No School TK-12/Semester Break
28 Jan Secondary Early Release

February 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25*	26	27	28

16 Feb No School/Presidents Day
25 Feb Secondary Early Release

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10T	11	12	13	14
15	16	17	<18>EL	19	20	21
22	23	24	25*	26	27	28
29	30	31				

10 Mar End of 2nd Trimester
11 Mar No School TK-12/Trimester Break
18 Mar No School TK-5/Conferences
25 Mar Secondary Early Release

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1Q	2	3E	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	<22>MS	23	24	25
26	27	28	29	30		

1 Apr End of 3rd Quarter
3 Apr Early Release TK-12
6-10 Apr No School/Spring Break
22 Apr No School 6-8/ Conferences

May 2026

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27*	28	29	30
31						

25 May No School/Memorial Day
27 May Secondary Early Release

June 2026

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11E]	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 Jun Last Student Day/Early Release
11 Jun End of 4th Quarter
11 Jun End of 3rd Trimester
12 Jun Snow Make-Up Day
15 Jun Snow Make-Up Day
19 Jun Juneteenth

Every Wednesday is Early Release for TK-5 students
Every Thursday is Early Release for 6-12 students

[/] First/Last Day of School
No School
* Secondary Early Release 6-12
E Early Release Grades TK-12
Q Quarter Ends NHHS and MS
T Trimester Ends
< > Conferences (Non Student Day)

***Additional Snow Days to be made up subject to change dependent on need.**

Bell Schedules

Hour	Monday, Tuesday, Wednesday, Friday	Thursday
ZERO	6:32-7:37	6:32-7:37
1ST	7:44-8:47	7:44-8:46
Enhancement / Intervention	8:53-9:23	No Enhancement / Intervention
2ND	9:29-10:32	8:52-9:53
1ST LUNCH	10:38-11:08	9:59-10:29
3RD	10:38-11:41	9:59-11:00
4TH	11:14-12:17	10:35-11:36
2ND LUNCH	11:47-12:17	11:06-11:36
5TH	12:23-1:27	11:42-12:43
6TH	1:33-2:37	12:49-1:50
7TH	2:43-4:04	No 7TH Hour*

* Students will be dismissed every Thursday at 1:52 p.m.

2 HOUR DELAY SCHEDULE M-T-W-F

1ST HOUR	9:44-10:31
2ND HOUR	10:37-11:23
1ST LUNCH	11:29-11:59
3RD HOUR	11:29-12:15
4TH HOUR	12:05-12:50
2ND LUNCH	12:21-12:51
5TH HOUR	12:57-1:44
6TH HOUR	1:50-2:37
7TH HOUR	2:43-4:04

2 HOUR DELAY SCHEDULE THUR

1ST HOUR	9:44-10:22
2ND HOUR	10:29-11:05
1ST LUNCH	11:12-11:42
3RD HOUR	11:12-11:48
4TH HOUR	11:49-12:23
2ND LUNCH	11:55-12:25
5TH HOUR	12:31-1:06
6TH HOUR	1:13-1:50
No 7TH Hour	

There will be no enhancement / intervention time on a 2 hour delay schedule.

3 HOUR DELAY SCHEDULE M-T-W-F

LUNCH	10:44-11:14
1ST HOUR	11:21-11:56
2ND HOUR	12:02-12:37
3RD/ 4th HOUR	12:43-1:18
5TH HOUR	1:24-1:57
6TH HOUR	2:03-2:37

3 HOUR DELAY SCHEDULE THUR

LUNCH	10:44-11:14
1ST HOUR	11:21-11:46
2ND HOUR	11:53-12:18
3RD/ 4th HOUR	12:25-12:50
5TH HOUR	12:57-1:21
6TH HOUR	1:28-1:52

EARLY RELEASE SCHEDULE

ZERO HOUR	6:32-7:37
1ST HOUR	7:44-8:17
2ND HOUR	8:22-8:54
3RD/4th HOUR	8:59-9:31
5TH HOUR	9:36-10:08
6TH HOUR	10:13-10:45

Discipline &Referrals Process



At Pasco High School we believe in progressive discipline and adressing it at the lowest level possible. Our mission is for all students to belong, ensuring that students have meaningful relationships to thrive and learn. At school, these social connections are cultivated in the classroom. When these social connections are weakened by conflict, this damages the educational experience. When this occurs, we have a system of referrals so that students can receive the help they need in order to repair those connections. This will help them receive the full benefit of a public education.

