GARFIELD-PALOUSE VIKING STUDENT HANDBOOK

The Student-Parent Handbook is designed to provide students and families guidelines, policies, rules and procedures about the school programs as well as to articulate expectations for student demeanor. Garfield-Palouse High School is regarded as an outstanding place to learn and the policies and procedures are designed to enhance and promote rigorous, relevant and fun learning, and allow the development of rich relationships and meaningful school traditions.

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Mission Statement

Provide educational programs of the highest quality for all students in order to prepare them for their future. These programs shall provide an environment that allows each student to:

* Learn academic skills that would enable them to be life-long learners.
* Become aware of their cultural heritage and their responsibilities in a democratic society.
* Develop interpersonal communication, problem solving, and decision-making skills.
* Become aware of the possible careers and to receive appropriate vocational orientation and training.

Garfield-Palouse High School
Mission Statement

Our mission at Garfield-Palouse High School is to provide a safe, positive learning environment for all students. In preparation for adulthood, students need knowledge and skills that are practical and relevant to the student's development, experiences and future. Our mission is to provide educational programs of the highest quality for all students in order to prepare them for their future.
2021 - 2022 Staff

Mr. Akin ................................................................. HS Dean of Students / English, Spanish
Mrs. Vulliet ................................................................. Special Services
Mr. Bustamante ................................................................. Math
Mrs. Capello ................................................................. Para Professional
Mr. Gehring ................................................................. History, Computers / IT
Mrs. Hallan ................................................................. Secretary
Mr. Jahn ................................................................. Transportation Supervisor
Mr. Jones ................................................................. Superintendent / Principal
Mrs. Knauff ................................................................. Para Professional / Office Assistant
Mr. Farrand ................................................................. Science / Math
Mr. Lentz ................................................................. Maintenance Supervisor
Mrs. Love ................................................................. Para Professional
Mrs. Mylett ................................................................. Counselor
Mrs. Mitzimberg ................................................................. Kitchen
Mrs. Olesen ................................................................. Title 1, Library
Mr. Parrish ................................................................. Health, PE
Mr. Villa ................................................................. Technology Coordinator
Mr. Sawyer ................................................................. Robotics, Econ, Career, CADD, FFA
Mrs. Sawyer ................................................................. Art
Mr. Thompson ................................................................. Athletic Director, English
Mrs. Wilson ................................................................. AG Science, FFA
Mrs. Woltering ................................................................. Para Professional
Mr. Zook ................................................................. Band, Choir
HIGH SCHOOL Block TIME SCHEDULE
8:20 A.M. - 3:15 P.M.

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2</td>
<td>8:20</td>
<td>9:55</td>
<td>95 minutes</td>
</tr>
<tr>
<td>Brunch</td>
<td>9:55</td>
<td>10:05</td>
<td>10 minutes</td>
</tr>
<tr>
<td>3/4</td>
<td>10:05</td>
<td>11:35</td>
<td>90 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:35</td>
<td>12:10</td>
<td>35 minutes</td>
</tr>
<tr>
<td>5/6</td>
<td>12:10</td>
<td>1:40</td>
<td>90 minutes</td>
</tr>
<tr>
<td>7/8</td>
<td>1:45</td>
<td>3:15</td>
<td>90 minutes</td>
</tr>
</tbody>
</table>

Alternative TIME SCHEDULES

**Half Day Schedule**
8:20 – 12:30

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st/2nd</td>
<td>8:20</td>
<td>9:15</td>
</tr>
<tr>
<td>Brunch</td>
<td>9:18</td>
<td>10:13</td>
</tr>
<tr>
<td>3rd/4th</td>
<td>10:16</td>
<td>11:11</td>
</tr>
<tr>
<td>5th/6th</td>
<td>11:14</td>
<td>12:10</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:10</td>
<td></td>
</tr>
<tr>
<td>Bus</td>
<td>12:25</td>
<td></td>
</tr>
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</table>

**Friday Schedule**
8:20 – 3:15

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
<tr>
<td>1st/2nd</td>
<td>8:20</td>
<td>9:55</td>
</tr>
<tr>
<td>Brunch</td>
<td>10 min</td>
<td></td>
</tr>
<tr>
<td>3rd/4th</td>
<td>10:05</td>
<td>11:35</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:35</td>
<td>12:10</td>
</tr>
<tr>
<td>5th</td>
<td>12:10</td>
<td>12:54</td>
</tr>
<tr>
<td>6th</td>
<td>12:57</td>
<td>1:40</td>
</tr>
<tr>
<td>7th</td>
<td>1:43</td>
<td>2:28</td>
</tr>
<tr>
<td>8th</td>
<td>2:31</td>
<td>3:15</td>
</tr>
</tbody>
</table>

Half Day Release Times:
- Palouse Elementary: 12:15 pm
- Gar-Pal High School: 12:15 pm
- Bus Departure: 12:25 pm
Section I - General Information

BACKPACKS

Backpacks, book-bags, sports gear bags, and etc. should be stored in student-assigned lockers or in the possession of the student for the entirety of the scheduled school day, or until such time the student is excused from the school building. Backpacks, book-bags or sports gear bag found anywhere in the school building other than a locker may be taken to the office, where it will be stored until the end of the school day.

BULLETIN BOARDS

Notices may be placed on the bulletin boards with permission from the office or a staff member/advisor. Please do not remove or deface any notices on the boards. Community announcements may be posted with permission from the office.

CELL PHONES

Garfield-Palouse Schools recognizes the convenience and use of cell phones as a tool in today’s society. Parent’s must be aware that using a cell phone during class time is considered to be disruptive to the educational process for all children and inappropriate. If parent’s need to contact their son/daughter during class, please contact the office. Our goal is to not disrupt learning in the classroom and limit distractions cell phones create while encouraging proper etiquette and use.

No electronic devices may be used without the teacher’s permission in class, this includes cell phones. Students may use phones before 8:25 (Start of School), brunch (9:55-10:05), over lunch (11:32-12:05), and after 3:15 (End of School). Passing times and/or breaks from class are not excused times for cell phone use; Cell Phones should be kept in student’s bags and/or lockers during class with ringers turned off. Staff may confiscate phones during these times as part of their policy.

Consequences if turned in to the office:
1st offense: Student may pick up phone at the end of the school day, warning given
2nd offense: Student may pick up phone at the end of the school day, Noon/After School Detention
3rd offense: The parent may pick up phone after meeting with principal and student

If cell phones become an ongoing problem, additional measures may be taken by the district.

WITHDRAWAL PROCEDURE

Students checking out of school shall be required to have staff signature/approval from all areas listed on the checkout form.
Students withdrawing from school should inform the high school office before their last day of attendance. They should bring a statement from their parent or guardian indicating the purpose. Clearance endorsed by all teachers will be required before school records are transferred.

**DRESS**

Appearance and attire at school should be neat and clean and within the bounds of decency, health, and safety. Dress and appearance shall not be disruptive. Shoes must be worn at all times. Staff or administration may ask any student to cover disruptive attire or remove any type of headgear/coverings.

