

Garfield-Palouse Middle School 2020-2021

Student Handbook and Athletic Handbook

Garfield-Palouse School District
810 North 3rd Street
Garfield, WA 99130
www.garpal.net

Zane Wells, Superintendent/Principal



General Information

Applicability of Federal, State and Local Laws: Notwithstanding anything to the contrary in this Handbook, the then current Federal, State and Local laws will control over any provision to the contrary in the Handbook.

Student Rights and Responsibilities

Each student shall:

1. Conduct himself/herself as a responsible member of the community.
2. Identify himself/herself and furnish any information lawfully required of the student by a school district employee.
3. Obey the lawful directions of school district employees.
4. Allow meetings to progress in an orderly fashion.
5. Respect the property and person of others.
6. Attend all scheduled classes, and be to class on time.
7. Refrain from dress, physical appearance or conduct, which tends to create either a danger to health and safety or a disruption of the educational 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.

Equal Education Opportunities

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, or 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.

FERPA (Family Educational Rights and Privacy Act)

Family Educational Rights to 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 educational records (Policy 3231 P)

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 is 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 years of age), 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 authorizes 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 SW
Washington D.C. 20202

6. Directory information may be released publicly without consent upon the condition that 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 or 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.

Homeless Liaison

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

Garfield Homeless Liaison
Andree Marcus-Rader
Garfield School Counselor
N. 810 3rd Street, Garfield, Washington 99130
(509) 635-1331

The School Day

Our school day starts at 8:15 a.m. for grades PK-8. Lunch begins at approximately 11:00 a.m. for elementary, with the middle school starting at 11:30 a.m. The school day ends for grades 6-8 is 2:55 PM. The school day for K-5 ends at 3:00 PM.

Faculty and Staff

School Website: www.garpal.net

District:

Mr. Zane Wells	Superintendent & Principal	zwells@garpal.net
Mrs. Debbie Anderson	Secretary	danderson@garpal.net

Teachers:

Mr. Nate Holbrook	PE/MS Athletic Dir	nholbrook@garpal.net
Mr. Phil Weagraff	Language Arts	pweagraff@garpal.net
Mr. Mike Patrick	Science	mpatrick@garpal.net
Ms. Kasey Kampster	Title/Art	kkampster@garpal.net
Mr. Dan Kallaher	Math	dkallaher@garpal.net
Mrs. Rebecca Hemphill	Choir	rhempfill@garpal.net
Mr. Paul Currier	Social Studies/History	pcurrier@garpal.net
Mr. Matt Zook	MS/Elem Band	mzook@garpal.net

Special Services:

Mrs. Bailey Pfaff	Special Ed.	bpfaff@garpal.net
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School Counselor:

Mrs. Andree Marcus-Rader	Counselor	amarcus-rader@garpal.net
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Para Educators:

Mrs. Pamela Arborgreen		parborgreen@garpal.net
Mrs. Louanne Deerkop		ldeerkop@garpal.net
Mrs. Dawn Hunt		dhunt@garpal.net
Mrs. Merri Lewis		mlewis@garpal.net
Mrs. Lori Schaffer		lschaffer@garpal.net
Mr. Brian Reathaford		breathaford@garpal.net

Librarian Aide:

Mrs. Patty Villa		pvilla@garpal.net
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Maintenance Supervisor:

Mr. Craig Cochran		ccochran@garpal.net
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Custodians:

Mrs. Trish Gorence		tgorence@garpal.net
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School Nurse:

Mrs. Ariel Merrill, RN		garfieldnurse@garpal.net
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Food Service:

Mr. Mike Olsen	Cook	molsen@garpal.net
Mrs. Stevie Pfaff	Food Service/Office	spfaff@garpal.net

Transportation Supervisor:

Mr. Jason Jahn		jjahn@garpal.net
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Technology:

Mr. Trevor Villa		tvilla@garpal.net
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Phone Numbers

Garfield School	635-1331
Garfield Fax Number	635-1332
Palouse School	878-1921

ACADEMIC ACCOUNTABILITY/ATTENDANCE

1. **Attendance:** Attendance requirements for the middle school shall be the same as for high school. Individual classroom teachers will establish, in writing, at the beginning of each course, the actual influence of absences or tardiness on the grading policy of that class.

A. In compliance with RCW 28A.225.020, in the event of a student's unexcused absence, the school will:

Inform the student's custodial parent, parents, or guardian by a notice in writing or by telephone, and inform the parent or guardian of the potential consequences of additional unexcused absences.

B. In compliance with the Becca Bill [RCW 28A.225.030], if progressive discipline and continuous communication with parents is unsuccessful, an affidavit of non-attendance will be submitted to the Whitman County Prosecutor.

C. Unexcused absences will be treated as truanancies. The school will establish a progressive discipline policy to address truanancies and tardies. Attendance records will be included in the student's permanent file.

3. **Task Force Committee:** Each school will establish a review committee for the purpose of making recommendations about students who are in need of additional academic assistance.

Students who have excessive absences, students who receive failing grades, and students who otherwise need additional academic assistance will be referred to this committee as appropriate during the school year. The review committee will make recommendations about additional interventions.

4. **State Testing:** Students who do not meet standard on the SBAC State Test will be assigned to a remediation class. This class will be comprised of curriculum in ~~the~~ specific areas to help students achieve standards of proficiency.

COMPULSORY ATTENDANCE

Students between the ages of eight and eighteen years of age are required to attend school full time when school is in session, except as provided in RCW 28A.225. The applicable state law shall govern attendance.

EXCUSED ABSENCE

Parents are requested to call the school (509 635-1331) on the first day of an absence. A signed written note indicating the reason for the absence must be sent upon the student's return. Parents will be called if students are absent and the school has not been notified, or if the student returns to school after an absence without a written note.

