

# KLICKITAT SCHOOL DISTRICT

## Student Handbook 2024-2025



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*Electronic version of this handbook is available on the district website at:*

<http://www.klickitat.wednet.edu/>

## PREFACE

### 2024-2025 Student Handbook

Klickitat School District is committed to continually improving our learning & growth opportunities for students in a safe, orderly, and beneficial educational environment. The Klickitat Student Handbook, in conjunction with district policies and law, provides the framework for constructing and sustaining an appropriate school environment.

The Klickitat Student Handbook has been revised annually but will continue to go through updates and changes this year to ensure best practices and compliance with local, state, and federal laws. This handbook version has been reduced in size in order to ensure usability and understanding of key expectations and procedures. As the handbook continues to undergo changes and updating, school administration is committed to implementing meet-able expectations and permitting due process for all students, staff, and community members and the input of these is welcome.

Klickitat is a great community, and our children deserve the best education we can provide in a safe and productive learning environment. Your awareness & support of the following expectations and procedures will best ensure this outcome.

Sincerely,



Kendrick Lester  
Superintendent  
Klickitat School District #402

## KLICKITAT BOARD OF DIRECTORS CORE BELIEFS AND EXPECTATIONS

### Vision

The Klickitat School District Board of Directors envision that our graduates will be lifelong learners and possess by graduation the essential skills, competencies, and attitudes considered fundamental in becoming a young adult and a responsible citizen in the 21st century.

### Mission

The mission of Klickitat Schools is to provide each student the curriculum and opportunity to prepare to be a 21st century citizen. Beginning with the premise that all students can learn when given a safe and orderly environment, staff have the challenge to motivate and inspire students using the most up to date methods identified by educational research. Further, because the school does not act in isolation from the community, it is essential that staff engage parents to share in the decision-making processes related to school governance.

### Philosophy

- It is the community's challenge to facilitate our youth in becoming contributing members of our democratic society. Together, patrons, parents, students, and staff strive to create a safe, pleasant, and enriched learning environment that holds and models high academic and ethical expectations for all.
- First and foremost, it is the challenge of parents to provide for the basic emotional and nutritional needs of their children so they may attend school prepared to face the demands of learning challenging material or skills.
- It is the staff's challenge to identify and provide effective learning strategies so that our diverse student population can all attain high standards.
- It is the challenge for administration to keep staff, patrons, parents, and the Board of Directors apprised on the degree of vision attainment and to provide financial and motivational leadership to continually enhance vision attainment.
- It is uniquely the challenge of the Board of Directors to establish, evaluate and prioritize policies and goals so that vision attainment occurs expeditiously for all students within their charge.
- Last, and most essential, it is the secondary student's challenge to set and maintain high personal goals of academic, ethical, and fitness accomplishment regardless of the level of support from others.

## Graduation and School Progress

### Klickitat School District High School Graduation Requirements

WA State Credits*	KSD Additional Credits	Course of Study per state guidelines
3.0 Math	1.0	Math: Algebra I, Geometry, and an advanced 3 <sup>rd</sup> year course
3.0 Sci	Math or Science	Science: Two lab courses, 3 <sup>rd</sup> year course (1 lab course can be the third year)
4.0		English
3.0	0.5 CWH Sem 2	Social Studies (.5 Contemporary World History ((CHW)), Geography, Problems/ 1.0 US/.5 Civics, 1.0 elective)
2.0		Health and Fitness (.5 Health, 1.5 Fitness)
1.0		Career and Technical Education **
2.0		Fine Arts **
2.0		World Languages **
<b>20</b>	<b>21.5</b>	<b>Total Core Credits needed to graduate</b>
4.0	0.25 Futures + 0.25 other	Electives **
-	-	Washington State History (non-credit bearing, typically MS course)
<b>24</b>	<b>26***</b>	<b>Total Credits needed to graduate</b>

\*Credit information and requirements are taken from [OPSI's Webpage on Credit Requirements](#)

\*\*Personal pathway requirements (3 total credits) — 1 arts credit, 2 world language credits, and electives may count according to a student's High School and Beyond Plan.