Student dress and appearance are the responsibility of the parent and the student. School staff hold the responsibility to influence students' dress in a positive manner and to set necessary guidelines. Students should wear clothing that covers midriffs, shoulders, area below armpits, chests, backs, and underwear. Students wearing these types of clothing will be asked to change, sent home to change, or allowed to telephone home to request suitable attire. Parents/guardians will be notified if a student is removed for inappropriate dress. Students who do not follow the guidelines may be subject to the progressive discipline policy.

Student’s dress and grooming shall not:

A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school.

B. Include the use of obscene, sexual, drug or alcohol-related messages.

C. Create a health or other hazard to the student’s safety or to the safety of others.

D. Imply gang membership or affiliation

**General:**

* All physical education students must change back into appropriate school clothes.

* Inappropriate language or profanity is unacceptable.

* Inappropriate sexual references are unacceptable (Big Johnson shirts, etc.)

* Any logo or design that is considered sexual harassment is unacceptable.

* No jewelry or accessory that is a safety hazard (wallet chains, spiked accessories, etc.)

* Clothing designs cannot contain references to tobacco / alcohol products, drugs / Paraphernalia, firearms / violence, etc.

* Sunglasses may not be worn in the building except for medical reasons; permission must be obtained from the principal.
INTERNET CODE OF CONDUCT

Use of the Internet by students and staff of the Garfield-Palouse School Districts shall be in support of education and research that is consistent with the mission of the districts. Internet use is limited to those persons who have been issued district-approved accounts. Use will be in accordance with the districts' Acceptable Use Procedures and this Code of Conduct.

1. Protect your Internet log on information from others.
2. Respect the privacy of other users. Do not use other users’ passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights
6. Use the network in a way that does not disrupt its use by others.
7. Do not destroy, modify, or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, or "hacking" the system.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The districts reserve the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

UNACCEPTABLE USE OF THE INTERNET

The Garfield and Palouse School Districts have the right to take disciplinary action, remove computer and networking privileges, and/or take legal action for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute but are not limited to any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The authorized use of and/or copying of software is illegal.

2. Interferes with or disrupts other network users, services, or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system (chain letters, network games, or broadcasting messages) and/or using the network to make unauthorized entry into any other resource accessible via the network.

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3. Seeks to gain or gains unauthorized access to information resources, obtains copies of or modifies files or other data, or gains and communicates passwords belonging to other users.

4. Uses or knowingly allows another to use any computer, network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.

5. Destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources whether on stand-alone or networked computers.

6. Invades the privacy of individuals or entities.

7. Uses the network for commercial or political activity.

8. Installs unauthorized software for use on district computers.

9. Uses the network to access inappropriate materials, which includes online or video games.

10. Uses GPNet to compromise its integrity ("hacking").

11. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.

12. Uses GPNet for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or school performance or (3) interferes with school operations. Vandalism is defined as any attempt to harm or destroy operating systems, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly-owned and operated communication vehicles.

**LOCKERS**

Lockers are furnished by the school for student convenience, but remain the property of the school. It is the responsibility of the student to keep his/her locker clean, locked and the combination secret. Lockers will be inspected for damage at the end of the school year. Signs and pictures encouraging the use of alcohol or drugs or which are inappropriate in a public school setting are not to be hung on, or in lockers. The school
district does not assume responsibility for items taken from lockers; however, lost or stolen items should be reported to the office. *School officials retain the right to inspect a student’s locker given reasonable cause.*

**LIBRARY-MEDIA CENTER**

Guidelines for student use of the library:

1. All materials taken from the library are to be checked out.
2. Books may be checked out for two weeks and may be renewed.
3. Older magazines on file may be checked out for three days.
4. Students are requested to check out no more than four books and three magazines at one time.
5. When the library does not have materials needed by students for research, the library staff will help obtain the materials through interlibrary loan if sufficient time is allowed to do so.
6. Students may reserve books that are already checked out by filling out the appropriate form.
7. Materials not returned by the end of any grading period must be returned or paid for before report cards will be issued. Refunds may be granted if "lost" materials are later found and returned within the current school year.
8. Students with two or more items on the overdue list will have check-out privileges suspended until the items are returned.

**Rules For Use Of Library Facilities**

1. The library is open and available for student use from 7:30 a.m. until 3:30 p.m. or as approved by staff.
2. Students are to be courteous and reasonably quiet at all times.
3. Treat books and other library materials with care and respect.
4. When finished using books or other library materials, please put in book drop. The library staff will reshelving books.

**MEDICATIONS AT SCHOOL - PROCEDURE**

All medications, including over the counter medication, may be dispensed to students on a scheduled basis upon a written physicians order (Doctor, Dentist, etc). Requests are only valid for the current school year. The medication must be properly labeled and be contained in the original container as well as verified by the school nurse prior to dispensing.

Each principal shall designate specific staff members to administer prescribed or non-prescribed oral medication. These staff members will participate in in-service training conducted by the school nurse prior to administering such medication to students.

The staff person dispensing the medication shall:
A. Collect the medication authorization form properly signed by the parent and by the prescribing physician or dentist;
B. Store the medication in a locked cabinet or safe;
C. Maintain a daily record, which indicates that the medication was dispensed.

No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation (e.g. medication to counteract a reaction to a bee sting). Staff trained to administer such an injection may administer such medication.

Written orders for such emergency medication, signed and dated, from a physician shall:

A. State that the student suffers from an allergy, which may result in an anaphylactic reaction;
B. Identify the drug to be administered, the dose, and the mode of administration;
C. Indicate when the injection shall be administered based on anticipated symptoms or time lapse from exposure to the allergen;
D. Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital, reporting to the physician, and any record keeping recommendations.

**PHYSICAL CONTACT**

Having dates, boyfriends and girlfriends are a part of high school social life. However, physical contact such as kissing, petting, etc. is inappropriate when done in a public place, such as a school. Display of affection should be limited to holding hands.

**RELEASE OF DIRECTORY INFORMATION TO THE U.S. ARMED SERVICES**

In order to provide current financial, educational, and occupational information bulletins to the young men and women graduating from Washington schools, the military uses current student directory information for dissemination of materials. The Family Educational Rights and Privacy Act of 1974 allows schools to release directory information to the armed services provided that parents are given time to notify the school district if they do not desire to have this information released. Please send a note to school if you do not want student addresses and telephone numbers released to the U.S. Armed Forces and Wash. Nat. Guard or indicate upon registration.
RULES GOVERNING CONDUCT OF STUDENT RECORDS

In accordance with the Family Educational Right and Privacy Act of 1974, parents or eligible students have the right to inspect and review all official school records directly related to them. The goal of record keeping is to place objective data and information in each student's files, which are reviewed annually to assure relevance and appropriateness. Data, which no longer serves the educational interests of the student, is destroyed; requests can be made through the high school office.

