



CHASE HISTORY

On September 13, 1994, our school was dedicated to the memory of the late James E. Chase. James Everett Chase, the youngest of seven children, overcame social and economic barriers to become Spokane's mayor. He was born in East Texas in 1914 and attended high school in Ballinger, Texas. In 1942, Chase married Eleanor Barrow. They had one son, Roland. In 1975, Chase won a seat on the Spokane city council. Four years later, Chase was the only council member to win reelection between 1973 and 1983. He entered the race for mayor in 1981 and won with sixty-two percent of the votes, becoming the first black mayor in the history of Washington State. Chase was an involved citizen throughout his life and active in many organizations, including the Association for a Better Community, Spokane Area Youth Council, Prince Hall Masons, Housing Advisory and Appeal Board, and the National League of Cities Public Safety Committee. Chase established a city youth commission to serve as an advocate for children. In 1987 it was renamed the James E. Chase Youth Commission in his honor. James Chase died of cancer at age 73. Twelve hundred people attended his funeral. His dream of equal opportunity for everyone lives on through Chase Middle School and its students.

This Student Planner belongs to:

ALL BELONG, ALL LEARN, ALL LEAD

**CHASE MIDDLE SCHOOL
4747 EAST 37TH AVENUE
SPOKANE, WA 99223
(509) 354-5000**

Our website and is a vital source of information. Please make sure you are familiar with the Chase website.
Chase Middle School web page: <http://www.spokaneschools.org/chase>

6th Grade Monday Schedule

Hallways Open	9:53 AM
One Minute Bell Tone	9:59 AM
1 st Period	10:00 – 10:47 AM
2 nd Period	10:51 – 11:38 AM
1 st Lunch	11:38 AM – 12:08 PM
3 rd Period	12:12 – 12:59 PM
4 th Period	1:03 – 1:50 PM
5 th Period	1:54 – 2:33 PM
6 th Period	2:37 – 3:30 PM

6th Grade Tuesday-Friday Schedule

Hallways Open	8:53 AM
One Minute Bell Tone	8:59 AM
Advisory	9:00 – 9:23 AM
1 st Period	9:27 – 10:19 AM
2 nd Period	10:23 – 11:15 AM
1 st Lunch	11:15 – 11:45 AM
3 rd Period	11:49 – 12:41 PM
4 th Period	12:45 – 1:37 PM
5 th Period	1:41 – 2:33 PM
6 th Period	2:37 – 3:30 PM

7th and 8th Grade Monday Schedule

Hallways Open	9:53 AM		
One Minute Bell Tone	9:59 AM		
1 st Period	10:00 – 10:47 AM		
2 nd Period	10:51 – 11:38 AM		
3 rd Period	11:42 – 12:29 PM		
1 st Lunch	12:29 – 12:59 PM	4 th Period	12:33 – 1:20 PM
4 th Period	1:03 – 1:50 PM	2 nd Lunch	1:20 – 1:50 PM
5 th Period	1:54 – 2:33 PM		
6 th Period	2:37 – 3:30 PM		

7th and 8th Grade Tuesday-Friday Schedule

Hallways Open	8:53 AM		
One Minute Bell Tone	8:59 AM		
Advisory	9:00 – 9:23 AM		
1 st Period	9:27 – 10:19 AM		
2 nd Period	10:23 – 11:15 AM		
3 rd Period	11:19 AM – 12:11 PM		
1 st Lunch	12:11 – 12:41 PM	4 th Period	12:15 – 1:07 PM
4 th Period	12:45 – 1:37 PM	2 nd Lunch	1:07 – 1:37 PM
5 th Period	1:41 – 2:33 PM		
6 th Period	2:37 – 3:30 PM		

Student Responsibilities

Negative behaviors will be addressed directly in a manner consistent with our building-wide discipline plan and in accordance with policy 3240.

“When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.”

Chase Behavioral Interventions

Following are examples of various commonly issued behavioral interventions. Other interventions may be issued from time to time as merited by specific situations. **Chase administrators have the right and the obligation to decide what behavioral interventions will be administered.** Chase behavioral interventions will depend on individual factors and include principles of restorative practices along with corrective action. Corrective action will be progressive in nature and, depending on individual factors, could include any of the following actions:

- Restorative Practices
 - Repairing harm circles, mediation, apologies, restorative dialogues/making agreements, restorative conferences, relationship building
- Discipline
 - Classroom exclusion, suspension (in-school, short-term, and long-term), expulsion, emergency expulsion, other forms of discipline

Our number one goal is the safety and learning of your students in all circumstances. We want to partner with families to address behavior concerns as they arise. If you have further questions regarding Student Behavior, Rules of Conduct, Restorative practices and Corrective Actions please review Policy and Procedure 3240.