\*\*\*Due to extenuating circumstances some credits may be waived by the board for certain class years.

### Klickitat School District Community Service & Senior Year Requirements

A Klickitat School District graduation requirement is that students accumulate at least 90 hours of community service during their secondary school career with the goal of giving back to the community and instilling the spirit of volunteerism. It is strongly suggested that students complete a minimum of 10-15 hours per year to keep pace in meeting this requirement. New incoming students will be prorated based on the grade in which they are enrolled. Students can log their service hours on the school website – or this link [here](#)

A final Senior Project and/or School & Community Interview requirement will be set forth each year for graduating seniors to present and summarize their learning experience, individual projects, and or individual career exploration and post-secondary plan.

## Graduation Pathways

The state legislature passes laws that determine graduation requirements. To be eligible to graduate in Washington, high school students must: pass specific state assessments (or state-approved alternatives), earn all required state and local credits, and successfully complete a high school and beyond plan. Required assessments vary by expected year of graduation.

## Running Start

Running Start is a program that allows eligible 11<sup>TH</sup> and 12<sup>th</sup> graders to take college classes for dual credit. For further information, contact the school counselor. Running Start students participate in college courses; all applications, registration, and enrollment in courses are at student will. Students are encouraged to work closely with college program advisors. The school, parents, and others are not able to communicate, access, or directly support dual credit college class work.

## K-8 Grade Retention

If a student is failing to make normal progress, the parents must be notified of concerns early, so that the school and home may cooperate in helping the student achieve greater success. Decisions regarding student retention will be made on a case-by-case basis.

## Secondary School Late Work Policy

Secondary students who do not complete work on time have opportunities to earn credit for it within the following guidelines:

- The end of the term will be the last day to turn in work for that term.
- Students who end the term with an F will be given an opportunity to make it up by either demonstrating competency to earn a passing “D” grade or retaking the course. The option will be determined by the teacher and an administrator.
- Students, and/or guardians, will have until two weeks past the day that final grades are reported each term to appeal the final term grade.

## School Attendance

School starts at 8:00 am and releases for the day at 3:15 pm (Wednesday release is early at 1:25 pm)  
The campus does not open to students until 7:40 am.

## Tardies

All students arriving late for school must check in at the office before going to class. If the tardy is not excused, lunch detention will be assigned for that day (grades 6-12). Excessive tardies are an attendance issue; shortcomings in attendance may impact grades and credit accrual and result in administrative intervention.

## Excused and Unexcused Absence

Since excessive absences negatively impact student performance, students are expected to arrive at school on time and have regular attendance. Students are permitted five undocumented excused absences per year. All subsequent absences will require appropriate documentation (ie doctor’s note) in order to be excused.

Absences for family activities should be pre-arranged with teachers and the school. Lengthier planned absences and plans for accessing and completing schoolwork require administrative approval.

## Documentation of Excused Absence

If your child is going to be absent, notify the office and provide a reason for the absence. Medical, dental, and other appointments should provide a visit summary, receipt, or note from the practitioner's office to be excused. Notes can be brought in or sent to the office, emailed, or faxed from the provider's office to the school. If no note is received within three working days, the absence will be recorded as unexcused.

## Make-up Work

For all excused absences, students will be permitted to make up all missed assignments and provided with a reasonable time limit for completion, as determined by the individual teachers. For unexcused absences, make-up work may be provided through individual teacher discretion.

## Interventions for Excessive Absences may include:

- Conference with parents/guardians, teachers, counselors, and administration
- Referral to a 504 plan to address any relevant necessary accommodation
- Assignment to supplemental academic support periods (during or outside of school hours)
- School discipline including detentions
- Attendance Contract
- Referral to Community Engagement or Klickitat County Truancy office per Becca Bill requirements

Students exceeding 5 undocumented or unexcused absences, or equivalent time lost for late arrival tardies, may be denied course credit or grade advancement based on administrative action.