1. Each time a student is absent he/she must bring a written note verification of the absence from the parents upon return to school. This note must contain at least the following information:
 - a. First and last name of student.
 - b. Date or dates of absence.
 - c. Reason for absence.
 - d. Parent's signature.
2. The student must report to the office with the note before first period begins and pick up the assignment sheet for all days absent.
3. The following are valid excuses for absences and tardies:
 - a. Absence caused by health condition, illness, or family emergency when prior arrangement is not practical.
 - b. Absence caused by participation in school approved activities.
 - c. Absence for parental-approved activities and medical/dental appointments.
 - d. Absence resulting from disciplinary actions or short-term suspension.
 - e. Absence caused by extended illness or health condition. If a student is confined to home or hospital for an extended period, the parent should make arrangements with the office to obtain daily assignment sheets, or to otherwise assure the student's continued academic progress. Students may be excused from school on days held sacred by parents.

Parents or guardians have the primary responsibility for keeping students in regular attendance, recognizing that classroom attendance and punctuality are essential. Regularity of attendance is important to the character-building process and is necessary in developing proper habits, the feeling of mastery through success, interest in school, and a sense of responsibility.

Students who are to be excused from school for a doctor, dentist, or other approved appointments must bring a written request from the parent stating the reason and the time for release from school or phone the school for the request. **All students MUST be signed out or upon arrival to school signed in at the office.**

TRUANCY/UNEXCUSED ABSENCE

Repeated unexcused absences or truancy may be cause for disciplinary action, suspension or expulsion. A student's absence is unexcused, if he or she:

1. Leaves school without checking out in the office; or
2. is absent without the knowledge and consent of a parent; or
3. is absent from class without permission from the teacher of that class or an administrator; or
4. Becomes ill while at school and either goes home or stays out of class without reporting to the office; or
5. Comes to school but does not attend class; or
6. Falsifies parental notification regarding an absence or tardiness; or
7. Leaves the school ground after arriving on campus without permission

The Principal in accordance with State law and the Principal's discretion will deal with truancy, or repeated unexcused absences.

EXTENDED ABSENCES

Parents are requested to contact the school if their student is going to be absent for an extended length of time so arrangements can be made for the make-up of work. It is the responsibility of the student to get the work from the teachers.

NOTIFICATION OF ABSENCES; UNEXCUSED ABSENCES

Absences for reasons that do not meet the criteria of excused absences will be counted as unexcused. Parents will have two days to notify the school about excused absences. If the school is not notified within that time frame the absence will be considered unexcused.

MAKE-UP WORK

Work missed due to absence will be available upon request and may be emailed. Work will also be available on return to school. It is the student's responsibility to request missing work from their teacher. Students have one day to make up work for everyday absent.

TARDINESS

It is expected that students will be to class on time. A student who arrives late to school will be excused only if a note from the office is marked accordingly. Tardiness to class may be treated as an absence as students may miss essential instruction. Teachers may record tardiness. Teachers according to their discretion will deal with class tardiness.

ACCIDENTS/ILLNESS AT SCHOOL

Should an accident occur or should a student become ill, the office will make an immediate effort to contact parents or guardian by phone. The emergency information requested on the registration form at the beginning of the year asks for the name and phone number of the family doctor and a close friend. If a parent or guardian cannot be reached, the emergency number will be used.

ACADEMIC GUIDELINES

Passing grades must be maintained in all classes during the sport season to be eligible for participation in athletic competitions and school activities held outside of the school day.

Students not meeting this requirement may participate under the academic probation requirements governed by the WIAA. Academic probation lasts for 3 weeks at the beginning of a semester, and one week during a quarter. At the end of the probation period, athletes must be passing all classes. During probation, students are considered part of the team and must attend all practices; however, they may not participate in competitions. All student grades are checked every Friday throughout the course of the year. The Principal may make adjustments in the probationary period as deemed appropriate.

GENERAL PRACTICES/PROCEDURES

Annual: The school annual is a combined annual with the Garfield Elementary. The office will send home a form during the school year so a student may purchase their annual.

Assemblies: School assemblies are an integral part of the curriculum. Whether it is a student body meeting, a pep rally, or a special program the whole student body will take part either as participants or as members of the audience.

Athletics: The sixth, seventh, and eighth graders are eligible to participate on most athletic teams. Athletic teams available are as follows: 7th-8th Football, 6th-8th girls and boys Basketball, 6th-8th girls Volleyball, 7th-8th girls and boys Track, 6th-8th Baseball, 6th-8th Cheerleading, and 6-8 Cross Country.

All student grades are checked every Friday throughout the course of the year. Those student athletes receiving an F in any class may participate in practices, but may not participate in any athletic contests for the following week.

It is up to the discretion of the coach in each sport to create additional rules governing grades, dress attire, practice times, travel behavior and other appropriate rules.

Students, who are absent for any part of the school day for illness or any reason that has not been prearranged with the school, may not participate in any game for that day without consent from the Athletic Director or Principal.

Extra-Curricular Activities: The sixth, seventh, and eighth graders are eligible to participate in the following activities: ASB, Knowledge Bowl, Jazz Band, and Drama. Students are also eligible to participate in ASB-sponsored recreational activities, subject to the qualifications or restrictions imposed for such activities. Grades will be pulled prior to such activities (or regularly during extended activities), and participants in these activities must adhere to the same academic rules as those governing athletics.

Bicycles, Skateboards, and Scooters: Students riding bicycles to school must park them in the bike stands when they arrive at school. Skateboards must not be used on school grounds at any time without prior approval from the office. Any student that brings a skateboard to school shall keep them in his/her locker during the school day.

Building Use: Students are not permitted in the building during non-school hours (before 7:30 a.m. or after 3:15 p.m.) unless working on or attending activities under adult supervision.

Closed Campus: Garfield-Palouse Middle School students are not allowed to leave the Garfield-Palouse Middle School during the school day (started by arriving on the GPMS grounds in the morning whether by bus/walking/bikes until dismissed at the end of the day), without specific permission from the office. Checking out procedure to follow: 1. Notify the office 2. Fill out and sign the checkout sheet.