TEXTBOOKS AND FINES

Students are not required to pay fees or deposits for textbooks or any instructional material needed to successfully complete a required course of study. However, students are responsible for maintaining the condition of these materials and may be assessed fines for lost or damaged materials. Grades and transcripts will not be released until fines are paid.

TOBACCO, ALCOHOL, VAPING AND ILLEGAL DRUGS

The possession or use of tobacco, alcohol, illegal drugs or paraphernalia in any form by students on school property is prohibited. This means during school days, at all school-sponsored activities, and at any other time a student is on Garfield or Palouse School property. This shall be interpreted to include the carrying of such on your person or keeping such within the building. A drug-dog may be used to identify location of illegal drugs on school grounds and may be brought in at the discretion of the school district, without prior warning.

Smoking/Vaping:
Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any other form of tobacco, tobacco related paraphernalia (cigarette lighters, pipes, papers and cigarette holders) on school property will result in the discipline action. Vaping products include vaping liquid and vaporizers or e-cigarettes of any kind.

Counseling for drug and alcohol concerns is available through Whitman County Mental Health (509) 334-1133 or referral by the school counselor.

SEARCHES

Privacy is a fundamental aspect of individual liberty. A student is subject to search by school officials if “reasonable suspicion” exists that the search will yield evidence of a student’s violation of the law or school rules governing student conduct. School officials may consult with law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity
USE OF AUTOMOBILES AND MOTORCYCLES (*Before, during and after school*)

Garfield-Palouse High School students are allowed to drive motor vehicles to and from school and/or at lunch. To protect the driving privileges of responsible students, school district policy assigns to the principal the responsibility of restricting the driving privileges of irresponsible drivers. Driving privileges may be removed for any period of time up to the remainder of the school term. This removal of freedom may result from speeding, reckless driving, or any careless use of the vehicle. A letter from parents must be on file in the school office if students *are not* permitted to leave the school grounds or be passengers in others’ vehicles during lunch.

**Student Parking**

Student’s choosing to drive to school should park in the appropriate and designated areas for student parking (West and Northwest Parking lots). Parking lots are on school grounds and therefore subject to the same rules/regulations as in the building.

**Section II - Curriculum**

**GARFIELD-PALOUSE GRADUATION REQUIREMENTS**

Requirements for graduation shall be established by the boards of directors and shall at a minimum satisfy those established by the state board of education. Twenty-eight (28) credits are required to graduate from Garfield-Palouse (Students have the opportunity to earn 33 credits if they take Algebra I as an 8th grader).

Graduation requirements are in effect when a student first enrolls in high school and shall be in effect until that student graduates unless such period is in excess of ten years.

**Freshman Class**

<table>
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<th>Credits</th>
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<tr>
<td>Freshman English</td>
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<tr>
<td>US History I</td>
<td>1</td>
</tr>
<tr>
<td>Physical Science</td>
<td>1</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
</tr>
<tr>
<td>Fitness</td>
<td>.5</td>
</tr>
<tr>
<td>*Algebra I or Geometry</td>
<td>1</td>
</tr>
<tr>
<td>AFNR</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total: 8 credits</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Sophomore Class
- **Sophomore English**: 1 credit
- **Biology**: 1 credit
- **US History II**: 1 credit
- **Geometry or Algebra II**: 1 credit
- **Electives**: 4 credits  
  **Total**: 8 credits

### Junior Class
- **Junior English**: 1 credit
- **Current World Issues**: 1 credit
- **Third Math Credit (if not already completed)**: 1 credit
- **Personal Finance**: 1 credit
- **Electives**: 4/5 credits  
  **Total**: 8 credits

### Senior Class
- **Senior English**: 1 credit
- **Government / Civics**: 1 credit
- **ELA/Math Trans Course(s) (If Necessary)**: 1 credit
- **Electives**: 5/6 credits  
  **Total**: 8 credits

### Additional Graduation Requirements
1. Successful completion of State Assessment (SBAC)
or
2. Successful completion of State Pathway

### Additional minimum requirements for 4-year Colleges / Universities:
1. Algebra II
2. Foreign Language I & II
3. A senior year math course if the student has not completed Pre-Calculus

### Complete High School and Beyond Plan:

Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district’s high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district’s academic credit requirements, preparation for successfully completing the Washington Assessment of Student Learning, and the student’s goals for the year following graduation. Each student plan should be reviewed annually to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan.
GRADUATION

A student may graduate in less than the normal four years of attendance, providing all state and local graduation requirements are met. During the student's last term of school, he or she need enroll only in these courses necessary to complete requirements for graduation. (WAC 180-51-020). Only those students who have completed the requirements for graduation contained within this policy will participate in the commencement ceremonies.

In the event that corrective actions are imposed on a student for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be granted, but the student may not participate in the graduation ceremony.

Home School/Foreign Exchange Students:

A. A waiver of credits for adequately documented and assessed home-school course work will be granted to the student who enrolls in the high school intending to complete and earn credit toward a diploma.

B. A student who has not previously been enrolled in a public high school must successfully complete a minimum of 6 credits and complete all other graduation requirements of the high school program prior to earning a diploma.

C. Credits will be accepted from community college, vocational schools, 4-year colleges/university, and private schools.

D. Home school students who have completed 4 GPHS credits, may participate in graduation ceremonies.

E. Foreign exchange students who have been classified as a senior, may participate in graduation ceremonies.

“Skills” notations on transcripts:

Students with academic modifications will expect those modifications implemented into their curriculums if appropriate. For transcript purposes, if modifications are made, there will be a “Skills” notation made behind the title of the class (i.e. English II Skills).

Valedictorian/Salutatorian:

Garfield-Palouse High School will impart to our student(s), who merit the highest academic honor the titles of Valedictorian and Salutatorian. The Valedictorian shall be the highest grade point average. The Salutatorian shall be the second highest grade point average. Both honors are based on the 4.0 = A; 3.0 =
B; 2.0 = C; 1.0 = D (carried to the hundredth place value, i.e: 3.99 / 3.75) for the first seven semesters. The following criteria is used to determine these awards:

- Grade point average of overall high school academic experience and performance;
  - Through the first seven semesters of a student’s high school experience
    - Students enrolled at GPHS for 2 consecutive semesters are to be considered, with the last semester coinciding with that year’s graduating class
  - Have earned a minimum of 25 credits through their first seven semesters
    - Running Start, Online, Dual Credit transcripts are used and counted toward credit and recognition of these honors
    - HS Courses taken for credit in the Middle School also count toward HS G.P.A

In the event of a tie, the students will be named co-valedictorians or co-salutatorians. In the case of co-valedictorians, there will also be a salutatorian.

**Teacher Assistant Limitation:**

A teacher aide must be a junior or senior. A teacher may have only one aide per block unless authorized by the principal. This class is graded (P-NC) and monitored by the teacher. *Students may not earn more than two (2) credits as an aide for their High School career.*

**Office Work Experience:**

Office Work Experience is a class offered to juniors or seniors. Sophomores may qualify if an opening exists. This is a graded class (P-F), monitored by office staff.