Minor Referrals

- If a student's behavior is disrupting class a teacher may take action to correct that student's behavior. If the student continues their inappropriate behavior, he or she will be asked to talk one on one with the teacher. This could be having the student step outside the classroom for a break or having the student remaining after class for a short conversation. After this one-on-one talk, the teacher will document the incident by writing a minor referral describing the inappropriate behavior. These referrals are then saved so that PHS staff can review behavior data and offer help.
- Possible things a teacher can do to help a student get back on task include, but are not limited to, the following:

- Recognize when student is meeting expectations.
- Instructional Wait Time (stopping the lesson until students come back to the lesson)

- Reminding students of classroom agreements

- Proximity (Standing close to the student)
- Verbal Warning

Major Referrals

- If a student's behavior in class requires the student be removed, the teacher may have the student escorted out by security. This counts as a classroom exclusion. When this happens, the teacher will write a major referral describing the behavior. The purpose of a major referral is to make administration aware of the classroom exclusion.
- The student will be escorted to the office by security.
- The student will be required to fill out a Refocus/Repair form and have it reviewed by an Administrator or Dean before that student will be allowed back into class for that day.
- The parents of the student will be contacted and informed.
- Administrative action will be taken up to and including suspension.

Discipline &Referrals Process



Problem Behavior Response Flowchart

Problem Behavior Observed

In addition to using classroom intervention, did a staff member have to address the issue privately with the student?

Classroom intervention ideas
1. Re-teach expectations
2. Change seating
3. Close proximity
4. Verbal Praise
5. Remove distractions
6. Provide choices

Yes

Did they return to class?

Yes

Log Minor Referral

Is this the first time you have reported this issue with this student?

No

Second Report: Contact Home (Include in report)

Third Report: Submit Major for "Multiple Minor Accumulated Incidents"

Yes

No further action is required

No

Great classroom management!

No

Log Major Referral

Dean/Admin determines consequence

Dean/Admin follows through on consequence

Dean provides teacher feedback

Majors That Require Immediate Removal
1. Drugs and Alcohol
2. Violence/Weapons
3. Harassment, Intimidation, Bullying
4. Property Theft/Damage

Discipline: Referrals & Exclusions

Pasco School District Student Behaviors That Are Eligible for Referral:

Minor

- Defiance/Failure to Cooperate
- Disruption
- Dress Code Violation
- Electronic/Technology Misuse
- Inappropriate Language
- Physical Contact/Aggression
- Property Misuse
- Theft
- Lying/Cheating/Forgery

Major

- Defiance/Failure to Cooperate
- Alcohol/Drugs/Tobacco
- Destruction of Property/Vandalism
- Disruptive Conduct
- Fighting
- Gang Affiliation/Display
- Harassment/Intimidation/Bullying (HIB)
- Inappropriate Language (Directed)
- Inappropriate Location/Skip Class
- Possession of a Weapon
- Sexual Harassment
- Technology Violation
- Theft
- Violence

Types of Exclusions

- Classroom Exclusion: This is when a student is removed from their classroom. This can be for up to the remainder of the school day. A classroom exclusion does not include actions that result in missed instruction for a brief duration.
- Emergency Expulsion: A school district may immediately remove a student from school where staff believe that student's presence in the building poses an immediate and continuing danger to others or the educational process. This will not exceed 10 consecutive school days.
- Short-Term Suspension: A short-term suspension is when a student is removed from school as a result of a behavior violation. If PHS suspends a student, that student will have a right to an informal hearing with an Administrator/Dean explaining the behavior violation and the length of time the student will be out of school.
- Long-Term Suspension: A long-term suspension is when a student is removed from school as a result of a behavior violation that will last longer than 10 consecutive school days. Again, that student will have a right to an informal hearing with an Administrator/Dean explaining the behavior violation and the length of time the student will be out of school. Long-Term Suspensions can last through the remainder of the school year.
- Expulsion: Expulsion is the removal of a student from their school in response to a behavioral violation that is to last for one calendar year.

Discipline: Referrals & Exclusions

Exceptional Misconduct

Below are offenses that can result in a student being suspended or expelled: Possession of Firearms: Carrying a firearm onto or possessing a firearm on district property or district-provided transportation.

1. Possession of Toy/Simulated Weapon or Firearm: This includes toys which appear to be weapons.
2. Bullying/Intimidation/Harassment of any kind to include Threats (See "HIB" Below)
3. Robbery/Burglary/Theft or Possession of Stolen Property
4. Arson or Destruction of School District Property
5. Possession of Controlled Substances (See Substance Abuse Below)
6. Gang Activity: Any student wearing, carrying, or displaying gang-related apparel or symbols. This also includes behavior or gestures which symbolize gang membership. Additionally, this includes causing, participating in, and/or recruiting for gang-related activities. "Gang" means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.
7. Possession of a Dangerous Weapon: Carrying a dangerous weapon onto or possessing a dangerous weapon on district property or district-provided transportation. "Dangerous weapon" includes all, but are not limited to, the following: BB or pellet gun, pepper/gas spray, knife of any size, metal knuckles, clubs, lasers, or any object that can be used to inflict serious bodily harm when there is no other reasonable purpose for possessing the object at school
8. Assault or Participating in a Fight: This includes filming, organizing, or encouraging others to participate in violence or fighting.
9. Excessive Disruptions to the Educational Environment: Disruption to the educational environment that poses a threat to safety, security and/or the normal operations of the school environment.