Dress Code: The primary responsibility for school dress and grooming rests with the parents of our students. The school will not permit dress or grooming which is disruptive to the education process or to the health, safety, or propriety of our students.

- A. The following examples of clothing will not be allowed:
 - 1) Clothing depicting or promoting the use of alcohol, drugs, or tobacco.
 - 2) Clothing with suggestive pictures or words.
 - 3) Clothing with pictures depicting violence or racist statements.
 - 4) Accessories that might pose a threat to others may not be worn.
 - 5) Pants worn inappropriately.
 - 6) No spaghetti tops or strapless tops.
- B. All students must wear shoes.
- C. See-through or abbreviated blouses or shirts will not be allowed. This includes halter-tops, backless dresses, cut-off shirts.
- D. Tank tops may be worn as long as the armholes remain armhole size. The wearing of sports bras under tank tops with large cutout armholes is not acceptable.
- E. Shorts of an appropriate nature will be allowed.

DRILLS: We can never plan for every emergency. Each emergency will likely possess its own characteristics. For this reason, we rely upon the good judgment of staff members in charge of students to make the safe and sane decision.

All emergencies have the effect of causing confusion. There may be times when students are not sure what to do and simply **can't** check with office personnel. This is where we call upon each student to use good judgment and make the best decision for the circumstances that exist.

ELECTIVE CLASSES: Elective classes will be for one quarter (9 weeks), except that Band classes will be for one semester (18 weeks).

FINE PAYMENTS: Students may accumulate charges for lost library materials, meal charges, and/or music supplies. These fines/fees will be communicated to the parents in writing. The Principal may impose restrictions on further charges by the student until fines or charges are paid in full. In addition, the Principal may impose restrictions on the student's attendance at ASB-sponsored activities, or participation in extra-curricular activities, until fines or charges are paid in full.

GUESTS: Visitors are always welcome to our school. All visitors must check in at the office upon entering the building. Parents must pre-arrange with the office visits by students. Visitors coming for lunch with their son/daughter will need to notify the office by 9:00 a.m. to be included in the meal count for the day.

Visitors are not permitted at Rec Afternoons/Nights unless parents of students have received prior approval from the Principal.

HARASSMENT, BULLYING, AND INTIMIDATION

Harassment, bullying, and intimidation will not be tolerated. The Garfield and Palouse School Districts are committed to a safe and civil educational environment that includes respectful speech and conduct, for all students, employees, volunteers, and patrons, free from harassment, bullying or intimidation.

Harassment, bullying, or intimidation 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, physical or sensory handicap), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- 1) Physically, emotionally, and/or mentally harms a student or damages the student's property; or
- 2) Has the effect of substantially interfering with a student's education; or
- 3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 4) Has the effect of substantially disrupting the orderly operation of the school.

Individuals who believe there has been a violation of a nondiscrimination law due to race, sex, age, handicap (including the American with Disabilities Act), national origin, religion, or color may file a grievance. If the individual contends discrimination with respect to actions regarding the identification, evaluation, or educational placement of handicapped persons, a different system of procedural safeguards shall be followed that includes an impartial hearing, as required by Section 504 of the Rehabilitation Act of 1973.

Harassment in the form of slurs or other harassment based on race, religion, ethnic origin, or disability (physical, mental, or sensory) is prohibited. A slur is a type of harassment and is defined as any derogatory action such as: remark, word, joke, picture, or gesture referencing or directed to any individual or group(s) which is of a racial, ethnic, religious, or physical, mental, or sensory disability nature.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for harassment, intimidation or bullying.

INJURIES: If a student visits a doctor for an injury, the student must have a doctor's note to be able to return to PE or sports activity.

LOCKERS: When students receive class schedules, a locker assignment will be included. Lockers are school property on loan to the students. Teachers and administrators have the right to locker access at all times. In the absence of student consent, a locker may be (a) searched by an administrator with reasonable suspicion of materials or activities in violation of the law or school rules, or (b) locked and sealed until a search warrant can be obtained through local law enforcement officers. The school district will not assume any responsibility for items taken from lockers. However, lost or stolen items should be reported to the office.

LOST AND FOUND: Please turn in all items that you find to your teacher or the office. If you lose something, check with the office for your lost object.

MEAL INFORMATION: Breakfast Cost/Lunch Cost: All meals include milk. Checks for breakfast and lunches should be made payable to Garfield School District. Parents, please note how many dollars are to be applied to which student's account. The cost of meals and beverages will be announced at the beginning of the school year, and upon any change in prices during the school year.

Lunch and Breakfast Charges: Reminders are given to the students and their family when accounts reach \$10.00 through a calling system. When an account balance is zero, the student will need permission from the office to purchase food or beverages.

Lunch and Breakfast Program: Hot lunch and breakfast are available to all students in grades K through 8 on a daily basis. Families may qualify for free or reduced-price meals. Applications for free and reduced-price meals are available in the school office.

Lunch Time: At lunchtime students may be inside the gym or outside on the playground depending on the weather. Students may also be, with the teacher's permission, in a teacher's room.

Lunchroom Rules:

1. Classroom decorum is expected.
2. A normal conversation level is acceptable in the lunchroom.
3. Return your tray and all paper products to the appropriate area. Clean up after yourself.
4. Leave the lunchroom quietly.