**Physical Education Waiver:**

Students must complete two (2) sports seasons in lieu of one (1) credit in physical education.

- Athletic Participation for P.E. credit - A half credit of Physical Education credit to fulfill the second year requirement will be given to a student athlete who participates in and successfully completes in an athletic season *(Football, Volleyball, Cross Country, Basketball, Baseball, Softball, Track, etc.)*
  i. Two seasons of athletics can earn a maximum of 1 credit.

**Failed Courses:**

Any student who has failed a regularly scheduled course will be required to complete the failed class before enrollment in a subsequent level of that particular curriculum. Any correspondence course or in-school alternative for which credit is accepted or given needs to be endorsed by the supervising teacher of that level of curriculum. Approval from the principal is necessary.
Retaking Courses:

Students who would like to re-take a class for a higher grade may do so. The grade earned for a class that is retaken will be entered onto the student’s transcript. The student will not earn additional credit.

HS Credit for Running Start/Online Classes:

If a student needs credit to graduate, they may take an online class only if the student cannot schedule a Garfield-Palouse class by the end of their senior year. Further information is outlined in District Policy 2410 concerning conversion of college hours/credit to HS credit.

Students may not take courses offered by GPHS unless the course is required for graduation and cannot fit into their schedule. Students wishing to take an alternative Foreign Language course online may do so at their expense (GPHS offers Spanish I and II). Additionally, students taking online courses at their expense and wishing to use for graduation and transcript purposes need prior approval.

Eighth Graders Receiving High School Credit:

An eighth grade student may receive credits for completing courses which the school boards have identified as high school level. The credits will apply towards fulfilling high school graduation requirements if:

A. The course is taken with high school students and the student successfully completes and passes the same course requirements as the high school students enrolled in the class; or
B. The course qualifies for high school credit because the course is similar or equivalent to a course offered at the high school.
C. Students who have taken and successfully completed high school courses are not required to take an additional competency examination or perform any other additional assignment to receive credit.

College Courses:

A. An eleventh and/or twelfth grade student may enroll in courses or programs in a community college, vocational technical institute (V-TI) or a four-year university/college. They may also enroll in an internet Advanced Placement (AP) or internet enrichment class offered within our high school setting. Both high school and college or V-TI credit may be obtained. Evidence of successful completion of each course will be included in the student's high school records and transcripts.

B. A student in grade eleven may not receive high school and college V-TI course credits for more than the equivalent of the course work for two academic years. A student in grade twelve may not receive credits for more than the equivalent of the course work for one academic year.
C. To assist the districts in planning, a student must inform the districts of his/her intent to apply for admission to a college or V-TI course for credit.

D. Transportation to and from the college or V-TI is the responsibility of the student.

E. The principal and/or designee shall annually notify 10th and 11th grade students and their parents of the Dual Credit/College Courses program and the availability of high school credit for college and V-TI coursework.

F. For purposes of converting college credits to high school credits, five-quarter hours or three semester hours of college credit equals one high school credit.

G. Running Start classes will not show on the student report card, but they will show on the transcript.

Concurrent Enrollment Programs:

**Advanced Placement, International Baccalaureate**

Students attending these courses may obtain college credit if student achievement is validated by an approved national examination, such as Advanced Placement or International Baccalaureate. Credits awarded through these tests are generally recognized at all accredited post-secondary institutions, but not guaranteed.

**Dual Credit-Professional Technical Program**

Career and Technical Education courses taught on high school campuses in accordance with articulation agreements negotiated between the high school and a local community or technical college. “Direct transcription” allow high school students to earn college credits (with a nominal registration fee) for articulated Tech Prep courses in which they earn a B or better. **Credit will only be awarded to students IF they attend the College courses are articulated through.**

If a student does not receive a letter grade of “B” or above for any of the courses enrolled with dual credit (lower than a “B”) their score will NOT be sent to the college and it will not affect their future college transcript.

**College-in-the-High School**

College level courses taught on high school campuses by vetted faculty. These courses must be college level, academic in nature, included in the college or university’s catalog, and taught as part of the college or university’s regular curriculum

Students taking these courses are responsible for credit payment, but not for associated costs that are covered by Garfield-Palouse High School (Textbooks, Materials). Students who demonstrate proficiency of the college course competencies with a ‘C’ (2.0 / 75%) or better grade, will earn college credit through the university offering the course. Students who receive below a 2.0 or 75% will not receive university credit; their grade(s) will be recorded on their official transcripts at the participating university and at GPHS, and count toward graduation.
**Intensive Courses**

Intensives are three-week terms during which students have the opportunity to take interest level courses offered by GarPal faculty. During intensives, students and teachers can take full advantage of the freedom of time and space afforded them. Intensive courses are academic and may include student-designed projects, internships and mentorships, day visits, and/or overnight travel. Hands on, experiential learning like this helps our students attain the knowledge, skills, and thinking dispositions needed to successfully navigate our rapidly changing world and allowing the Palouse and surrounding area to become their learning laboratories.

Benefits of Offering Intensives:

- Active and Creative Learning Activities / Experiences
- Different types of Activities/Experiences and teaching unconventional classes
- More opportunities to expand electives, bring in outside speakers/resources, travel, community connection
- In-depth, intensive, and rigorous classes that reflect student interest
- Students have opportunity to experience and explore new areas of interest

Schedule Benefits:

- Addition of intervention classes in core subject areas (Math, English, Science, History)
- Addition of specific time with SEL, Academic Counseling, Career Exploration
- Student opportunity/experience is increased in elective opportunities and areas of interest

Intensive classes are scheduled at the end of each semester as a new term; 3rd quarter and 6th quarter respectively. They are part of the overall curriculum and are included in the 180 days of the school year, may impact a student’s GPA, and count toward eligibility for extra-curricular activities. Registration for classes is limited on seat availability in a course and assigned by seniority (Seniors have first choice, Juniors second, etc).

**Credit Recovery**

Students who fail a core course (English, Social Studies, Science, Math) are assigned to a core intensive support class (for example, English Support), to complete credit and work toward credit recovery. This will limit the number of intensives available to a student at the end of a semester, but allow opportunity to complete semester classes. The goal of support classes is to keep all students from falling behind and provide additional support for students struggling, providing support where needed. Students may take a support course if they choose to sharpen skills in an area.
Q&A: If a student finishes material from the semester to complete the incomplete can they transfer into an intensive? Answer is NO they may not, the support is for three weeks, directed on content with an added benefit and goal of completing a course for credit.

Grading / Attendance
Intensive classes are recorded as Pass (P) or Fail (F) on a student’s transcript and are worth .25 credits on their transcript. This is calculated into a student’s gpa and used for eligibility, class ranking, etc. Because these courses are offered during the regular school day/year, attendance is taken and the same rules apply. Additionally, because courses are shorter in length, attendance/participation are part of the overall grade for the course.

Cost
Depending on the intensive, there may be a cost associated with the course. Cost should NOT be a limiting factor, please visit with your teacher for costs associated with a course.

