

Garfield-Palouse Middle School 2025-2026

Student Handbook

Garfield-Palouse School District

810 North 3rd Street

Garfield, WA 99130

509-635-1331

www.garpal.net

Tom Korst, Superintendent/Principal



VISION STATEMENT

Achieving Excellence Together

Everyone Succeeds, No Exceptions, No Excuses!

Dear Parents and Guardians,

As the Superintendent and Principal of Garfield-Palouse Middle School, I believe our mission is to help every student write their own success story. I want you to know that my door is always open. Please feel free to stop by any time—I am here to listen, support, and work with you to address any questions or concerns you may have.

Most importantly, your child's safety, well-being, and academic success are my highest priorities. You can be confident that our entire faculty and staff are dedicated to providing the support and opportunities your child needs to grow, learn, and thrive.

It is an honor to partner with you in your child's educational journey. We look forward to a meaningful and successful year ahead.

Warm regards,

Thomas J. Korst

MISSION STATEMENT

Achieving Excellence Together

The Garfield School District strives to increase the educational performance of every student. We accomplish this through dedicated teaching of state academic standards in a safe and supportive classroom/school environment. We believe education is a shared responsibility between students, parents, school faculty, staff and community.

Faculty and Staff

School Website: www.garpal.net

District:

Mr. Tom Korst	Superintendent & Principal	tkorst@garpal.net
Mrs. Debbie Anderson	Administrative Assistant	danderson@garpal.net

Custodian:

Mrs. Trish Gorence		tgorence@garpal.net
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Food Service:

Mrs. Jennifer Bonifas	Cook	jbonifas@garpal.net
Mrs. Stevie Pfaff	Food Service Director	spfaff@garpal.net

Librarian Aide:

Mrs. Patty Villa		pvilla@garpal.net
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Para Educators:

Mrs. Sarah Anderson		sanderson@garpal.net
Mrs. Toni Curry		tcurry@garpal.net
Mrs. Dawn Hunt		dhunt@garpal.net
Mrs. Lauren Ritari		lritari@garpal.net

Preschool Teacher:

Mrs. Genna Bessey	Preschool Teacher	gbessey@garpal.net
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School Counselor:

Mrs. Andree Marcus-Rader	Counselor	amarcus-rader@garpal.net
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School Nurse:

Mrs. Bree Pfaff		bree.pfaff@garpal.net
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Special Services:

Mrs. Bailey Pfaff	Special Ed.	bpfaff@garpal.net
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Teachers:

Kennedy Ferry	AG/Woodshop	kferry@garpal.net
Mr. Nate Holbrook	PE/MS Athletic Director	nholbrook@garpal.net
Mr. Phil Weagraff	Language Arts	pweagraff@garpal.net
Mrs. Joey Reed	Science	jreed@garpal.net
Ms. Kasey Kampster	Title/Art	kkampster@garpal.net
Mr. Dan Kallaher	Math	dkallaher@garpal.net
Mrs. Rebecca Hemphill	Choir/Cooking	rhemphill@garpal.net
Mr. Joel Stevens	MS/Elem Band	jstevens@garpal.net
Mrs. Jordyn Cook	Social Studies/History	jcook@garpal.net

Technology:

Mr. Trevor Villa		tvilla@garpal.net
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Transportation Supervisor:

Mr. Jason Jahn		jjahn@garpal.net
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General Information

The Middle School Day

Our school day starts at 8:25 a.m. for grades 6-8 and ends at 3:00 p.m. (Doors open at 7:45 a.m.)

BREAKFAST AND LUNCH

Breakfast (7:45 am) is available to all students in grades 6-8.

(Breakfast is not available on delayed start days.)

Lunch is available to students in grades 6-8.

Applications for free or reduced-price meals are available at the office. Applications are accepted throughout the school year. ***We encourage all families to complete the applications as some district funding is based on our free/reduced percentages.***

Our meal program is based on a credit system. Money is deposited to a student's account. As meals are purchased, the amount is subtracted from the account. Students are encouraged to always keep a positive balance at all times.

School policy **does not allow** for charging of meals. If there is a financial problem, please contact the office. Notices will be sent home when the account balance is less than \$10.00.

MEAL PRICES

\$ 3.70 – daily lunch (Middle school)	\$ 3.85 - daily lunch (High School)
\$74.00 – twenty lunch (20) meals	\$77.00 – twenty lunch (20) meals
\$ 2.75 – daily breakfast	
\$55.00 – twenty (20) breakfast meals	**All meals include milk

\$ 1.00 – Extra Lunch

\$.50 – extra milk/juice

\$10.00 – 20 milk/juice

ADULT LUNCH/BREAKFAST

Parents are welcome to join their children for meals. If you cannot send payment with your child, please notify the office before 8:30 A.M. and pay at the office before you eat.

Lunch - \$5.00

Breakfast - \$3.25

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.