NETWORK GUIDELINES: STUDENT INTERNET ACCESS RELEASE

Before a student will be able to use the Internet at school, the Student User Internet Access Release Form must be signed by parents and returned to the school. The District network includes wired and wireless computers, peripheral equipment, files and storage, email and Internet content (blogs, web sites, web mail, groups, wikis, etc.) All users of the District's electronic resources agree to abide by the provisions of the District's user agreement. Violation of any of the conditions of use explained in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

1. All use of the system must be in support of education and research and consistent with the mission of the district. The District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, K-20 Network policies, and District policy. Use of the system for commercial solicitation is prohibited.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Installation, downloading or use of software (including freeware or shareware), games, audio files, video files must be pre-approved by the Principal or the Technology Supervisor. Personal laptops may not be connected to the District network without prior approval from the Technology Supervisor to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device to the network is subject to all of the guidelines in this document. Unauthorized equipment attached to the District network will be confiscated.
5. Use of the system to develop programs or engage in practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Users are responsible for the appropriateness of the material they transmit over the system. Use of the system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
 - (a) Illegal activities are defined as any violation of local, state, or federal laws.
 - (b) Harassment is defined as slurs, comments, jokes, innuendoes, cartoons, pranks, or other conduct which (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment for another individual; or (2) has the purpose or effect of unreasonably interfering with another individual's work or school performance or (3) interferes with school operation.
 - (c) Vandalism is defined as any attempt to harm or destroy operating systems, application software, or data.
 - (d) Inappropriate use is defined as any violation of the purpose and goal of the network.
 - (e) Obscene materials are defined as a violation of generally accepted social standards for use of publicly owned and operated school communication systems.
7. Subscriptions to mailing lists, bulletin boards, chat groups, instant messaging services, blogs, social-networking sites and groups, email, wikis and commercial on-line services and other information services must be pre-approved by the Principal or the Technology Supervisor.

Security

8. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. Users shall not seek information on, obtain of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K-20 Network.
10. Communications may not be encrypted so as to avoid security reviews.
11. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

12. Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information about themselves or about others without permission from their teacher and parent and guardian.
13. Students should never make appointments to meet people in person whom they have contacted on the system without District and parent permission.
14. Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous, inappropriate, or violate #6 in our policy.

Copyright

15. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the K-20 Network shall comply with current copyright laws.

General Use

16. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
17. No person shall have access to the K-20 Network without having received appropriate training, and a signed User Release Form must be on file with the district. In addition, students under the age of 18 must have the approval of a parent or guardian.
18. Nothing in these regulations is intended to preclude the supervised use of the network while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

District's Non-Liability; No Expectation of Privacy.

19. The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data, losses resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet.
20. Filtering software is used to block or filter access to material deemed objectionable by the District. Filtering software is not 100% effective, and every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites. Any attempts to defeat or bypass the District's Internet filter or to conceal Internet activity are prohibited.
21. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of the network, user files and disk space utilization, user applications and bandwidth utilization, user document files, folders and electronic communications, email, Internet access, and any and all information transmitted or received in connection with network and email use. No student should have any expectation of privacy when using the

District's network. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to public records disclosure laws of the State of Washington.

From time to time, the district will make a determination on whether specific uses of the K-20 Network are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes, the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

Garfield-Palouse School Districts Student User Computer and Internet Access Guidelines

As a condition of my rights to use the GPNet, computers and related technology, including use of the K-20 Backbone to access public networks such as the Internet, I understand and agree with the following:

1. To abide by the GPNet Acceptable Use Procedures and Code of Conduct, stated in the Student Handbook Network Guidelines.
2. That the Technology Supervisor and Principal (or designee) in my building has the right to review and materials stored in GPNet/K-20 files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
3. That the Garfield-Palouse School Districts/K-20 will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the GPNet/K-20, including without limitation, access to public networks.
4. The Garfield-Palouse School Districts/K-20 does not warrant that the functions of GPNet or any of the networks accessible through GPNet will meet any specific requirements you may have, or that GPNet/K-20 will be error free or uninterrupted.
5. That the Garfield-Palouse School Districts/K-20 will not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use GPNet/K-20.
6. That the use of the GPNet, including use to access public networks, is a privilege which may be revoked by the Technology Supervisor or Principal (or designee) at any time for violation of the GPNet Acceptable Use Procedures and Code of Conduct. School administrators will be the sole arbiter(s) of what constitutes a violation of the GPNet Acceptable Use Procedures and Code of Conduct.
7. In consideration for the privilege of using the GPNet and in consideration for having access to the public networks, I hereby release the Garfield-Palouse School Districts, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the GPNet/K-20 Backbone.

PARENTS, REMEMBER THAT YOU ARE LEGALLY RESPONSIBLE FOR YOUR CHILD'S ACTIONS, INCLUDING MISUSE OR ABUSE OF THE DISTRICT'S SYSTEM.

OFF-CAMPUS EVENTS: Students at school-sponsored off-campus events shall be governed by school district rules and regulations. Failure to comply may result in loss of eligibility to attend school-sponsored off-campus events and may lead to other disciplinary actions.

ELECTRONIC DEVICES: Electronic devices must be stored in the student's locker, and may not be used in any capacity, during the school day from 8:25 a.m. to 3:00 p.m. Any electronic device that is found outside the student's locker during the school day will be confiscated by school staff, and will only be returned by the office to the student's parent or guardian. Under no circumstances may any electronic device be used for any unlawful activity, including inappropriate photography, on school grounds.

PESTICIDE NOTIFICATION: The school will establish a system to notify parents or guardians of students and employees of an intended pesticide application to a school facility, and will maintain records of all such pesticide applications, in accordance with RCW 17.21.415.

See Policy No. 6895 and the District Policy Manual for the complete policy and procedures.

REC. AFTERNOONS/EVENING: Rec. Afternoons run from 3:00 p.m. until 5:45 p.m. Rec. Evenings run from 5:45 p.m. until 8:30 p.m. Palouse students will be transported from and back to the Palouse School. Garfield students either walk home or may arrange with parents/guardian for pick up. Guests are not allowed except as pre-arranged under the rules for Visitors in the handbook.

Attendance at Rec. Afternoons/Evenings, like all ASB-sponsored events, is considered a privilege, not a right. Students must dress, and conduct themselves at all times, in accordance with the rules in this Handbook while they are attending a Rec. Afternoon/Evening.