Policy: <https://weba.spokaneschools.org/polpro/View.aspx?id=635>

Procedure: <https://weba.spokaneschools.org/polpro/View.aspx?id=636>

BUS

Bus loading expectations: Students are to report to their assigned buses immediately following the end of the school day. Buses will begin leaving at 3:35. We cannot hold buses for late students so it is important that all students arrive on time. **Students not riding a school bus are not allowed in the bus loading area.**

Students living more than 1.5 miles from school are eligible for bus transportation. **Riding the bus is a privilege not a right. All school policies apply to conduct on school buses. Student safety is our primary concern.** It is expected that students will demonstrate appropriate behavior while riding the bus. Citations issued for misbehavior will follow a progressive discipline model beginning with a warning with further citations resulting in removal of bus privileges.

Each incident is up for review by a school administrator and depending upon the nature of the citation, immediate bus removal could be imposed.

Special Transportation Circumstances:

- An activity bus will be available at 4:15 and 5:15 p.m. for those students who are eligible for regular bus transportation. This bus is only for students who are participating in an ASB activity or sport. Spectators are not allowed to ride and must have their own transportation. Please note that activity bus stops are not always the same as regular bus routes.

ATTENDANCE

Absent from School: Parents/guardians are requested to call the school **(354-5050)** the day of absence. If a phone call has not been made, students should bring a note from a parent/guardian to the attendance office the day they return to school. Students with notes should report to the Student Attendance Office before 8:40 a.m.

Other Absences: If your child will not be in school for an extended period of time for reasons other than illness (i.e. family trips or other reasons), you can pick up an “**Absence For Reasons Other Than Illness**” form at the Student Office. Please complete and sign the form and return it to the Student Office. The student is responsible for collecting homework assignments from each teacher.

Obtaining Assignments for a Sick Child: Students who are ill for **three** or more consecutive days may obtain homework assignments by having a parent/guardian call the Student Office (354-5027) before 9:00 a.m. Work may be picked up in the main office between 3:30 and 4:00 p.m. It is the student’s responsibility to complete work missed while absent.

Tardy: Parents /guardians are requested to call the school to report the late arrival. If a phone call has not been made, students should bring a note from a parent/guardian to the Attendance Office upon arriving at school. **ALL STUDENTS TARDY TO SCHOOL SHOULD REPORT TO THE STUDENT OFFICE FOR A PASS.** Students who are tardy to school or class without excuse will be assigned disciplinary consequences.

Early Dismissal: Students may be excused for medical and dental appointments during school hours.

- Bring a note to school from parent/guardian requesting permission to leave school at a specific time.
- Report to the Student Office before school to receive a green TEMPORARY DISMISSAL SLIP.
- Show the pass to the classroom teacher before leaving school.
- Upon returning to school, check in at the Student Office and go immediately to class.
Without a prior written note to the student office a parent or guardian must come into the building to sign out a student for early dismissal.

Truancy: Students are never to leave the school premises during the official school day except by written permission of parent, or parental phone permission. STUDENTS WHO FAIL TO PROPERLY CLEAR WITH THE ATTENDANCE OFFICE BEFORE LEAVING THE SCHOOL WILL BE CONSIDERED TRUANT. Absences which are not covered by an approved written excuse from a parent/guardian are considered truancies as well. Administrative action will be taken for all truancies.

DRESS



Dress Code Policy District Guidance: (Spokane Public Schools Procedure/Policy 3224)

- School dress and grooming standards will be gender-neutral and will not restrict a student's clothing choices on the basis of gender.
- Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Spokane Board of Directors.
- Student choice in matters of dress should be made in consultation with the parents
- Student dress will only be regulated when, in the judgement of school administrators, there is a reasonable expectation that a material and substantial disruption of the educational process will result from the students' dress or appearance.

A material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district. Prohibited dress includes, but is not limited to, the use of lewd, sexual, drug, tobacco or alcohol related messages, or gang-related apparel.

ITEMS NOT ALLOWED AT SCHOOL

The following items are NOT allowed at school. These items will be confiscated and released only to a parent or guardian.