## Student Checkout and Release

Appointments should be made outside of school hours or on non-school days. However, this may not always be possible and other reasons or illnesses may arise upon which a student may need to depart early from school. Students must be signed out at the office by a parent or other pre-approved contact listed on the student's record. Students may not sign themselves out without prior documented parental and administrative approval. A parent's phone call to the office or administrative staff may be acceptable on a limited case-by-case basis.

Changes to student pick-up or transportation arrangements must be communicated to the office at least 30 minutes before school release. Bus drivers will not accept notes or calls that have not been approved by the office – all changes must be communicated to the school office.

Without prior documented parent and administrative approval, K-2 students will not be released to walk home without a parent or other pre-approved contact listed on the student's record.

## Truancy

A student who leaves the school campus without appropriate sign-out from the office, other authorization, or reasonable explanation is designated as truant. Truant students are subject to discipline including possible exclusion from school for the remainder of the day if they attempt to return. The school will communicate with parents on matters of truancy.

### **School Closures/Late Starts**

Occasionally weather conditions make it necessary to close school or have a late start. School closures and late starts are usually announced and broadcast by 6:00 am. While there are many area sources for closure information; closure details and schedule changes will be posted on the school district website and district Facebook account.

## **Positive School Participation**

### **Associated Student Body**

Students are encouraged to take ownership of and participate in the culture, environment, and activities of their school. The secondary school's Associated Student Body (ASB) program allows students to organize and take on school student leadership roles, generate funds & a budget, plan school initiatives and events for the improvement and enjoyment of the student body. Please contact the school ASB advisor, or administration, for information and to participate.

### **Extra-Curricular Activities, Field Trips**

Students may participate in sports, clubs, field trips, and other activities only if acceptable attendance, academic standing, and behavior is maintained (at least 90% attendance, no failing grades, pattern of respectful behaviors according to age and ability).

School administration will determine individual cases of student circumstances & fitness for participation – It is expected that ALL students participate in school-offered opportunities and activities, and we wish to support ALL students in meeting these expectations for participation.

Eligibility and other standards for Extracurricular Activities are defined in a separate [Athletic Handbook](#) according to school and OSAA league requirements and procedures.

### **School Dances**

All dances will be approved by the Associated Student Body. Students inviting a guest must complete the "Dance Guest Form" and be approved at least 2 school days prior to the dance. Homecoming and Prom are restricted to students enrolled in grades 9-12 and their student guests under the age of 21.

### **Academic Integrity**

Students are expected to submit their own original work and achieve grades through their own legitimate effort & merit. Cheating, plagiarism, use of another source's work, and then passing it off as the student's own work will negatively impact the student's academic progress and be considered for school discipline, including the potential of failing the test, assignment, project, or school course as a whole.

Artificial Intelligence (AI) is a tool that can support learning and the drafting of work, however, submission of final work created by AI and passed off as one's own is considered plagiarism.

## Dress Code

Wearing appropriate clothing to school is a shared responsibility between the students and their parents. No clothing, or lack of clothing, that disrupts the learning environment is permitted. School dress standards apply to all school settings and school events.

Accommodations to the dress code can be approved by the administration upon consideration of certain appropriate activities/events, the practice of religion, or circumstances defined by a student's 504 or IEP plan.

The following are considered inappropriate clothing items and are NOT permitted:

1. Clothing that promotes directly (or by innuendo), drugs, tobacco, tobacco products, vaping, alcohol, sex, discrimination, racism, profanity, criminal/gang activity, etc.
2. Head coverings that disrupt or distract from the learning environment or that present as a hindrance to school security. No unapproved hats, headphones, or hoods are permitted indoors or in the classroom.
3. Clothing that by size or style does not sufficiently cover underwear, buttocks, midriff, chest area, or much of the top shoulder OR that is excessively tight, baggy, tattered or torn.
4. Clothing such as shorts, skirts, and dresses that are not at least mid-thigh or longer.