Harassment, Intimidation & Bullying (HIB)

1. Description of Various forms of Harassment are provided in HIB section District Form 3207F

Substance Abuse

Students are prohibited from possessing, using, being under the influence of, selling, or distributing any substances on school property, at a school function, or at a school sponsored activity to include but not limited to:

- Controlled Substances as defined by federal law scheduling and Washington State Law.
- Alcohol or any substance containing alcohol such as cough syrup.
- Tobacco or any substance containing nicotine.
- Prescription or Over the Counter Medications not specifically administered through the school nurse.
- Any paraphernalia used to administer or interact with any of the above.

Search and Seizure

All students shall be free from unreasonable searches of their persons, clothing, or property. However, a student is subject to search by school officials if they have reason to believe that the student is in possession of weapons or contraband.

- "Contraband" means items, materials, or substances that are prohibited by law or district policy: Controlled substances, Alcoholic beverages, Tobacco/Nicotine products, or any object considered a firearm or a dangerous weapon.
- No student shall be subject to a strip search or body cavity search by school staff.
- School officials may include law enforcement in the search

Discipline: Minor & Major

Minor Problem Behaviors		
Behavior	**Definition**	**Examples**
Defiance/Failure to Cooperate	Student engages in brief or low-intensity failure to follow directions or talks back.	- Talking back - Task avoidance - Ignoring request of adult(s)
Disruption	Student engages in low-intensity, but inappropriate disruption.	- Making noises or talking during quiet times - Out of assigned area in classroom
Dress Code Violation	Student wears clothing not within the dress code guidelines defined by the school/district.	- See school or district dress code policy
Electronics/Technology Misuse	Student engages in non-serious, but inappropriate use of cell phone, pager, music/video players, camera, and/or computer.	- Phone or electronic devices out at inappropriate times - Use of technology is unrelated to current activity
Inappropriate Language (Minor)	Student engages in low-intensity instance of inappropriate language.	- Swearing quietly, not directed at a person - Put-downs, taunts, or other name-calling that does not meet criteria for HIB
Physical Contact/ Aggression	Student engages in non-serious, but inappropriate physical contact.	- Rough play - Touching others without their permission
Property Misuse	Student engages in low-intensity misuse of property.	- Writing on desk, chair, etc. that is easily cleaned or restored
Theft (Minor)	Student possesses, distributes, or is responsible for removing someone else's property (easily replaceable and of low monetary value.)	- School supplies, trinkets
Inappropriate Location (Minor)	Student is out of class without a valid hall pass but returns to class.	- Leaves class without permission, but returns to class - Wanders the hallway without a pass, but returns to class

Major Problem Behaviors	
Behavior	**Definition**
Tobacco	Possession, use, distribution, or sale, of tobacco products, including e-cigarettes or other vapor products, or the violation of Pasco School District policy 4316.
Alcohol	Manufacturing, sale, purchase, transportation, possession or consumption of intoxicating alcoholic beverages or substances represented as alcohol, or the violation of Pasco School District policy 5258. Suspicion of being under the influence of alcohol may be included if it results in a behavioral violation.
Cannabis	Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, or transportation of cannabis in violation of Pasco School District policy 5258. Suspicion of being under the influence of cannabis may be included if it results in a behavioral violation.
Illicit Drug (not Cannabis)	Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or violation of Pasco School District policy 5258. Includes the use, possession, or distribution of any prescription or over-the-counter medication.
Fighting Without Major Injury	Mutual participation in an incident involving physical force or violence, where there is no major injury. (Does not include verbal confrontations, tussles, or other minor confrontations).
Violence Without Major Injury	One-way force or violence upon another person that is without major injury, but at least the following: • Assault (RCW 9A.36) • Malicious Harassment (RCW 9A.46) • Kidnapping (RCW 9A.40) • Rape (RCW 9A.44) • Robbery (RCW 9A.56)
Violence With Major Injury	Physical force or violence upon another person that includes a major injury, but at least the following: • Severe fighting that results in a major injury • Assault (RCW 9A.36) • Homicide (RCW 9A.32) • Malicious Harassment (RCW 9A.46) • Kidnapping (RCW 9A.40) • Rape (RCW 9A.44) • Robbery (RCW 9A.56) A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