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

Student Rights and Responsibilities

Each student shall:

1. Conduct himself/herself responsibly.
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. Not disrupt the educational process.
5. Show RESPECT for all adults.
6. Show RESPECT for other students.
7. Keep hands and feet to themselves.
8. Attend all scheduled classes and be to class on time.
9. Wear clothes that are appropriate for school.
10. Not bring any dangerous items to school (examples ~ knives, guns).
11. Not bring toys, MP3 players, Ipods, Kindle/NOOKs, Ipads, etc. to school.
12. Not ride Skateboards, scooters, and bikes on school property. They should be walked to the appropriate areas.
13. Student cell phones are not allowed during academic time.

ATTENDANCE - BEING HERE IS A BIG PLUS!!

Being in the classroom every day puts children on the cutting edge of learning. Sit-down with your child and set a goal for solid attendance and help them reach it!

Please Call: 509-878-1921 if your child will be absent!

To help us protect your child going to and from school, please call by 8:45 A.M. if your child will not be at school. An auto call will go out notifying you of your child's absence. It is your responsibility to contact the office to excuse the absence or tardy.

HOWEVER

Ill children should stay at home! If your child becomes ill at school, every effort will be made to contact you by phone. If we're unable to contact you, we'll call a person you've designated on the registration form.

Please do not ask us to keep your child in during recess. If your child is not well enough to go outside, he/she should recuperate at home.

WHY IS ATTENDANCE IMPORTANT? RESEARCH SHOWS

- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- Missing 10 percent (just two days a month or about 18 days in a year) increases the chance that your student will not read or master math at the same level as their peers.
- By 6th grade, absenteeism is one of the three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

RCW 28A.225.018

The state law for mandatory attendance requires children from age 8-17 to attend a public school, private school or a district approved home school program. Children who are under 7 years old are not required to be enrolled in school, however, once a child is enrolled after the age of 5, the student must attend full-time.

- After five excused absences within a 30-day period or ten excused absences within a school year, the school must schedule a conference with the guardian of an elementary student identifying barriers to attendance and offering support and resources to assist.
- After fifteen excused absences within a school year, District Policy requires a conference to be held with the guardian/student to establish an academic plan and attendance requirements. Each absence after fifteen absences will be considered unexcused without principal approval.
- Under RCW 28A.225.030, if a child under the age of 17 is required to attend school under RCW 28A.225.010 and if the actions taken by a school district under RCW 28A.225.020 are not successful in substantially reducing an enrolled child's absences from public school, after the child's seventh unexcused absence within any month during the current school year and not later than the 15th unexcused absence during the current school year the school district shall enter into an agreement with a child and parent that establishes school attendance requirements or refer a child to a community engagement board under RCW 28A.225.025. The community engagement board shall enter into an agreement with the child and parent that establishes school attendance requirements and take other appropriate actions to reduce the child's absences. If a parent enrolls a child who is six or seven years of age in a public school, the child is required to attend and that parent has the responsibility to ensure the child attends for the full time that school is in session. An exception shall be made to this requirement for children whose parents formally remove them from enrollment if the child is less than eight years old and a petition has not been filed against the parent under subsection (3) of this section. A child required to attend school under this subsection may be temporarily excused upon the request of his or her parent for purposes agreed upon by the school district and parent. If a six or seven year old child is required to attend public school under subsection (1) of this section and that child has unexcused absences, the public school in which the child is enrolled shall: (a) Inform the child's custodial parent, parents, or guardian by a notice in writing or by telephone whenever the child has failed to attend school after one unexcused absence within any month during the current school year; (b) Request a conference or conferences with the custodial parent, parents, or guardian and child at a time reasonably convenient for all persons included for the purpose of analyzing the causes of the child's absences after three unexcused absences within any month during the current school year. If a regularly scheduled parent-teacher conference day is to take place within 30 days of the third unexcused absence, then the school district may schedule this conference on that day; (3) If a child is required to attend public school under subsection (1) of this section, after the child's seventh unexcused absence within any month during the current school year and not later than the 15th unexcused absence during the current school year, the school district shall (a) Enter into an agreement with a child and parent that establishes school attendance requirements; or (b) Refer a child to a community engagement board under RCW 28A.225.025.

The community engagement board shall enter into an agreement with the child and parent that establishes school attendance requirements and take other appropriate actions to reduce the child's absences. "Community engagement board" means a board established pursuant to a memorandum of understanding between a juvenile court and a school district and composed of members of the local community in which the child attends school. (b) Community engagement boards must include members who receive training regarding the identification of barriers to school attendance, the use of the Washington assessment of the risks and needs of students (WARNS) or other assessment tools to identify the specific needs of individual children, cultural responsive interactions,

trauma-informed approaches to discipline, evidence based treatments that have been found effective in supporting at-risk youth and their families, and the specific services and treatment available in the particular school, court, community, and elsewhere.

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 guardians 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 adjust the probationary period as deemed appropriate.