Once a student enters Rec. Afternoon/Evening they must stay in the building. Students who leave the building, or who otherwise engage in inappropriate conduct, are subject to immediate removal from the Rec. Afternoon/Evening, contact with parents/guardian, and may be precluded from attending other ASB-sponsored activities.

Adult chaperones help to make Rec. Nights possible. Chaperones will be treated with respect and directions that they give will be followed.

REPORT CARDS/GRADING SCALES: Report cards are issued approximately every forty-five school days for sixth through eighth grades. Periodic grade reports for grades six through eight are issued during the grading periods.

The Honor Roll consists of 3.0-3.49 (honor roll) and 3.5-4.0 high honor roll). Recognition of honor roll students will be accomplished each quarter. However, recognition at the spring honors banquet and attendance on the spring high honors trip will be determined by a cumulative GPA. Cumulative GPA's will include 1st, 2nd, and 3rd quarter grades.

Middle School Grading Percentages

A	=	100-93.00%
A-	=	92.99-90.00%
B+	=	89.99-88.00%
B	=	87.99-83.00%
B-	=	82.99-80.00%
C+	=	79.99-78.00%
C	=	77.99-73.00%
C-	=	72.99-70.00%
D+	=	69.99-68.00%
D	=	67.99-60.00%
F	=	59.99-0.00%

STUDENT GOVERNMENT: Student government (Associated Student Body or ASB) includes school officers and student body representatives, as well as a student council representing sixth through eighth grades. Organization, elections and conduct of the ASB shall be according to the ASB Constitution and By-Laws.

STUDENT OF THE MONTH: The staff may select one or more students per grade as the Garfield-Palouse Middle School Students of the Month. Guidelines for selection are attendance, effort, attitude, and improvement.

Office phone: Students should make arrangements for staying after school and daily needs before leaving home.

TEXTBOOKS, ELECTIVE FEES AND FINES: Students are not required to pay fees or deposits for textbooks or any instructional materials 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. Students will be assessed a fee if they are enrolled in certain elective classes.

WITHDRAWAL PROCEDURES: Students withdrawing from school should inform the middle school office before their last day of attendance. Clearance endorsed by all teachers will be required before school records are transferred.

MEDICATION AT SCHOOL: Normally, prescribed oral medication and oral over-the-counter medication should be dispensed before or after school hours under supervision of the parent or guardian.

If a student must receive prescribed or non-prescribed medication from an authorized staff member, the parent must submit a written authorization accompanied by written instructions from a licensed health professional. Requests shall be valid for not more than the current school year. All medications must be properly labeled and be contained in the original container.

The Principal shall determine whether a parent's request for the administration of medication shall require further instructions from a licensed health professional as well. The school may discontinue the administration of medication under RCW 28A.201.270 if it has first provided actual notice orally or in writing in advance of the date of discontinuance to a parent or legal guardian of the student or other person having legal control over the student.

Procedures shall be established in compliance with RCW 28A.210.260 for:

- A. Receiving parental requests for the dispensing of prescribed or non-prescribed oral medication including a signed and dated request with written current instructions from a licensed health professional if the medication is to be given for more than fifteen consecutive school days,
- B. Designating staff members who may administer prescribed or non-prescribed oral medication to students;
- C. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility. (Inhalers should be kept on the student's person, or in the office. Keeping inhalers in a student locker is not appropriate.)
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication.
- F. Medication should be picked up by the parent/guardian from the school office when no longer required. Any unclaimed medication will be destroyed.
- G. Medication will be dispensed in the school office.
- H. No medication shall be administered by injection except for an Epi-pen only when a student is susceptible to a pre-determined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the physician. A staff member shall be trained prior to injecting medication.

RIGHTS AND RESPONSIBILITIES

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

(20 U.S.C. § 1232g; 34 CFR Part 99)

As a requirement of FERPA, the Garfield School is notifying all parents of students of following rights:

1. The right to inspect and review the student's education records.
2. The right to request the amendment or correction of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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.

STUDENT RIGHTS AND RESPONSIBILITIES

The student or parent/guardian may obtain the following information upon request:

1. A listing of the RCWs specifically dealing with the state laws governing students at school or school activities.
2. Guidelines concerning Freedom of Speech and Assembly and the Freedom to Publish in the school.
3. Guidelines concerning search and seizure in the school.
4. Discipline, suspension, and expulsion criteria.
5. Teacher and administration rights and responsibilities
 - a. authority to impose discipline.
 - b. authority to make additional rules.
6. WAC definitions of;
 - a. discipline
 - b. suspension
 - c. expulsion
 - d. emergency removal from class, subject, or area
 - e. emergency expulsion
7. Guidelines concerning due process in school disciplinary procedures and hearings.

DISCIPLINE, SUSPENSION, AND EXPULSION CRITERIA

In accordance with RCW 28A.600 et. seq. and WAC 392-400 et. seq, students will be subject to corrective or disciplinary 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. Discipline, including suspension, expulsion and emergency expulsion, and the due process rights of students and parents/guardians, shall be defined and carried out as provided in the current RCW and WAC.

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.
4. Student speech or assembly shall not, and shall not imminently threaten to, materially disturb or interfere with or obstruct any lawful task, function, process or procedure of the school district, or any lawful task, function, process or procedure of any other student, official, employee or invitee of the school district.

FREEDOM TO PUBLISH

1. Students are entitled to express in writing their personal opinions. The distribution of such material shall not, and shall not imminently threaten to, materially disturb or interfere with or obstruct any lawful task, function, process or procedure of the school district, or any lawful task, function, process or procedure of any other student, official, employee or invitee of the school district.

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 previously approved in writing by the school administration.

TEACHER'S AND ADMINISTRATOR RIGHTS, RESPONSIBILITIES

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 that 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 each misconduct.

2. The superintendent and/or his designee shall have the authority to impose suspension and expulsions for such misconduct in accordance with state law.