Discipline: Minor & Major

Failure to Cooperate	Repeated failure to comply with or follow reasonable, lawful directions or requests from teachers, administrators, or staff. This includes, but is not limited to, non-compliance, defiance, and disrespect.
Destruction of Property/Vandalism	Intentional damage of school property or the property of others.
Disruptive Conduct	Conduct that materially and substantially interferes with the educational process.
Gang Affiliation/ Display	Student uses gesture, dress, and/or verbal or written expressions to display affiliation with a gang.
Discriminatory Harassment	Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal. Behavior may be a violation of Pasco School District policy 3210/3210P.
Sexual Harassment	Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. Behavior may be a violation of Pasco School District policy 3208/3208P.
Sexually Inappropriate Conduct	Obscene acts or expressions, whether verbal or non-verbal.
Inappropriate Language	Student directs verbal messages that include swearing, name-calling, or insults, toward another student or adult. Behavior is intensive, repeated, or aggressive.
Inappropriate Location/ Skip Class	Student is in an inappropriate location or leaves/skips class without permission and does not return.
Academic Dishonesty/Plagiarism	Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources.
Possession of a Weapon	Student possessed or brought a weapon to school in violation of Pasco School District policy 3244 or 4315, but at least the following: • Handgun • Shotgun/Rifle • Multiple firearms • Knife/dagger • Other firearm as defined by the Gun Free Schools Act Other weapon, defined in state law or district policy, including anything used as a weapon (examples include: chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments such as modified pens or pencils; nun-cha-ka sticks; brass knuckles; billy clubs; tear gas guns; electrical weapons such as taser or stun guns; BB or pellet guns; and explosives or propellants).
Multiple Minor Accumulated Incidents	Repeated, multiple minor behavioral violations that occurred throughout the same school year and individually would not rise to the severity of meriting suspension or expulsion. Students with multiple minor accumulated incidents have previously received other forms of discipline for similar behavioral violations.
Technology Violation	Student engages in inappropriate use of electronic devices (i.e. cell phone, music/video players, camera, computer, etc.), district computers, district network, or other district technology resources. Behavior may be a violation of Pasco School District policy 2180/2180P; behavior may be a violation of agreement(s) for network access, student devices, or other district programs.
Theft or Possession of Stolen Property	Taking or knowingly being in possession of district property or property of others without permission.
Threat to Other	Spoken, written or electronic statements or actions conveying the malicious intent of causing physical injury to another person or group of people.
Arson	Causing a fire or explosion in order to injure another person or to damage or destroy property.
Harassment, Intimidation, or Bullying	Any intentional electronic, written, verbal, or physical act of a student that physically harms another student or damages their property, has the effect of substantially interfering with another student's education, or is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment for other students. RCW 28A.600.477 presents "Harassment, Intimidation, and Bullying" as a broad and inclusive term and it is not meant to place undue emphasis on whether the behavior is "harassment," or "intimidation," or "bullying." For reference: Harassment refers to any malicious act, which causes harm to any student's physical or psychological well-being; Intimidation refers to implied or overt threats of physical violence or psychological harm toward a student; Bullying refers to unwanted aggressive behavior(s) by a student or group of students toward another student and that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. If the behavior meets the criteria above but is shown to be motivated by any characteristic related to a protected class (per RCW 28A.640.010 and/or RCW 28A.642.010), then use Code 16 for Discriminatory Harassment. If the behavior is sexual in nature and is unwelcome by the targeted person, then use Code 15 for Sexual Harassment.

Last updated 08/2025

Harassment, Intimidation, and Bulling(HIB)



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, Megan Hockaday (call 509-543-6765 or email mhockaday@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.

Harassment, Intimidation, and Bulling(HIB)

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 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.
What is sexual harassment?

Harassment, Intimidation, and Bulling(HIB)

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.
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

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

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

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

Submitting a HIB Complaint

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
- 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

HIB Continued

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:

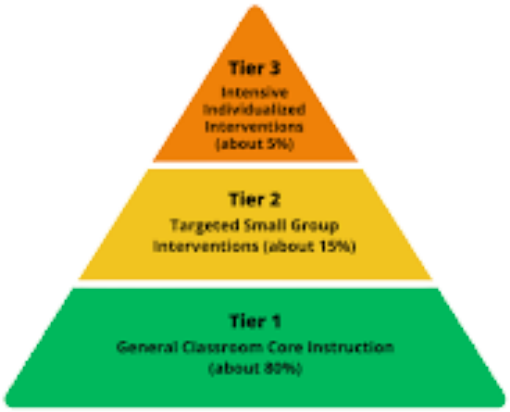
- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to 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 3210 and Procedure 3210P, visit 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 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"

Multi-Tiered Systems of Support (MTSS)



What is MTSS?

High school is a critical time for students—not just academically, but socially and emotionally as well. At our school, we use the Multi-Tiered System of Supports (MTSS) to ensure every student gets the right level of help to succeed in all areas of high school life. MTSS is a proactive, schoolwide approach that provides support across three tiers, depending on a student's needs—whether those needs are academic, behavioral, emotional, or all three.

Tier 1: Universal Support – For All Students

- What it is: High-quality instruction, positive school culture, and wellness supports available to every student.
- Focus: Helping all students meet grade-level academic expectations, make positive social choices, and maintain emotional well-being.
- Academic Example: Rigorous, standards-based instruction in core and elective classes, with built-in supports for diverse learners.
- Social/Emotional Example: School-wide behavior expectations, mental health awareness activities, SEL (Social-Emotional Learning) lessons during advisory, and access to a trusted adult.