HONOR ROLL

The honor roll will consist of students who have achieved a grade average of 3.0. Special distinction will be made for students who have achieved a grade average of 3.5 – 4.0.

- Students receiving special distinction, “Academic Excellence” will be awarded a Gar-Pal letter, if they have not already lettered in athletics, and receive their Academic Pin.
- Students maintaining a 4.0 over the course of their High School career will be awarded special distinction, “Career Academic Achievement Award’’.

Students must be enrolled at least half (1/2) time and be enrolled in at least one (1) of the following core subject areas: Social Studies, Science, Math, or Language Arts to be eligible for the Honor Roll.

Students may not have a grade(s) of D+, D, D-, F for the grading period.

SCHEDULE CHANGES

All students wishing to add or drop a course must operate within the following constraints:

1. Requests for add/drop must be directed to the counselor or principal within one (1) week or five days of school (5) of the beginning of the course.
   a. Counselor/principal will confer with the student, teacher(s) and parents to effect a reasonable schedule change.

2. Requests for add/drop after the one (1) week or five days of school (5) time limit must be directed to the principal.
   a. Principal will explore options for the student and confer with academic team (Parent, Teacher, Counselor) with emphasis toward:
      1. Setting up an improved study program;
2. Understanding the grading policy for add/drop after two (2) weeks. Student receives an F grade unless circumstances suggest another alternative(s). Teacher, Parent, and Principal must agree on the alternative(s).

b. Principal will convene, if necessary, after exhausting all possibilities of 2a, a mandatory conference to include the student, counselor, teacher(s), parent and principal to resolve any remaining problems.

Section III - Attendance

ATTENDANCE POLICY GUIDELINES

Regular school attendance is a necessity for mastery of the educational program provided to students of the district. Therefore, Garfield-Palouse High School students are expected to be in regular attendance. The following principles shall govern the development and administration of attendance procedures within the district:

1. Excused absences will be verified by the parent or school authority responsible for the absence.

2. As a means of instilling values of responsibility and personal accountability, students whose absences are not excused shall experience the natural consequences of their truancy.
   • They shall not be permitted to make up missed work assignments and shall be graded as if the student had chosen not to participate.
   • Students may NOT participate in extracurricular activities that day (practice, competition, etc).

3. All students (even 18 and older) who live at home are subject to the same attendance policies and procedures. If a student is 18 or older and an emancipated, independent student, a contract must be signed.

EXCUSED AND UNEXCUSED ABSENCES

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. The following principals will govern the development and administration of attendance procedures within the district, the following are valid excuses for absences:

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

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

1. Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies.

   Any student leaving during the regular school day should present a note from his/her parents in the morning to the office. **STUDENTS ARE NOT ALLOWED TO LEAVE THE SCHOOL GROUNDS DURING CLASS BREAK BUT MAY DURING LUNCH BREAK.**

   If a student wishes to leave school for any other reason, permission is needed from his/her parents and the principal or designee. The student must sign out in the office showing signature, time, destination and purpose for leaving.
   - Students who leave without permission from the office prior to departure will be treated as if they had, in fact, "skipped" school and considered truant.

2. The number of school days allowed to turn in missed schoolwork during periods of illness will be equal to the number of school days missed. Procedures for handling pre-assigned work and tests will be the same as for absences due to illness unless the teacher has communicated (in writing) an alternative schedule for completing work during prearranged absences.

3. Harvest and spring work will not be included in absence restrictions. However, the student has the obligation to make up all work missed and it is the parent’s responsibility to communicate the absence(s) with the office.
5. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes, a student’s grade may be affected because of the student’s inability to make-up the activities conducted during a class period.

6. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.
   - If a student is to be released for health care related to family planning or abortion, the student may require that the district keep information confidential RCW 9.02.100.
   - Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential RCW 70.02.240
   - Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases RCW 70.24.110.

**Unexcused Absences**

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence.

1. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student’s grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

2. The school will notify a student’s parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

3. A conference with the parent or guardian will be held after two unexcused absences within any month of the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student’s absence from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student’s absences.

4. No later than the student’s fifth unexcused absence in a month, the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the
student to a community truancy board or file a petition and affidavit with juvenile court alleging a violation of RCW 28A.225.010.

A. In accordance with "The Becca Bill," (RCW 28A.225.030) any student accumulating five (5) unexcused absences in any one month or 10 unexcused absences in a school year, may be reported to the juvenile court system.

5. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

Procedure in dealing with unexcused absences:

1. All unexcused absences shall be followed by a warning letter or telephone message to the parent or guardian of the student.
2. Following the second and third such absence in a block, a conference will be held between the principal and the parents. Following four such absences in a block, the student will be declared a habitual truant. The principal will interview the student and his/her family and recommend effective remedial measures which may include suspension from school for the current block.
3. Any student who presents false evidence, with or without the consent of his/her parents, in order to wrongfully qualify for an excused absence will be subject to disciplinary action.
4. Unexcused absences will result in students being unable to participate in extracurricular activities.

Unexcused Tardies:

Students are expected to be in class on time. A tardy is lateness to class during the first 5 minutes; after 5 minutes late, it will be recorded as an unexcused absence.

Consequences for unexcused tardies will progress through one (1) school block.

a. 1st and 2nd tardy: warning, parental contact (Teacher Directed / Initiated)

b. 3rd tardy: ½ hour classroom detention assigned by the classroom teacher. The teacher will notify the parents and office.
   * Students may NOT participate in extracurricular activities that day (practice, competition etc).

c. 4th tardy: the teacher will notify the office, the office may request a meeting with the parent and the office will progressively assign the following:
   1. Office detention – 1 hour
   2. Students may NOT participate in extracurricular activities that day (practice, competition etc).
   3. After the 6th Tardy, an unexcused absence will be added to the student’s record and a meeting with parents required to address corrective measures.
      a. This will count toward a students unexcused total and may contribute to a student violating RCW 28A.225.030
Section IV - Discipline

CODE OF CONDUCT

The purpose of any school is to provide the opportunity for a student to receive the best education. Further, it is obligatory to provide the best possible educational environment for the students of the community. The student's prime responsibility is to secure an education and we believe that a proper atmosphere must be maintained within the school to make learning and teaching possible. There will be times when it is necessary for school officials to make decisions concerning the acceptability of a student's behavior in school and these decisions must be based on the welfare of the total school community and how the behavior problem will affect the learning and teaching atmosphere.

Each student shall:

1. Conduct himself/herself as a responsible member of the community. This includes the expectation that the student will obey the law, board policies, and administrative procedures developed to implement these policies.