Students wearing inappropriate clothing items to school will be asked to change or cover the item. It is possible that parents or guardians will be called to bring alternate clothes to school, or the student being sent home.

## Hygiene

It is important for all students to come to school with appropriate hygiene, including clean bodies and clean clothes, to support their well-being and ability to learn. If concerns about hygiene or cleanliness arise, the matter may be referred to the school nurse, and in some cases, the office may determine that a student needs to be sent home.

We are sensitive to the needs of our students and are committed to working with individuals and families to address any challenges related to clothing and hygiene. To the extent possible and appropriate, the district can provide access to laundry facilities, showers, and necessary hygiene supplies upon request.

## Student Common Spaces

The school playground equipment is to be used appropriately by students under 12 years old and is closed after dark.

The blacktop play area is supervised at recess & lunch times. Inclement weather may cause outdoor play to be moved to the gym or classroom.

Grades 6-8 may use the multi-purpose room for appropriate indoor gatherings, games, and activities; while the high school library acts as the student center for grades 9-12.

Students are responsible for respectful behavior, keeping these spaces clean, and returning any borrowed equipment.

School bathrooms, while for common use, are a private space with a specific purpose – not a hangout.

## Visitors on Campus

All visitors must check in at the school office. Visitors are not to access classrooms or student common spaces without prior check-in and approval from the office.

## Meals and Food

The Klickitat School District provides cost-free breakfast and lunch meals to all students K-12. Breakfast and lunch counts are taken during first period. Students entering late may request meals when checking in at the office. Meals are served daily in the multi-purpose room.

Students may store only closed food and resealable drink containers in their lockers. Soft drink cups and open packages of food are NOT permitted in student lockers.

Food or drinks with resealable lids are permitted in the library and kitchen (room 305). Students are responsible for cleaning up after themselves. If food & drink spills become an issue, students will lose this privilege and all eating will be limited to the multi-purpose room.

Only water, in resealable containers, is permitted in the classrooms. Food is not permitted in classrooms.

Vending machine use is currently only available for grades 9-12.

## Off-Campus Lunch Privileges

Klickitat School District is a closed campus for grades K-12. However, high school students in good standing with grades, attendance, and behavior may have the privilege of leaving campus for lunch if a parent or guardian signs an Off Campus Lunch Contract granting permission for the student to leave campus. Students sign the contract agreeing that if this privilege is abused, it will be revoked; Parents agree that they assume responsibility for their student's off-campus behavior.

## Student Vehicles and Parking

Licensed students have the privilege of driving to and parking on school property. Parking areas for students or guests are on the west end of the school in the shared lot with Grace Lutheran Church. The speed limit on school property is 5 mph, and exceeding this speed limit will result in the suspension of parking privileges.

Parents and students bear the sole responsibility for the use of motor vehicles and bicycles for travel to and from school. Any operation of a vehicle in violation of state law or in such a manner as to endanger a person or property will be cause to assign appropriate discipline and/or make a report to authorities. Student driving and parking on school property is a privilege, not a right.

Students are encouraged to park in the school parking lot, on school property. The school does not encourage or facilitate parking off of school grounds. Students parking vehicles off of school grounds are subject to the permission of the property owner and/or Washington law. All student drivers shall abide by the following standards:

- A school parking pass must be requested from the school office
  - Student and Parent will attest to the driver holding a valid Washington driver's license and show evidence that there is liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property
  - Make, Model, and license number of student vehicles driven to school are to be given to the office
- Once a student has parked his or her car he or she is not to access, occupy, or drive the vehicle during the school day without permission & sign out from the office
- School parking lots are off-limits during classes and passing times. Students are not to use their cars as lockers or sit in their cars on school days between school hours including during passing times or at lunchtime. Students are to leave the parking lot area and come into the school as soon as their cars have been parked. Students are not to loiter in the parking lot after school
- Once a car is driven onto the lot it must be parked. Cruising in and out of the lot or around the lot is not permitted
- Drivers shall not spin or slide their vehicle's wheels on campus or when departing the campus
- Drivers shall not drive over any curbs, sidewalks, on dirt or grass areas, or any pedestrian walkways.
- Student rules regarding possession of alcohol, drugs, other illegal chemical substances or opiates, firearms or a dangerous weapon will also extend to a student's vehicle.