Goal: *Make sure all students are engaged, challenged, and supported in both their academics and their personal development.*

Tier 2: Targeted Support – For Some Students

- What it is: Additional small group or short-term supports for students who are struggling with specific academic, social, or emotional challenges.
- Focus: Identifying students through data (grades, attendance, behavior, etc.) and giving them focused support to get back on track.
- Academic Example: Targeted help with reading comprehension, math skills, or credit recovery options.
- Social/Emotional Example: Small group check-ins, social skills groups, conflict resolution support, or time management coaching.

Goal: *Address specific barriers early, before they become larger issues that impact graduation or well-being.*

Multi-Tiered Systems of Support (MTSS)

Tier 3: Intensive Support – For a Few Students

- What it is: Highly individualized support for students facing significant academic struggles or personal challenges.
- Focus: Personalized interventions developed with input from teachers, counselors, families, and sometimes outside specialists or agencies.
- Academic Example: Individualized learning plans, alternative education pathways, or tutoring during the school day.
- Social/Emotional Example: One-on-one counseling, behavior intervention plans, or connections to mental health providers.

Goal: *Help students overcome serious challenges so they can stay on a path toward graduation and post-high school success.*

MTSS at the High School Level: Whole-Student Support

- Prevention-Focused: We identify and address needs early—before they interfere with learning, relationships, or graduation.
- Data-Driven: Decisions are made using real data, such as academic performance, attendance, and behavioral indicators.
- Collaborative: MTSS connects students to school- and community-based resources to support their goals—whether it's college, career, or another path.

Families + Schools = Student Success

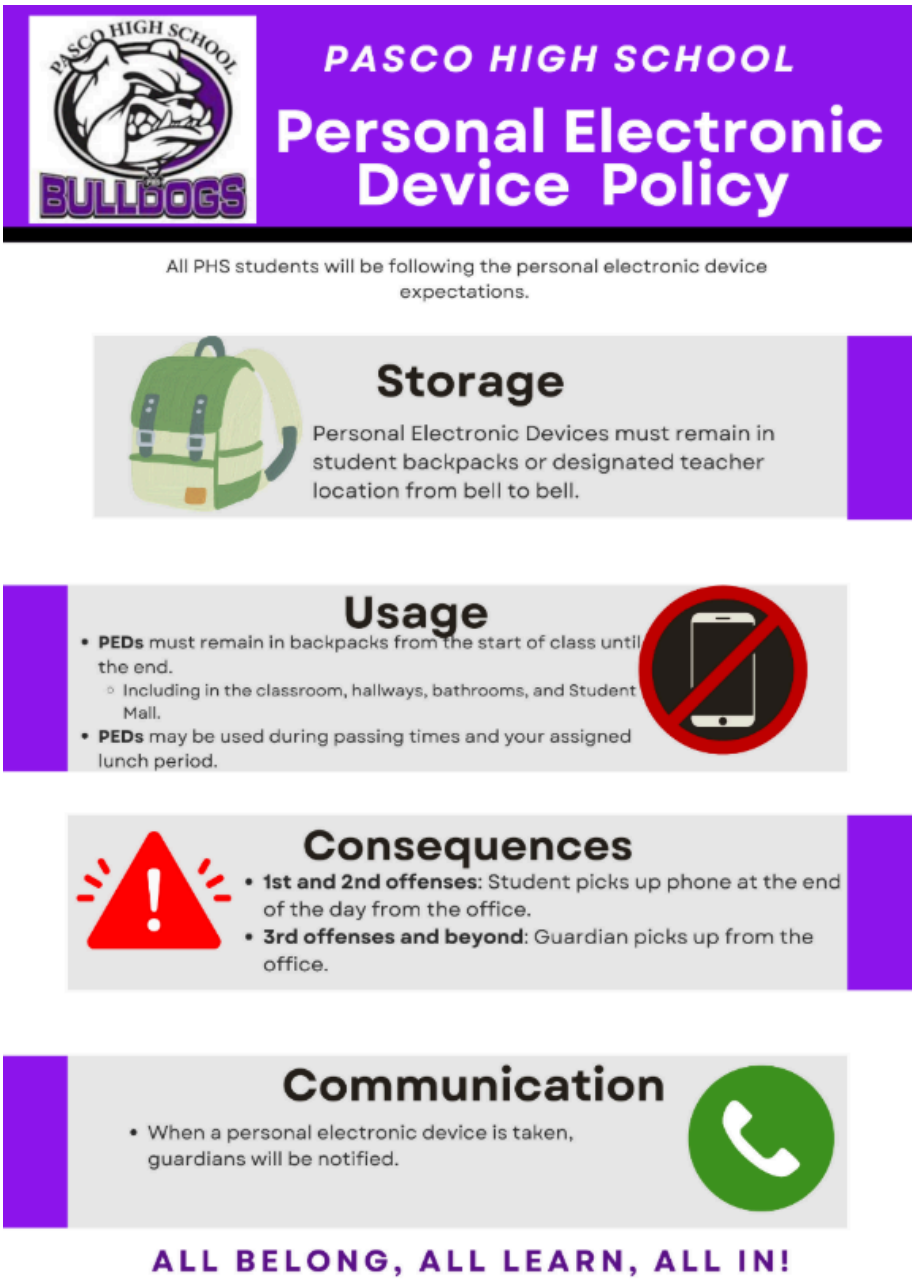
At the high school level, family involvement remains essential. As your teen becomes more independent, we want to work with you to ensure they stay supported and on track—academically, socially, and emotionally.