2. Identify himself/herself and furnish any information lawfully required of the student by a school district employee;

3. Obey the lawful directives of school district employees;

4. Allow meetings to progress in an orderly fashion;

5. Respect personal property of others;

6. Regularly attend scheduled classes;

7. Refrain from dress and physical appearance which constitutes a clear and present danger to health and safety or a disruption of the education process;

8. Allow the lawful search of his/her person or property if the school official has reasonable grounds to believe the search is necessary in maintaining discipline and order;

9. Check out with the office before leaving the school premises during the regular school day;

10. The student handbook cannot address every specific behavior demonstrated by students and since the school's responsibility is to educate students both academically and socially a general statement is necessary. Therefore, discipline action may be taken when violations occur in the areas of socially acceptable behavior, common rules of etiquette and good health habits.
DISCIPLINARY ACTION

Disciplinary action taken by the school will range from Classroom Exclusion, Short Term / In-School Suspension, Long-Term Suspension, Expulsion, to Emergency Expulsion. Violations of the Gar-Pal Code of Conduct are considered grounds for disciplinary action and follow state guidelines of Due Process, adhering to duration, grade limitation, and reengagement.

Before administering discipline, the school will:

1. Consider individual circumstance
2. Attempt one or more forms of discipline to support the student
3. Conduct an Informal Initial Hearing (IIH)
4. Notify the student of behavioral violation, evidence of violation, discipline that may be administered, and opportunity to share perspective/explanation
5. Notify Parent(s) / Give the student the opportunity to Notify Parent(s)
   i. Then impose discipline.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension guidelines are as follows:

1. You are to report to the office area for in-school suspension with all your books by 8:20 a.m.
2. Assignments from your teachers will be delivered to you.
3. The only things allowed are study materials necessary for the completion of your assignments; bring several pencils or a pencil sharpener. Phones and other devices should be turned into the office and will be returned at the end of the day.
4. Your sack lunch will be refrigerated until lunch time OR you may have a hot meal delivered.
5. You will have one (only one) opportunity for a restroom and drinking fountain break in the morning and again in the afternoon.

OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension (OSS) is used when students other corrective measures have already been used, or the student engages in exceptional misconduct as identified below. Students who have been given OSS may contact their instructors via email, but should not be on school grounds for the duration of the day, this includes Zero hour to Extra-Curricular activities.

1. Assignments from your teachers will be provided to you.
2. Assignment due dates will not change unless arrangements have been made with the instructor

Exceptional Misconduct
The following guidelines are in effect for students to establish a range of corrective actions, for behaviors deemed to be considered exceptional misconduct. The appeal process for short and long-term suspensions shall remain in effect for short and long range suspensions imposed as a result of this procedure.

<table>
<thead>
<tr>
<th>Exceptional Misconduct</th>
<th>Range of Corrective Action That May Be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possessing and/or using alcohol, illegal substance / including possession / use of Tobacco products / Vape</td>
<td>Minimum: Short-term suspension (Min 1 day)</td>
</tr>
<tr>
<td></td>
<td>Maximum: Expulsion (90 days), prosecution referral</td>
</tr>
<tr>
<td>Threatening or verbal abuse, fighting, fighting words, harassment or bullying</td>
<td>Minimum: In-School Suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum: Indefinite expulsion, notification to law enforcement</td>
</tr>
<tr>
<td>Setting fire or vandalism</td>
<td>Minimum: Short-term suspension (Min 1 day)</td>
</tr>
<tr>
<td></td>
<td>Maximum: Long-term suspension (90 days)</td>
</tr>
<tr>
<td>Possessing and/or using weapons or explosive devices</td>
<td>Minimum: Expulsion for one calendar year, notification to law enforcement</td>
</tr>
<tr>
<td></td>
<td>Maximum: Indefinite expulsion, notification to law enforcement</td>
</tr>
<tr>
<td>Disrupting the educational process</td>
<td>Minimum: Short-term suspension (Min 1 day)</td>
</tr>
<tr>
<td></td>
<td>Maximum: Long-term suspension (90 days)</td>
</tr>
<tr>
<td>Refusing to follow reasonable directions of staff</td>
<td>Minimum: Verbal warning</td>
</tr>
<tr>
<td></td>
<td>Maximum: Long-term suspension (90 days)</td>
</tr>
</tbody>
</table>

* The student handbook cannot address every specific behavior demonstrated by students.

**APPEAL PROCESS**

Any student, parent, or guardian who is aggrieved by any disciplinary action other than suspension or expulsion shall have the right to an informal conference with the administrator or his or her designee for the purpose of resolving the grievance, pursuant to WAC 180-40-240 and district policy.

Long-Term Suspension and Expulsion:
Prior to the long-term suspension or expulsion of a student, written notice of an opportunity for hearing shall be delivered in person or by certified mail to the student and to his/her parent or guardian. The notice shall:

a. Specify the alleged misconduct and the school district rule alleged to have been violated

b. Set forth the corrective action or punishment proposed

c. Set forth the facts that a written request for a hearing must be received by the school district employee designated, or by his or her office, on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing

If such request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the proposed long-term suspension or expulsion may be imposed by the school district without any further opportunity for the student or his or her guardian to contest the matter.

The student and his or her parent or guardian shall reply to the notice of opportunity for a hearing and request a hearing within three school business days after the day of receipt of notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted in writing pursuant to WAC 180-40-280, WAC 180-40-300 and district policy.

A student, parent or guardian shall have three school business days after the date of the hearing involving suspension or expulsion to appeal the decision to the Board of Directors pursuant to WAC 180-30-310 and district policy.

If an appeal is not taken to the Board of Directors within the required three school business day period, the suspension or expulsion decided upon may be imposed on the calendar day following expiration of the three school business day period.

If a timely appeal is requested, the suspension shall not be imposed until such appeal is ruled by the Board of Directors. (For procedural guidelines, refer to WAC 180-40-315 and WAC 180-40-320.)

Emergency Removal

The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate corrective action or punishment, pursuant to WAC 180-40-290 and district policy. In no case shall the student's opportunity for such a meeting be delayed beyond the commencement of the next school day.

**EMERGENCY EXPULSION**
Not with-standing, any other provision of this chapter, a student may be expelled immediately by a school district superintendent or a designee of the superintendent in emergency situations, PROVIDED that the superintendent or designee has a sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the education process. An emergency expulsion shall continue until rescinded by the superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions set forth in WAC 180-40-315.

Due Process for Emergency Expulsion

The student and his or her parent or guardian shall be notified of the emergency expulsion of the student and of their opportunity for a hearing by certified letter deposited in the United States mail within 24 hours of the expulsion, pursuant to WAC 180-40-300 and district policy.

Re-admission Prior to Termination of Suspension or Expulsion

A student who has been suspended or expelled may apply for re-admission at any time. Students requesting re-admission shall use the following procedures:

a. Requests for re-admission must be in writing and submitted by the student and/or parent or guardian to the superintendent. The application should indicate the student's willingness to comply with district rules and regulations and show evidence that a reasonable attempt has been made to fulfill stipulations, if any, or the imposed sanction.

b. Upon receipt of such a request, a meeting will be scheduled with the principal of the school and other persons as deemed appropriate to determine the disposition of the re-admission request. (WAC 180-40-245, -260, -275)

Section V - Activities

ASSEMBLIES

School assemblies are an integral part of the curriculum. Whether it is a student body meeting, a pep rally, or a special program, members of the student body are expected to take part, either as participants or as members of the audience and display appropriate behavior for school.