Classroom Discipline

Our purpose at Garfield-Palouse Middle School is to educate students. We believe a self-disciplined student has the best opportunity to obtain a proper education. Discipline problems interfere with the accomplishment of this goal. We hope to achieve a positive school climate where the needs of all students are recognized and where kindness, courtesy, and respect for one another prevail.

Classroom 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. Teachers will determine classroom rules and consequences that will enable the teachers to be able to have a positive classroom environment. Included in the teacher-determined classroom rules will be the issue of students being prepared for class. School-wide Classroom Rules will also be reinforced in the classrooms.

In-School Suspension

Students may be placed on in-school suspension by the Principal or his/her designee for violations of classroom or school rules. Students placed on in-school suspension will be subject to the following regulations. Violations of these regulations will result in further discipline.

1. Reporting to the in-school suspension area:
 - a. Assignments from all your teachers will be delivered to you and you will work on their completion.
2. While in in-school suspension:
 - a. The only things allowed in the in-school suspension area are study materials necessary for the completion of your assignments;
 - b. Your sack lunch will be refrigerated until lunchtime OR you may have a hot meal delivered
 - c. You are to stay in your assigned chair.
 - d. You are not to talk.

UNLAWFUL ACTS, OTHER VIOLATIONS AND PENALTY SCHEDULE

Unlawful Acts: Violation of state laws by students at school or school activities will result in disciplinary action, suspension, or expulsion and/or notification of the police which could result in legal action. Students are required to comply with rules established for the government of schools, to pursue required courses and to submit to the lawful authority of teachers, and are subject to such disciplinary action as school officials shall determine.

Affection: Middle school students may hold hands at appropriate times during the day. Displays of affection during class time, or that otherwise disrupt or interfere with the normal functioning of the school, are not permitted.

Alcoholic Beverages, Controlled Substances, or Illegal Drugs: Sale, use, or possessions of illegal drugs, controlled substances or alcohol are illegal and harmful. No student shall possess, use, transmit or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related function or event:

1. Any controlled substance of dangerous drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any amusable glue, aerosol, paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

"Use", means a student has smoked, ingested, injected, imbibed, absorbed, inhaled, drank, or otherwise taken internally a prohibited substance recently enough that is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

"Possession" means on a student's body (pockets, etc.), in their lockers, bags, car, or anything else being used or owned by the student under the above prescribed definition of a school function.

"Drug Dog" At the discretion of the Principal, a drug dog may randomly be used to search for illegal drugs.

Arson: The intentional setting of fire.

Assault: A threat of harm or violence to a person's body, property, physical threats and/or violence to a person

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

Burglary: School break-in with intent to steal.

Cheating: Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The following steps may also be included with the discipline, at the discretion of the teacher and/or the Principal:

- After-school detention/Letter home
- In-school-suspension/Parent Conference
- Short-term out-of-school suspension

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

Cumulative Violations: The frequency with which students violate school policies, rules and regulations, is often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of discipline, suspension or expulsion.

Dangerous Behavior: Any act that could cause injury to another individual is prohibited.

Dangerous Weapons: Firearms or other dangerous weapons are prohibited on school property or at school sponsored events.

Firearms: It is unlawful and contrary to these rules for any person to carry onto public or private elementary or secondary school premises, school provided transportation or areas of facilities while being used exclusively by public or private schools any firearm or dangerous weapon as defined in RCW 9.41.280. Any violation of this provision by an elementary or secondary school student shall result in expulsion from the state's public schools if a firearm is involved and may result in expulsion if a dangerous weapon is involved. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

Explosives: Explosives are prohibited on school property or at school-sponsored events.

Fighting/Safety Issues: The act of quarreling involving bodily contact, or the threat of bodily contact, is prohibited. Play fighting and wrestling are considered safety issues and are also prohibited. Students involved in such activities may receive consequences as determined in the Principal's discretion, including suspension.

Fire Apparatus or False Alarms: Setting off false alarms, tampering with/discharging/stealing fire extinguisher, or damaging alarm systems are all prohibited.

Forgery, including Forgery of School Documents: Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms, is prohibited.

Injury to Property: Defacing or injuring school property is prohibited.

Interference with Teacher or Student: Students are prohibited from interfering by force or violence with any administrator, teacher, person under contract with the Garfield School District, or student who is in the peaceful discharge or conduct of his or her duties or studies.

Loitering in off-limit area: Loitering in parking lots, designated off-limits areas and lavatories is prohibited.

Sexual Harassment: It is the policy of the Garfield School District that the working and educational environment for employees, students, volunteers, and parents shall be free from all types of discrimination, including sexual harassment. Harassment on the basis of sex is prohibited.

Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education,
2. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual, employment, or education,
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment

Disciplinary action

After appropriate investigation, any individual who has been found to have sexually harassed another individual will be subject to appropriate disciplinary action.

Development of procedures

The superintendent/designee shall develop administrative procedures that provide for receiving and investigating a complaint from any employee, student, volunteer, or parent who alleges that he/she has been subjected to sexual harassment in the district.

Tobacco Use by a Student: In accordance with state law, the Garfield School District is tobacco free. Any use or possession of tobacco products or imitation tobacco products on the campus of Garfield-Palouse Schools is prohibited. Discipline for the use and/or possession of tobacco products will be administered. Students are also prohibited from tobacco use at all school related activities, i.e. dances, field trips, extra-curricular activities.

Theft: Students are cautioned not to bring large amounts of money, or expensive items to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their own personal property. Theft of personal property is a serious and growing concern. A large percentage of the thefts occur in the hall lockers and P.E. lockers. To discourage thefts, students should take the following precautions:

1. Don't disclose the locker combination to anyone.
2. Double-check the locker (hall & P.E.) every time it is used to be sure it is locked.
3. Report theft or loss of property to the office.
4. Identify P.E. clothing with a laundry-marking pen.
5. Locks on P.E. lockers will be required and utilized.