If you ever have questions or concerns about how MTSS is supporting your student, please don’t hesitate to reach out to your child’s teacher, counselor, or an administrator.

Personal Electronic Device Policy

To continue supporting a safe and connected school environment that promotes enhanced learning, we will be asking students to **keep their cell phones in their backpacks** and out of sight from the beginning of the class period to the end including classrooms, hallways, bathrooms, Student Mall for the 2025-2026 school year.
The goal of our cell phone policy is to increase student engagement in the classroom and to create a culture of respect for learning. Data shows that students are more focused and have higher test scores and grades when cell phones are kept out of the classroom.

Personal Electronic Devices (PEDs) include items such as smartphones, tablets, laptops, portable gaming devices and smartwatches. These are portable gadgets used for communication, entertainment, and productivity.



The main office can relay any any message to a student and students can come down to the office to make/receive calls.

Personal Electronic Device Policy

Pasco High School allows Personal Electronic Devices (PEDs) on campus for instructional purposes only, as long as students comply with the rules outlined below:

- The use of personal electronic devices by students is optional, and students who do not bring PEDs to school will not be penalized. PEDs, like district issued laptops are required for some classes. It is an expectation that Laptops are brought to school each day.
- Students are to comply with all classroom rules and are expected to have PEDs securely stored unless otherwise directed by the teacher. Additionally, students will be expected to comply with all school rules while using personal devices.
- Unwillingness to surrender an electronic device could result in discipline including suspension.

Device Types:

- All devices used need to have internet capabilities and a service plan that allows the student to access the internet. Acceptable PEDs include but are not limited to laptops/netbooks, cellphones/smartphones, iPads/tablets, and some eReaders. Please note that Personal Gaming Systems or other devices used solely for entertainment (e.g., iPods without internet connection) are not permissible.

Guidelines:

- Each teacher has the discretion to allow and regulate the use of PEDs in the classroom and on specific academic projects, including PED accessories such as headphones.
- PEDs must be in silent mode while on school campus, unless otherwise directed by a teacher.
- PEDs may not be used in an academically dishonest manner on assignments, quizzes or tests (i.e.; cheating).
- PEDs are not to be used for non-instructional purposes (such as making personal phone calls, text messaging, or visiting social networking sites).
- Students may not use PEDs to record, transmit or post photographic images or video of a person or persons on campus during school hours or during school activities.
- PEDs may only be used to access computer files or internet sites which are relevant to the classroom curriculum.
- Pasco High School reserves the right to mandate that all PEDs be turned off in situations that may occur including, but not limited to, state testing, safety drills and in areas such as locker rooms.
- Student devices causing a disruption to learning process will be confiscated and a parent/guardian may be required to pick-up the device after school.
- Videoing, recording, or live streaming staff members without their consent is a violation of PEDs policy.

PED & Student Laptop

Students and Parents/Guardians acknowledge that:

- Internet sites may contain material that is illegal, defamatory, inaccurate or controversial.
- 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.
- Pasco High 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.
- 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.
- If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Charging of district laptops will be permitted at Pasco High School. But, it is an expectation that personal devices must be charged prior to school and run on battery power while at school. Any damage done to a personal device while charging at school is not the school's liability.

Students are prohibited from:

- Bringing a device onto school premises that may infect the network with a virus or which contains a program designed to damage, alter, and/or destroy the PHS/PSD network structure.
- Trying to alter or bypass school network security.
- Cyber-bullying, Internet harassment of any nature, and/or internet intimidation of staff or other students (progressive disciplinary action will occur).
- Printing from a personal device at school.

Usage Charges

- Pasco High School is not responsible for any possible service charges to your account that might be accrued or incurred during approved school related use.

Accommodations

- Pasco School District's Internet Technology Department will not be responsible for fixing, troubleshooting or updating security and/or software on PEDs.
- Pasco High School and/or Pasco School District will not be responsible for purchasing any student a PED. Students will be provided a district laptop.

Student Laptop Policy

Device User Agreement Pasco School District views the use of electronic resources as central to the delivery of its educational program. By providing each secondary student a laptop computer to use at school and at home, Pasco School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device in accordance with district policies and guidelines. Below is a summary of commitments made by students and parents.

PED-Student Laptop

Students agree to the following responsibilities before, during, and after school whether or not they are on or off campus.