CONDUCT AT EXTRACURRICULAR ACTIVITIES
One of this high school's missions is to promote good sportsmanship. Our cheering sections at local, county, district, and state contests will exhibit the best qualities of good sportsmanship. Individuals who violate the policy will be removed from the student cheering section (without warning). Game managers at various playoff sites may enforce additional rules.

**DANCE RULES**

1. Hours for regular dances, including Homecoming and Sadie’s, are from 8:00 P.M. to 11:00 P.M.
2. Admittance to the dances will not be granted later than one hour after the start of the dance.
3. Students will not be readmitted after once leaving the dance.
4. Dress and conduct will conform to normal school regulations unless otherwise specified in the dance arrangements.
5. It is up to the faculty advisor to decide how many chaperones are needed.
6. The faculty advisor is responsible for the supervision of the dance and must approve all arrangements.
7. Students must be at least in the 9th grade and not older than 20 years of age to be admitted to the dance.
8. Guests must have been granted permission by the principal.

**ROOTER BUSSES**

School district policy adopted by the board of directors gives approval to the concept of rooter busses. This policy provides that rooter busses may be used at the discretion of the administration and teachers. The following guidelines are intended to implement the policy of the board.

1. The rooter bus may be authorized if there is no conflict with the regular transportation of students.
2. Each request for a rooter bus must be approved by the principal.
3. A teacher and/or chaperone acting as the district representative will ride each bus and provide direct supervision of students to, from, and during the activity.
4. The chaperone riding the bus will be in charge of the group upon loading, during the trip to and from the activity, and during the activity.
5. Students who ride the rooter bus to an activity must ride the bus back to school unless the teacher and/or chaperone release them to their parent.
6. A fee will be charged for riding the rooter bus. The fee should be paid before the bus leaves and will be related to the cost of taking the bus to the designated activity.

7. Students are responsible for keeping the bus clean and must inspect the bus before final unloading to ensure that the bus is clean.

8. Taking a rooter bus is a privilege. Student interest, conduct, and behavior must be acceptable at all times, as judged by the chaperone.

9. It is the responsibility of the chaperone to take appropriate action concerning any improper behavior of students or other circumstances and report these incidences to the principal.

10. Student’s may be denied use of the Rooter bus for inappropriate behavior and/or past conduct.

**SOCIAL ACTIVITIES**

Social functions of the various classes or clubs will be arranged for as follows:

1. The faculty advisor will obtain an activity request slip from the office. This will be completed and returned to the principal for approval by the student council one week before the event.

2. It is understood that the faculty advisor will be in attendance at all planning sessions for the activity, at the function itself, and will be in charge.

3. The student council and the principal must approve all social and fund raising activities.

**STUDENT ACTIVITY PURCHASES**

In order to purchase merchandise for a class or club, a student must have a requisition signed by the group advisor, treasurer, and principal. A purchase order will be issued from the district office.

**TRANSPORTATION OF STUDENTS TO ACTIVITIES AND FIELD TRIPS**

Students must use school transportation to and from activities unless arrangements have been made by the parent with the office. School rules apply to transportation and students are subject to disciplinary action as necessary/appropriate.

*Section VI - Rights and Responsibilities*
STUDENT'S RIGHTS, RESPONSIBILITIES, AND LIMITATIONS

Unlawful Acts: Violation of the following state laws by students at school or school activities will be cause of disciplinary action, suspension, or expulsion and/or notification of the police which could result in legal action:

Alcoholic Beverages, Controlled Substances, or Illegal Drugs: Sale, use, or possession of. (RCW Ch. 66.44, Ch. 69.41, and Ch. 69.50)

Arson: The intentional setting of fire. (RCW 9.09.010, RCW 9.09.060, RCW 9A.48.010, RCW 9A.48.100)

Assault: Physical threats or violence to persons. (RCW 9A.36.010, RCW 9A.36.070)

Bomb Threats: Making a bomb threat shall be subject to state and federal law, as well as disciplinary action. (RCW 9.61.160)

Burglary: School break-in with intent to steal. (RCW 9A.52.010, RCW 9A.52.060)

Criminal Acts: Any act occurring on school premises or at school-sponsored events, contrary to federal, state, or local laws is prohibited by these rules.

Dangerous Weapons: Firearms or other dangerous weapons are prohibited on school property or at school sponsored events. (RCW 9.41.010, RCW 9.41.250, RCW 9.41.270)

Disclosure of Exam Questions: Disclosure of examination questions prior to the scheduled use. (RCW 28A.87.070)

Disturbances: Willfully creating a disturbance on school premises during school hours or at school activities or meetings. (RCW 28A.635.030)

Explosives: Explosives are prohibited on school property or at school sponsored events. (RCW 9.48.140)

Extortion, Blackmail, or Coercion: Obtaining money or property by violence or threat of violence or forcing someone to do something by force or threat of force. (RCW 9A.56.110, RCW 9A.56.130)

Forgery: Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms. (RCW 9A.60.020)

Tampering with Fire Apparatus or False Alarms: Setting off false alarms, discharging or stealing fire extinguisher, or damaging alarm systems. (RCW 9.40.100)

Larceny - Theft: (RCW 9A.56.100)
Littering: Throwing, dropping or depositing or discarding of litter is prohibited on public property. (RCW 7.93.060)

Malicious Mischief: Property damage whether school or personal. (RCW 28A.87.140)

Robbery: Stealing from an individual by force or threat of force. (RCW 9A.56.210)

Trespass: Being present in an unauthorized place or refusing to leave when ordered to do so. (RCW 9A.52.080, RCW 9A.52.100)

Unlawful Interference with School Personnel: Interfering with school personnel by force or violence. (RCW 28A.87.231)

Unlawful Intimidation of School Personnel: Interfering with school personnel by intimidation with threat of force or violence (RCW 28A.87.231)

A. Freedom of Speech and Assembly

1. Students are entitled to orally express their opinions. Such oral opinion shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

2. All student meetings in school buildings or on school grounds may function only as part of the normal educational process or as authorized by the principal.

3. Students have the freedom to assemble peacefully. There is an appropriate time and place for expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

B. Freedom to Publish

1. Students are entitled to express in writing their personal opinions. The author must sign such written expressions. The distribution of such material may not interfere with or disrupt the educational process and must be approved by the school authorities.

2. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications. Libel, obscenity, vulgarity, and personal attacks are prohibited in all publications.
3. Commercial solicitations will not be allowed on school property unless expressly approved by the school administration.