Trespass: Being present in an unauthorized place on school grounds or refusing to leave when ordered to do so by school personnel is prohibited.

TRANSPORTATION

Activities/Field Trips: Students must use school transportation to and from activities. Special requests concerning other arrangements must be made as follows:

1. Parents make the request to the staff person in charge.
2. Previous arrangements have been made with the school office.

School Buses: Riding the bus is a privilege. Video cameras may be used to help monitor student behavior.

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.
2. Behavior expectations for the bus are the same as the behavior expectations in the classroom.
3. Each student may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the school Principal and/or driver.
4. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the window or inside the bus.
5. No student shall at any time extend his or her hands, arms, or head out of the window whether the school bus in motion or standing still.
6. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
7. Students must not cross the highway until given consent by the school bus driver.
8. Students must cross the highway only in front the school bus. All emergency doors are to be used for an entrance or an exit only in case of an emergency.
9. Students must not stand or play in the roadway waiting for the bus.
10. Students must have nothing in their possession that may cause injury to another.
11. Each student must keep his books and personal belongings out of the aisles.
12. No student will be allowed to talk to the driver more than is necessary.
13. No student shall sit in the driver's seat, nor shall any student sit to neither the left nor the right of the driver interfering with him in any manner.
14. Food or drink may be allowed on the bus for special trips or upon the consent of the bus driver. Each student must clean up and properly dispose of his garbage, or other garbage that he sees before exiting the bus.

Before and After School Transportation:

If a student misses the morning shuttle bus at Palouse, he/she must report to the Garfield-Palouse High School office. The student will need to call a parent or guardian to secure a ride to Garfield.

Raider Athletic Handbook

2020-2021

STUDENT ACTIVITY RULES

The sixth, seventh, and eighth graders are eligible to participate on most athletic teams. Athletic teams available are as follows: Football, Basketball, Volleyball, Baseball, Cross Country, Track, and Cheer

Students, who are absent from school for illness or any reason that has not been prearranged, may not participate in practice/game for that day without consent from the Athletic Director and/or Principal.

Academic Guidelines

Passing grades in all classes must be maintained during the sport season to continue eligibility. Grades are pulled every Friday for athletic/activity participation. If a student has a failing grade when grades are pulled, in any class, they will not be eligible to participate in any scheduled games or activities the following week (Monday-Friday). They will be eligible to practice.

Equipment

The Garfield-Palouse Middle School Athletic Department will require the use of concussion style mouth guards. These mouth guards will be supplied by the Garfield-Palouse Middle School Athletic Department during equipment issue and must remain attached to the participant facemask at all times. In the event that a participant's mouth guard becomes lost, it will be the responsibility of the participant to replace such item by purchasing it from the Middle School

1. Issued equipment:
 - a. School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition.
 - b. Loss of issued equipment or damage to issued equipment will be the student's financial obligation.
 - c. No student will be cleared for subsequent sports until all equipment is returned or paid for from a previous sport.

Bus Conduct and Trips

1. In accordance with state law, we are under the direction of the bus driver and will abide by the state school bus guidelines when on the bus.
2. Homeward trips should allow some degree of silence so that those who wish to rest will have the opportunity to do so.
3. Please prearrange transportation home after trips. You should tell your parents of the approximate time of your arrival.
4. While at away games you are to remain in the school building you are visiting unless you receive permission from the coach to do otherwise.

Participation

1. Prior to a student athlete participating on any athletic team or being issued any athletic equipment, he/she is responsible for having on file with school officials a record of the following:
 - a. Physical examination with a physician's signature.
 - b. Emergency information card.
 - c. School insurance, or waiver form signed by parent/guardian.
 - d. Signature of a parent/guardian and the athlete signifying they have read and accepted the regulations of this handbook.
 - e. Acknowledgment of risk as required by the district.

Practice

You must have 12 practices before your first football game and 8 before competing in basketball, volleyball, track, baseball, and cross-country.

Code of Conduct for All Activities at Garfield-Palouse Middle and High Schools

1. The use, consumption, possession, transmitting or sale of alcoholic beverages and/or tobacco is prohibited. Also prohibited is inappropriate direct association with minors in possession of alcoholic beverages. Inappropriate association means no attempt to remove self from situations where such use is occurring.

- ❖ Attendance at functions such as community events, weddings, anniversaries, etc. where legal adult alcohol consumption is taking place is not a violation of this code.
- ❖ If students find themselves in a situation that is in violation of the code, they must make an immediate, clear effort to disassociate themselves from the situation. Such efforts might include but not be limited to:
 - a.) Driving away.
 - b.) Call for a ride home.
 - c.) Walking away.

2. The use, consumption, possession, transmitting or sale of illegal or legend drugs, including anabolic steroids, is prohibited. The definition of legend drugs is those drugs that can only be taken legally via prescription to the user.

3. Students involved in alleged breaking of local, state or federal law both in and outside of the school and who after a school investigation of that action have proved detrimental and embarrassing to the school, athletic program, and or community may be subject to disciplinary action. (This includes harassment and hazing.)

4. Absence Policy regarding participation in activities.

The student will not be allowed to practice or play if he/she:

- ❖ Leaves school because they are sick and go home or to the doctor.
- ❖ Needs to use the infirmary for an illness or needs to rest due to illness.
- ❖ Is tardy or late to school due to the need of more rest due to an illness or earlier sickness.

Students will be allowed to play if they:

- ❖ Have a prearranged absence.
- ❖ Are absent for a school activity.
- ❖ Have a prearranged doctor or dentist appointment. (Office has been notified in advance.)
- ❖ The Athletic Director will determine if the student's health issue was not an illness.

5. Students are expected to attend all scheduled meetings, practice session, performances and games whether school is in session or not. If a student must miss a practice or meeting, arrangements must be made in advance with the coach or advisor. A practice will be considered unexcused if not cleared by the head coach prior to practice.