- Use the device in a responsible and ethical manner, complying with the responsible use guidelines outlined within the Student and Parent 1:1 Handbook and the Pasco School District Electronic Resource Policy 2180 and Procedure 2180P at all times.
- Use technology only to support learning and school appropriate functions.
- Obey school rules concerning behavior and communication that apply to technology use.
- Avoid damaging school equipment by using the device in an appropriate manner and taking a proactive role to aid Pasco School District in the protection of the laptop by reporting all issues.
- Notify a staff member or parent/guardian immediately of information, images, or messages that are inappropriate, dangerous, threatening, or uncomfortable.
- Return the laptop at the end of the school year (or district enrollment) in the same condition received.
- Secure the device at all times.
- Bring the laptop to school daily fully charged.

The parent/guardian agrees to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

- Talk to my child about values and the standards that they should follow on the use of the Internet just as you do on the use of all digital media (TV, phones, movies, music, etc.).
- Be active participants by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Ensure that siblings and other family members are not using the device for personal use.
- Assume responsibility for the cost of repair or replacement if the device is not returned, damaged, lost or stolen.
- Encourage balanced and healthy digital media use.

Dress Code

Our goal is to ensure students are in class learning. To facilitate learning for all students, there are minimum standards for student dress, grooming, and appearance. These apply at school and at any school-based or school-sponsored activity, including but not limited to: classes, ASB events, dances, and sporting events.

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:

1. Support the educational mission of the school district and support the student in achieving the goals of the school activity; and
2. Allow for personal expression.

A student's dress and grooming shall not:

1. Cause a material and substantial disruption of the educational process and/or school activity;
2. Create a health or other hazard to the student's safety or to the safety of others;
3. Damage school property;
4. Create an atmosphere in which a student's, staff member's, or other person's well-being is hindered by undue pressure, intimidation, overt gesture or threat of violence; or
5. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.) and
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or CTE courses).

Students may not wear clothing, jewelry, or personal items that:

- Show any undergarments (bra, sports bra, swimwear, underwear, etc.).
- Are pornographic, contain threats, or promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Demonstrate hate group association/affiliation and or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, political/religious affiliation or any other protected class.
- Cover the student's face (except clothing that is worn for religious or medical purposes).
- Demonstrate gang affiliation, or an organized group of students dressing the same on a regular basis (based on Pasco Police Department guidance). RCW.28A.600455

For more information, please see PSD Policy and Procedure 3224.

PHS Behavior Expectations

As part of MTSS Tier 1, PHS is committed to holding every student, visitor, and staff to the following Bulldog Behavior expectations through out our school.



Events

ATP/HPAC



ATP (Action Team for Partnership) & HPAC (Helping Parents Achieve Communication) Our school's ATP/HPAC is made up of parents, teachers, administrators and community members. This team meets monthly at each school to develop a One-Year Action Plan for School & Family Partnerships, ensures the activities in the plan happen, and evaluates the activities that take place. They also help to publicize events that involve families and gather ideas for new activities.

All families, staff and community members are welcome. Our meetings for the 2025-2026 school year are scheduled as follows:

Sep 17, 2025	5:30 PM	7:30 PM	Library
Oct 15, 2025	5:30 PM	7:30 PM	Library
Nov 19, 2025	5:30 PM	7:30 PM	Library
Dec 10, 2025	5:30 PM	7:30 PM	Library
Jan 21, 2026	5:30 PM	7:30 PM	Library
Feb 18, 2026	5:30 PM	7:30 PM	Library
Mar 18, 2026	5:30 PM	7:30 PM	Library
Apr 15, 2026	5:30 PM	7:30 PM	Library
May 20, 2026	5:30 PM	7:30 PM	Library

Volunteer



Visitors

We encourage parents and community members to visit our school. All visitors are required to sign-in at the Main Office before entering the school. Visitors shall receive a visitor's badge, which must always be worn by the visitor in a conspicuous location.
Anyone not wearing a badge may be stopped and questioned by authorized personnel and may be asked to leave if not in compliance with PSD Board Policy 4311P.

Students from other schools, however, do not enhance the learning of their PHS friends and will not be allowed to accompany student to school UNDER ANY CIRCUMSTANCES.

Volunteer

We recognize the valuable contribution made to our school's programs through the volunteer assistance of parents, guardians, and community members. To promote the education and safety of all staff and students, the Principal shall enforce the procedures for volunteers in compliance with PSD Board Policy 5430 and 5430P. Staff members who wish to use the services of a volunteer for conducting selected activities shall make a request to the Principal. Approval of the request must be obtained before a volunteer will be allowed to render services.

Request must be submitted to the Principal in the Main Office by completing:
the PSD Volunteer Form: PSD Volunteer Form

Please Note:
District policy requires certain volunteers to undergo a background check through the Washington State Patrol. Volunteers may also be asked to complete and sign an Applicant Disclosure Form. The school may decline the services of any volunteer at any time.

Nurse & Medications



Nurse Room

Remember students who visit the nursing office are exposed to many germs and therefore should only be sent if truly necessary. Students visiting the health room during class must have a health room pass. Students must also have a valid student ID to visit the health room.