C. Search and Seizure

General searches of school property may be conducted at any time by appropriate school authority. The following rules shall apply to the search of school property assigned to students (locker, desk, etc.) and the seizure of items in their possession:

Student lockers and desks are the property of the school district and are made available for the student's use. Student lockers and desks will be subject to inspection for the purpose of school safety and cleanliness. Individual student lockers may be searched at any time with the consent and the presence of the student. In the absence of such consent, lockers may be locked and sealed pending obtaining a search warrant through local law enforcement officers or may be searched by an administrator with reasonable suspicion.

D. Discipline, Suspension, and Expulsion Criteria

Students will be subject to correction or punitive action when committing offenses or violations of rules as defined in written district policy, regulation, state and/or federal law, while on school property, at school sponsored events and activities, in school vehicles, or any other place while under the authority of school personnel.

E. Student Supervision

A teacher shall supervise students working on any school project or a supervisor approved by the principal. A teacher shall supervise students in the building or on the grounds or a supervisor approved by the principal.

F. Equal Education Opportunity

No student shall be denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, previous incarceration, or a physical, mental, or sensory handicap.

TEACHER AND ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

A. Authority to Impose Discipline

1. Teachers are required by law to maintain a suitable environment for learning. To carry out this responsibility each teacher and administrator shall possess the authority to impose discipline upon a student for misconduct, which violates the rules of the school district, and to
impose emergency removal from a class, subject, or activity, and to recommend suspensions and expulsions for such misconduct.

2. The superintendent and/or his designee shall have the authority to impose suspensions and expulsions for such misconduct.

B. Authorization to Make Additional Rules

Administrators and/or teachers are permitted to make such reasonable rules and regulations necessary for the effective operation of their schools and classes, provided such rules and regulations are consistent with state statutes and school district policy and conform to the principle of due process of law.

AFFIRMATIVE ACTION/TITLE IX COMPLIANCE OFFICER

Equal educational opportunity and treatment shall be provided to all students. No student legally enrolled shall, on the basis of age, handicap, national origin, race, religion, sexual orientation, or gender be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the district school board.

Calvin Johnson, Superintendent
Palouse School District
600 E. Alder
Palouse, WA 99161

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. (Policy 3231P)

They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

3. Parents of eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.

4. The right to consent to disclosures of personally identifiable information contained in the student’s
education records, except to the extent that FERPA authorize disclosure without consent.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue S.W.
   Washington, D.C.  20202

6. Directory information may be released publicly without consent upon the condition that the parent or adult student be notified annually of the school’s intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Such information shall not be released for commercial reasons. Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information.

HARASSMENT, BULLYING, AND INTIMIDATION

Harassment, bullying, and intimidation will not be tolerated and there will be consequences for such acts. Garfield and Palouse school districts are committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation, or bullying” means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically, emotionally and/or mentally harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- 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 (See Policy No. 3207 and procedures in the District Policy Manual for the complete policy and procedures.)
HOMELESS LIAISON

Children and youth in many different living situations are considered homeless under federal law: McKinney-Vento Homeless Education Assistance Act.

PALOUSE HOMELESS LIAISON
Calvin Johnson
Superintendent of Palouse Schools
600 East Alder Street, Palouse WA  99161    (509) 878-1921

SEXUAL HARASSMENT

The Garfield and Palouse School Districts are committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The districts prohibit sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;

2. Submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; or

3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The districts will take prompt, equitable and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the districts, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.
Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The districts will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district's building in a place available to staff, students, parents, volunteers, and visitors. The policy shall be reproduced in each student, staff, volunteer, and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

**WEAPONS**

A student shall not carry onto or possess on school premises, school provided transportation, or areas being used for school activities. Any weapon manufactured or homemade designed to inflict bodily harm to another person or animal, including but not limited to:

a. Any dangerous weapon as defined in RCW 9.41.250;
b. Any firearm, crossbow or bow and arrow;
c. Nun-chu-ka-sticks, throwing stars, or any other martial arts device;
d. Knives, spears or any other similar device
e. Any explosive device designed to explode or emit a projectile by means of an explosion including but not limited to: ammunition, gunpowder and blasting caps;
f. Any air gun, paintball gun or any device designed to propel a projectile by means of compressed air, gas or spring pressure;

g. Any attempt to injure or do bodily harm to another person with a blunt, pointed or sharpened object not normally considered to be a dangerous weapon but is capable of inflicting injury, including but not limited to: baseball bats, screwdrivers, and scissors;

h. Any attempt to harass, intimidate or frighten any person with an object resembling a real weapon, regardless of its actual ability to inflict harm, shall be considered an act of violence and be dealt with in a manner consistent with the policy regarding deadly weapons.

Any violation of one (1) above constitutes grounds for:

1. Immediate expulsion,
2. Notification of parents and
3. Notification of law enforcement.

by the Garfield-Palouse School Districts administration. Any violation of 1a of this section by a student shall result in expulsion for a period of at least one year as required by state law. The district superintendent may modify the expulsion of a student on a case-by-case basis. These decisions are subject to appeal per district policy 3324.

2. A student shall not (knowingly or unknowingly) possess, handle, or transmit any explosives (including fireworks), knives, or chains that might reasonably be considered weapons or any other objects having no reasonable use at school.

Consequences:

a. School Discipline

b. Short-term suspension, referrals to the Garfield or Palouse Police Department and/or Whitman County Juvenile authorities

b. Long-term suspension, referrals to the Garfield or Palouse Police Department and/or Whitman County Juvenile authorities

b. Expulsion with referrals to the Garfield or Palouse Police Department and/or Whitman County Juvenile authorities

Section VII - Definitions

A. Discipline
"Discipline" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period, PROVIDED that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district. (WAC 180-40-205)

B. **Suspension**

"Suspension" shall mean a denial of attendance (other than for the balance of the immediate class, subject, or activity period for discipline purposes) of any single subject or class or of any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by the school district. (WAC 180-40-205)

No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

1. **In-school suspension:**

   "In-school suspension" shall mean that the student will arrive at the designated area by 8:20 a.m. and will remain until 3:10 p.m.

2. **Short-term suspension:**

   "Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. (WAC 180-40-205)

3. **Long-term suspension:**

   "Long-term suspension" shall mean a suspension for a stated period of time which exceeds ten consecutive school days. (WAC 180-40-205)

C. **Expulsion**

"Expulsion" shall mean a denial of attendance of any single subject or class or of any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or in behalf of a school district, and any combination of the foregoing for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by the school districts. (WAC 180-40-205)
No student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

Once a student has been expelled in compliance with this chapter the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to Chapter 13.04 RCW in order that such authorities may address the student’s educational needs. (WAC 180-40-205)

D. Emergency removal from a class, subject, or activity

1. Notwithstanding any other provision of this chapter, a student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal or a designated school authority, PROVIDED that the teacher or administrator has good, sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate subject, activity, or education process of the student's school. The removal from classes, subjects, or activities shall continue only until:

   a. The danger of threat ceases

   b. The principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate long-term suspension or an expulsion, or impose an emergency expulsion pursuant to this chapter.

2. The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day. Prior to, or at the time any such student is returned to the class(es), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student therefrom of the action which has been taken or initiated (WAC 180-40-290).