6. **(High School only)** An athlete will miss $\frac{1}{2}$ of a contest for each practice that has been missed from the beginning of the season, or first practice day.

Exceptions:

- ❖ Communication that the athlete will be gone for the first few practices, but the coach as a commitment from the player to be a part of the team.
- ❖ Athlete has an illness or family emergency that keeps them from attending practice, but again, the athlete has communicated with the coach.
- ❖ Students who transfer from another school may turn out and play following their required 10 practice days.
- ❖ A sport folds, and athletes wish to remain competitive and move to another sport (i.e. baseball has too many injuries and cannot complete season, so athletes can compete on the track team.)

7. Students representing Garfield and Palouse are expected to exemplify the highest standards of good sportsmanship and appropriate behavior. Sportsmanship consists of the qualities of courteousness, fairness, and respect for officials, teammates, opponents, advisors, coaches, and others associated with the activity. The use of profane or obscene language and/or acts of vulgarity will not be tolerated.

8. All student participants must travel to and from contests with the team and in transportation provided for this purpose. After contests, students may be signed off the bus only by their parent or guardian. **Any arrangements other than stated above must be made in advance with the principal and/or activities director.**

9. In addition to the rules stated herein, other rules regarding requirements for participation and academic eligibility, responsibility for equipment, overall conduct, and bus conduct are published in the student activity handbook. If you need a copy of this publication, contact the school.

10. Advisors/coaches may require adherence to additional written rules needed to direct their activities.

11. Code of conduct violations would be in effect for the school year. This would include all practices, games, contests, and activities AND include time between one activity and another/or between sport seasons. Code of conduct violations would continue through the school until the last day of the school year.

12. Code of conduct violations would be in effect for the calendar year (August 29th, 2012 to September 1st or the first day of school the following year.) This would include all practices, games, contests, and activities AND include time between one activity and another/or between sport seasons.

Penalties

The following consequences will result in breaking the above rules. Participants will receive written notification of rule violation and consequences which they must sign and return to their head coach/advisor. These will be kept on file with the athletic director.

Violation Rule #1

I. First Violation:

- a) Suspension from participating in 15% of the total activities schedule for the season.

Honesty Clause: A student who voluntarily admits to or gives an honest response to an inquiry about a first time violation of Rule 1 will be: suspended from participating in 10% of the total activities

scheduled for the activity season.

II. Second violation:

a) 1. If a second violation occurs during the **same season** the student will be suspended for the remainder of that season, and must be cleared by the activities director/Principal before participation in the next season. 2. If a second violation occurs during the participant's career at the Middle School and High School, suspension will be for 15% of the activities schedule during the season for that activity AND

b) The student will be required to participate in an assessment by the Whitman County Mental Health, Palouse Recovery Center or other approved agencies. All cost shall be the responsibility of the participant and his or her parents. **The assessment must be scheduled before the student is allowed to continue to participate in that season.** This section must be completed before the participant may turn out for their next season.

III. Third Violations:

- a.) If a third violation occurs during a students' combined career in middle and high school, the student will become immediately ineligible to participate; suspension from participating will be from the time of infraction until the **beginning** of the activity during which the violation occurred.
- b.) A third violation of these rules during a student's combined careers in middle and high school will require the student to complete another assessment. The assessment and recommendations of the assessment (from (a) above) must be signed and carried out before the participant may complete in their next eligible activity season.
- c.) The student must also complete 10 hours of community service. Community service hours also must complete before the participant can become eligible, and will be administered under the direction of the Principal or the Athletic Director.

IV. Fourth Violation:

- a.) A fourth violation of these rules during a participant's combined careers in middle and high school will result in suspension of all school activities for the remainder of the student's enrollment at Garfield-Palouse.
- b.) The student may appeal to the Superintendent for reinstatement to activities following one calendar year of suspension.

Violation of Rule #2 (RCW 69.41.020-69.41.050)

I. First Violation: The student shall be immediately ineligible for interscholastic competition in the current interscholastic sports program and/or school approved activities for the remainder of the season.

In order to be eligible to participate in the next season and/or school approved activity, the student shall meet with the school eligibility board, consisting of advisors/or coaches and administrators selected by the principal to request approval to participate. The board will recommend to the principal appropriate action to be taken in the student's case. The school principal shall have the final authority as to the student's participation in the interscholastic sports program and/or school approved activity.

II. Second Violation: A student who again violates Rule #2 during their career in middle and high school shall be ineligible and prohibited from participating in any program for a period of one calendar year from the date of the second violation.

- III. Third Violation: A student who violates Rule #2 for a third time during their career in middle or high school shall be permanently prohibited from participation in any activity.

Violation of Rules #3-#10:

Possible consequences:

- a. Verbal reprimand
- b. Suspension from participating in games but still allowed to practice.
- c. Suspension from the team for the remainder of the season.
- d. Any violation that occurs after "b" has been applied will result in "c".

APPEAL PROCEDURE

Appeal Procedure:

- a. Action will be taken by the coach or advisor after consultation with the principal.
- b. Upon the imposition of penalty for infractions(s) of said rules or regulations, any aggrieved student and parents of said student shall have the right to conference with the Council made up with the Garfield Principal, Palouse Principal, and Activities Director. If the student and parents do not make a written request for this conference with five (5) school days of the action grieved, they will have waived their right to the conference and the appeal procedure. The conference is to be held within three (3) school days of the request.
- c. The aggrieved party may appeal to the superintendent of schools within three (3) school days of the appeals decision. The superintendent of schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
- d. The aggrieved party may appeal the superintendent's decision to the joint board of directors. The joint board of directors, after hearing the case in detail, shall render a decision on the case within ten (10) school days of the hearing. **This decision shall be final.**

Please sign and return this page to the school.

I have read the Student Handbook and Athletic Handbook and I have read and understand the Code of Conduct expected of participants at the Garfield-Palouse Schools.

Signed: _____
Participant

Signed: _____
Parent

Date: _____