An appropriate referral to the nursing office includes:

- Any head injury
- Any open, draining would or spillage of body fluid
- Any complaints of severe pain
- Signs of disoriented or lethargic behavior – beyond usual teenage tiredness
- Evidence of pale, flushed, or bluish skin
- Persistent coughing, audible wheezing, or breathing problems
- Appearance of rash or skin irritation
- Suspected sprain, strain, or fracture
- Evidence that (non-life threatening) medication is being carried by the student

– those permitted to self-carry emergency meds such as epi-pen, inhalers, or insulin are noted on their PowerSchool health icon

- Any symptoms consistent with a student' known medical condition – refer to health plans
- A compelling feeling or intuition that the student is not well

Items not provided in the Health Room:

- Food, lotion, water bottles, heating pad for menstrual cramps, and Chapstick
- Clothing and shoes are neither supplied or fixed by the nurse

Student Medication

By law the nurse cannot provide ANY medication (including Tylenol or ibuprofen) as well as antibiotic ointments to students without a PSD medication form signed by a medical provider and parent. Medication in the nursing office must be provided by parent or guardian, and in original container. Students permitted to self-
carry prescription medications have been approved and are noted on PowerSchool.

TITLE 1 FUNDING



PARENT INVOLVEMENT POLICY & PROCEDURES

PART I—ADOPTION
This Pasco High School Parental Involvement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

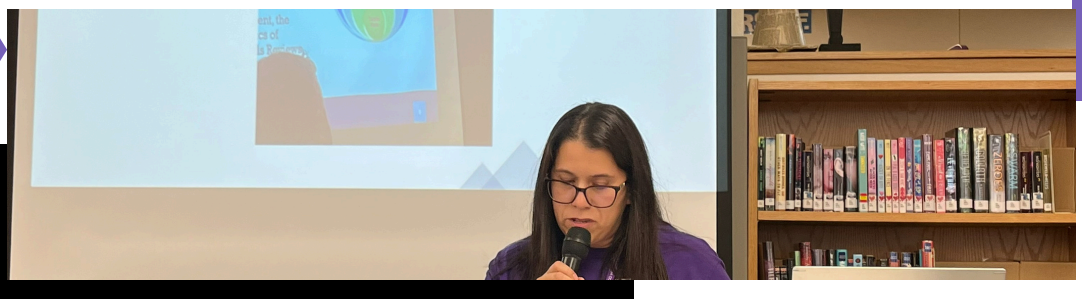
PART II—SCHOOL PARENTAL INVOLVEMENT POLICY
Pasco High School jointly developed and will revise, if necessary, with parents, the following school parental involvement procedures. This process will be made available to all Pasco High School parents and to the local community.

To encourage all parents to participate in Title I required meetings, parents will be:
Informed of the annual meeting to explain parent involvement requirements.
Provided flexible meeting dates including the meeting to be involved, in the review, and improvement of the school plan under Section 1112, school wide under Section 1114, and the process of the school review and improvement under /section 1116.

Pasco High School parents are involved in:
-School Improvement activities.
-The development of the Johns Hopkins National Network of Partnership School Parent and Community Involvement One-year Plan.

Pasco High School parents are provided information about:
Title I, School Improvement and the Johns Hopkins National Network of Partnership School Parent and Community Involvement One-year Plan.
The school curriculum, academic assessments, and the proficiency levels students are expected to meet.
Meeting and conferences to provide suggestions and to participate in decisions relating to the education of their children and respond to any such suggestions as soon as practically possible.
Parents are informed of the Parental Information and Resources Center (PIRC) at ESD 123.

TITLE 1 FUNDING CONTINUED



PART III—SHARED RESPONSIBILITES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

Pasco High School jointly develops a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved academic achievement.

Pasco High School will:

- Provide parents the opportunity to review and discuss the compact as it relates to the individual child's achievement.
- Provide reports to parents on their child's progress.
- Provide parents opportunities to volunteer and participate in their child's class and observe classroom activities.

School / Parent / Student Agreement

This is a voluntary agreement between the school and the child's home. This agreement defines goals, expectations and shared responsibilities of the school and the parent as equal partners for student learning.

Pasco High School Pledges To:

1. Maintain a belief that each student can learn and help each child grown to his/her fullest potential.
2. Treat every student as an individual and show respect for his/her family.
3. Provide a safe classroom environment that supports learning.
4. Maintain an open line of communication with students and their families.
5. Encourage and facilitate parent involvement.

Parents Pledge To:

1. Encourage, support, and praise my child each day.
2. See that my child is punctual and attends school regularly.
3. Call the school or send a note when my child is absent.
4. Discuss with my child what has been learned at school each day.
5. Set aside a time and place for homework and assist if possible.

Students Pledge To:

1. Believe that they can and will learn.
2. Come to school prepared and ready to learn.
3. Show respect for myself, my school, and other people.
4. Be responsible for my actions, decisions, and learning.
5. Discuss with my parent what has been learned at school each day.
6. Set aside a time and place for homework.

Policies can be found online click here