## Personal Belongings

Students are not to bring personal toys, games, electronics, unreasonable sums of money or other expensive items to school. School staff do not have the time to pursue investigations of stolen personal property.

Students must take reasonable care to secure their valuables. P.E. lockers and hallway lockers should be locked and secured. Personal articles are not to be left in the classroom hallway. Any lock or locker that does not function properly should be reported to the office so repairs can be made.

Backpacks are great to have between school and home as needed. However, backpacks are not permitted in classrooms or throughout the day. Backpacks should be secured in student lockers (grades 7-12) or in designated classroom spaces (grades K-6).

## **Cell Phones and other Personal Devices**

Student cell phones are not permitted in the classroom and their use is discouraged schoolwide.

However, grades 6-12 may have privileged access to limited cell phone use in designated areas (student common spaces) during unstructured times (lunch, open periods, etc). Students who use cell phones in the classroom or outside these exceptions are subject to discipline – which may include confiscation of the device. Confiscated devices may be secured in the office until they can be picked up by a parent.

Other personal electronics (laptops, tablets, headphones, etc) are NOT needed at school. If students have these devices with them, they are to be turned off and stowed in the student's bag or locker – the school assumes no responsibility for lost, stolen, or damaged electronics.

Student cell phones and other personal electronic devices are forbidden on the school's network. Attempts to access or tamper with the network are subject to charges of digital trespass & confiscation of devices. Additionally, students may not use any device to make unwanted communications, show/share inappropriate content, or photograph/film other students without their permission.

## **School Telephones**

Students may request use of the office phone for calls home with staff permission. If parents or guardians need to notify a student about urgent information, they should call the school office at 509-369-4145.

## **Email, Microsoft Office, and School Issued Devices**

The school network provides access to the online Microsoft Office Suite (MS Office) for students in 4-12 grades – including a school email. Emails and documents created in MS Office under student usernames are not guaranteed to be private. Students should not share private information nor engage in bullying or harassing behavior via the Internet. Any student sending threatening emails is subject to investigation by the school and/or law enforcement.

Student-issued devices are to be signed for by student and parent upon issue. Devices are to remain on campus not to be transported home. If a device is needed at home or to support student participation in other approved activities, the check out of a device can be requested from the office.

All school issued devices are monitored and for content & inappropriate use.

## **Weapons**

It is unlawful for any person to carry onto public school premises, school-provided transportation or any area which is being used exclusively by public or private schools, any firearm or dangerous weapon as defined in RCW 9.41.250 and RCW 9.41.280.

Students possessing weapons of any type are subject to immediate discipline including the possibility of expulsion from school.

## **Fighting/Violent Acts**

Physical violence or abuse of any nature will not be tolerated. All parties determined to have been contributory to fighting, violence, or disruption will be subject to discipline.

## Safe & Drug-Free School

Students are prohibited from possessing, being under the influence of, or using alcohol, tobacco, marijuana, or any other form of illegal drugs while they are in school, on school grounds, or at any school-sponsored activity. Students suspected of violating this policy will be disciplined and provided access to interventions. Students using look-alike products or paraphernalia, such as non-alcohol beer, pipes, etc., may be disciplined in the same manner. All items are subject to immediate confiscation and may include notification to law enforcement. Any use of prescribed drugs that are not disbursed by the office is considered an illegal use of drugs.

## Dispensing of Medication to Students

The administration will permit the distribution or dispensing of medical supplies or medication by approved personnel on school property during the regular daily scheduled activities. Health plans will be developed by the school nurse as information is provided by the parents and/or guardians. Students are NOT permitted to carry prescriptions or over-the-counter medication of any kind. At the close of the school year, all unused medications must be collected by the parents. Contact the office for more information on nurse services and medication health plans.