- Mods, E-cigarettes, vapes, dabs, etc...
- Laser pens
- Permanent markers - Sharpies
- Matches or lighters
- Chains
- Disruptive/ Distracting Play Items

ELECTRONIC DEVICES

Personal electronic devices, headphones, speakers, cell phones, iPods/mp3 players and any other “tech gadgets” will be allowed but must be turned off and stored in your backpack during school hours. Smart watches are to be used as a time piece only during school hours.

Violation of Electronic Device Policy will result in:

1st offense: Verbal Warning

2nd offense: Confiscated **and** student office pick-up at the end of school day.

3rd offense: Confiscated **and** returned to parent only. Possible disciplinary consequences could result.

TECHNOLOGY

Spokane Public Schools (SPS) provides a variety of technology resources for use by students. These resources are to be used only for educational purposes. While at school, students will access the web on their school devices through the SPS network. Students and guardians should review the district’s accessible use policy. Students will need to bring their charged laptop and power cord to school each day for use in class with teacher permission.

More information on digital tools and the acceptable use policy can be found at <https://www.spokaneschools.org/digitaltools>.

MEALS

Students are offered both breakfast and lunch at Chase. Students have several food choices for each meal, daily options are located on the Spokane Public Schools breakfast/lunch menu.

TELEPHONES

Students may use the phone in the student office to contact a parent or guardian. Students must have a pass from the teacher to use the student office telephone during class time. Students are asked to limit personal calls to before school or during their lunch hour. **Cell phones, earbuds and all other technology from home are to be off and stored in backpacks during school hours.**

REPORT CARDS

Formal report cards are issued each quarter. Reporting dates are as follows:

1 st Quarter ends	November
2 nd Quarter/1 st Semester ends	January
Report cards mailed home.....	February
3 rd Quarter ends.....	April
4 th Quarter/2 nd Semester ends.....	June
Report cards mailed home	June

VALUABLES

Students are encouraged NOT to bring large amounts of money, trading cards, iPods, MP3, PSP, etc. -- any and all items difficult to replace or other valuables -- to school. **The school will not be responsible for lost or stolen items.** Remember, lockers are not always secure. Ipods, MP3, PSP and all other electronic devices should be placed in your locker when halls are open. They should not be removed from lockers until the end of the school day. We strongly discourage bringing these electronic devices to school. Students are responsible for any loss or theft of these items.

Unfortunately, incidents sometimes occur which can result in damage or loss of personal property owned by or in the possession of students. Accordingly, parents are reminded that the school district cannot be responsible for loss or damage to personal property brought to school by students. Thus, **bringing personal belongings to school is done so at the student's own risk.** If the value of an item is such that you cannot afford its loss, please make certain that your child does not bring the item to school.

VISITORS

According to Spokane Public Schools regulations, students are **NOT** permitted to bring visitors or guests for all or any part of the school day. Parents are always welcome at Chase. Please remember to check in at the office to obtain a visitor pass.

HARASSMENT

The district is committed to a safe and civil educational environment for all students that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, or sensory handicap, 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions -

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

STUDENT TOBACCO, ALCOHOL AND OTHER DRUG USE/ABUSE

We all recognize that the use/abuse of tobacco, alcohol, narcotics and other drugs represents a real health danger. It also interferes with the educational process and contributes to disruptive behavior in school. We are committed to keeping Chase a safe, drug-free school. Students will not possess, use, deliver, sell or offer to sell any illicit drugs or alcohol. Further, students will not be in possession of drug paraphernalia. This expectation is a top priority for all members of the Chase educational community and will be rigorously enforced. Violation of this policy will result in immediate corrective action as follows:

Possession, Distribution, Sell, Offer to Sell, Or the Use Of Alcohol Or Illicit Drugs

- **Corrective action**—Due to the serious nature of substance abuse, these issues will be taken very seriously and dealt with in accordance to policy 3240.
- In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited and a violation of the law, a report may be made by school officials to law enforcement.

FIREARMS AND OTHER DANGEROUS WEAPONS

We are deeply concerned with the increasing violence at all levels of our society, and we are proud that violence has not been a serious problem at Chase. In a changing society, however, we want to make every effort to be proactive in keeping our schools safe. Our school district staff is dedicated to working with parents, police, and lawmakers to create the safest possible environment. For this reason, weapons of any kind are prohibited from Chase Middle School.

Washington state law explicitly forbids any student bringing a firearm to school, onto a school bus, or to any school sponsored activity. Firearms include but are not limited to: air pistols and rifles. BB guns, pellet guns, and any other firearm designed to propel an object which could cause injury. In addition, toy guns are considered to be a significant risk due to the realistic nature of their design and students who bring a toy gun on the bus or school will be subject to suspension.

Weapon list below includes objects such as sling shots and air rifles, which some parents may not think of as dangerous. However, even a very young child bringing such an object to school for “Show and Tell” faces serious consequences. Please carefully read the list below and keep such items where your student cannot access them without your supervision.

In a similar law a tougher stand against dangerous weapons is now in effect. Dangerous weapons as defined in RCW 9.41.250 and RCW 9.41.180 include: Every person who shall manufacture, sell, or dispose of or have in his possession any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a

blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm (RCW 9.41.250)... Any firearm; any dangerous weapon as defined in RCW 9.41.250; any device commonly known as “nun-chu-ka sticks”, connected with wire, rope or other mean; or a device commonly known as “throwing star” which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas (RCW 9.241.280). It shall be unlawful for anyone to carry, exhibit, display or draw any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons (RCW 9.41.270). Violators are guilty of a gross misdemeanor.

Other items students are not to have at school under any circumstances are pocket knives, matches and lighters, and anything propelling any projectile such as a rubber dart gun, etc. Since toy weapons represent violence, we feel they are inappropriate in the school setting. Thank you for your continued cooperation and support in keeping our school safe.

CHASE MIDDLE SCHOOL ACTIVITIES

After Hours Athletic Activities

Chase has limited seating for after school athletic activities. Students are not allowed to attend after school activities unless accompanied by **their** parent.

Student Government

It is recommended that all students participate in Chase student government/ASB. The ASB plans activities and provides opportunities to learn leadership skills and promote school spirit.

Please note that all students participating in school activities need to purchase an ASB card.

Athletic and Extracurricular Activities Eligibility

Students at Chase may participate in a wide variety of activities. Seventh and eighth grade athletics include cross-country, softball, boys flag football, basketball, wrestling, track, volleyball, and baseball. In addition to athletics, many clubs are available to Chase Chargers and will be advertised throughout the year.

There are many opportunities available at Chase; before, during, and after school. To participate in athletics, clubs, drill team, band, and choir activities, a student must be eligible under Chase rules and agree to read, sign, and abide by the Middle School Activities Contract along with parent/guardian and be in compliance with eligibility requirements. If students have any F's then students will be put on a two-week probation to bring their grades up to a minimum standard before they can compete in any events. During probation, students may attend practices, classes, etc., but are not allowed to participate in any contests.

Athletics

All students are encouraged to participate in extracurricular activities. To participate, students must

- Purchase an ASB card
- Have a physical exam on file at Chase
- Students must be academically eligible as defined by the WIAA, our league, and our school
- Complete all required district paperwork in Final Forms found on our school website

Full Non-Discrimination Statement

Revised: September 2021

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer. Officers: *Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269 *Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 *504 Compliance Officer, Melanie Smith, (509) 354-7284 * ADA Officer, Stephanie Busch, (509) 354-5993 * Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 * Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651 *200 N. Bernard Street, Spokane, WA 99201-0206

Unlawful Discrimination

Allegations of discrimination should be reported to your child's teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to reasonably accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression or identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you are unable to resolve your concerns with your child's teacher or principal, contact Melanie Smith, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, (509) 354-7284, MelanieSm@spokaneschools.org to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Procedure 3210 provides the procedure for filing a discrimination complaint. **There are three (3) steps: Step 1:** Complaint to School District Superintendent, **Step 2:** Appeal to the School Board, and **Step 3:** Complaint to OSPI. The instructions on how to follow these steps may be found at k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when; a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, or place on a sports team, or any educational or employment decision, or; the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment. You can find a copy of the district's policy and procedure 5011 on the district's website www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member, contact their building administrator, or contact Jodi Harmon, Title IX/Staff Civil Rights Officer, at (509)354-7269. Further information and instructions on how to file a formal complaint can be found at <https://spokaneschools.org/domain/182>.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's officers: Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269 *Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 *504 Compliance Officer, Melanie Smith, (509) 354-7284 * ADA Officer, Stephanie Busch, (509) 354-5993 * Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 * Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651

Complaint to the School District

1. **Write Out Your Complaint:** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.
2. **School District Investigates Your Complaint:** Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.
3. **School District Responds to Your Complaint:** In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school

board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI. You can do this in the following methods.

- Email: Equity@k12.wa.us
- Fax: 360.664.2967
- Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Harassment, Intimidation or Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and [Policy and Procedure 3207](#) defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted— verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Jodi Harmon 354-7306. Further information and complaint forms can be found at spokaneschools.org/nondiscrimination.