## Head Lice

Per local health guidance, students with live head lice can remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has begun.

## Sickness

In order to ensure all students & staff are able to attend school, do not send a sick child to school. If your child is presenting symptoms of an illness, please contact the office at 509-369-4145. Students that present at school with symptoms or sickness will be sent home. Parents or their designated emergency contact must promptly take sick students home; there is no sick room or recovery care space available at the school.

## Special Education and Behavioral Mental Health Resources and Support

The district desires that all students can safely and successfully access and benefit from their education and offerings from the school. The district partners with Education Service District #112 (ESD112) to administer and staff local programming and support for:

- Special Education; students with qualifying disabilities requiring individualized instruction
- Substance abuse prevention education and intervention; students
- Behavioral Health Counseling and Social Work; students and their family

Please contact the office or school counselor to obtain more information.

## Discipline

This handbook does not account for all violation types or the extent of disciplinary measures. As a basic standard, students should be where they are supposed to be, doing what they are supposed to be doing. Refraining from any conduct disruptive to the educational process and/or actions that infringe upon the rights, property, and safety of others.

All discipline will be dealt with in a fair, firm, and consistent manner while considering the differences in circumstances and situations. The maturity of the student will be considered when dealing with disciplinary action. School administration will observe local board policy & procedures with state law in assigning disciplinary actions – (ie Klickitat School Board Procedure [3421P](#)). Additionally, for matters of non-discretionary discipline and considerations for classroom removals or suspensions; the district refers consideration to the example discipline matrix proposed by OSPI and Washington State School Directors Association. Appeals to these actions may first be directed to the Dean of Students, followed by the school superintendent, and eventually, the Klickitat School Board if unresolved.

## 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?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school”

HIB may involve 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 ([link to form](#)) 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 (The School District Superintendent) that supports prevention and response to HIB.

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

## What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

## What are the next steps if I disagree with the outcome?

**For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

**For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process please see the district’s *HIB Policy [3207] and Procedure [3207P]* linked [HERE](#)

## 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]*, linked [HERE](#)

## What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Nondiscrimination Policy [3205] and Procedure [3205P], linked [HERE](#)

### **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. (See school phone number, position name and emails at the end of this document):

Concerns about discrimination:

Civil Rights Coordinator: The School District Superintendent

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: The School Dean of Students

Concerns about disability discrimination:

Section 504 Coordinator: The School Counselor

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: The School District Superintendent

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to [The School District Superintendent and/or the Klickitat School Board Chair] 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 (3205P), linked [HERE](#)

### **I already submitted an HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

## Who else can help with HIB or Discrimination Concerns?

### Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

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

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: [ocr@ed.gov](mailto:ocr@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's Gender-Inclusive Schools Coordinator (The School District Superintendent) can hear and address requests and needs related to:

- · Address students by their requested name and pronouns, with or without a legal name change
- · Change a student's gender designation and have their gender accurately reflected in school records
- · Allow students to use restrooms and locker rooms that align with their gender identity
- · Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- · Keep health and education information confidential and private
- · Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- · Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], linked [HERE](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: The School District Superintendent.

## School Office Hours and Contacts

Open on school days 7:40am-4:00pm

Phone Number: 509-369-4145

### 2024-2025 Office Contacts:

**Office Manager:** Yvette Schultz [Yvette.Schultz@klickitatsd.org](mailto:Yvette.Schultz@klickitatsd.org)

**School Counselor:** Cristie McCabe [Cristie.McCabe@Klickitatsd.org](mailto:Cristie.McCabe@Klickitatsd.org)

**Dean of Students:** Dan Smith; [Dan.Smith@klickitatsd.org](mailto:Dan.Smith@klickitatsd.org)

**Superintendent:** Kendrick Lester; [Kendrick.Lester@klickitatsd.org](mailto:Kendrick.Lester@klickitatsd.org)

**School Board Chair:** Traci Kessinger; [Traci.Kessinger@Klickitatsd.org](mailto:Traci.Kessinger@Klickitatsd.org)