GENERAL PRACTICES/PROCEDURES

Annual: The school annual is a combined annual with 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.

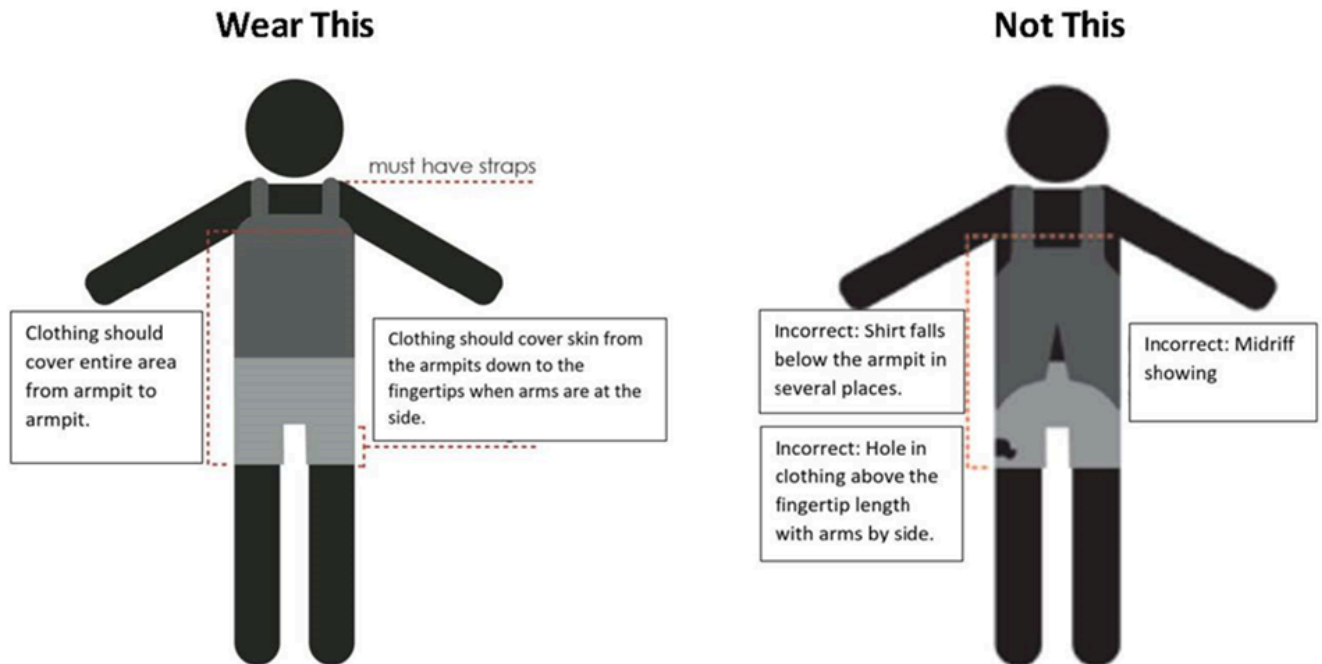
Extra-Curricular Activities: The sixth, seventh, and eighth graders are eligible to participate in the following activities: ASB, Knowledge Bowl, Jazz Band, and Drama. Students are also eligible to participate in ASB-sponsored recreational activities, subject to the qualifications or restrictions imposed 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 7:45 a.m. or after 3:10 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



Garfield Middle School has dress standards in place to promote the culture of the school system as one of self-respect as well as the respect for others. Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school and to prepare for their future college and career expectations. Shirts and shoes are required at all school events.

Washington State Law (RCW 28A320.140) allows schools to establish dress codes. See GarPal Board Policy 3224. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that a material and substantial disruption of the educational process will result from the students' dress or appearance. Teachers are to enforce the dress standards per the parameters below.

Clothes must not violate the following guidelines, even if the clothes are part of the prevailing fashion.

Shirts/ Blouses:

- No skin showing armpit to armpit and down to the end of your fingertips.
- No willful display of inappropriate parts of the body or undergarments.

Sweaters/ Sweatshirts:

- Sweaters, sweatshirts, and hoodies are permitted if they meet the shirt/ blouse dress code or are worn over a shirt or blouse that does meet the dress code. The hood may not be worn on the head in the school or classroom.

Shorts/ Pants:

- Must be worn at the waist and be size appropriate. No sagging is allowed.
- Must have "NO HOLES where skin above the shorts requirement and/or underwear is exposed."
- Shorts must not be any shorter than the length of your fingertips when arms are extended by your side. All shorts, including athletic shorts, must meet these criteria.

Skirts/ Dresses:

- Skirts, dresses, and jumpers must not be shorter than the length of your fingertips when arms are extended by your sides. Dresses or skirts meeting this requirement will not be allowed if they have slits. The top of the dress must meet the shirt/ blouse requirements of the dress code.

ALL STUDENTS

Clothing must cover areas from one armpit to the other armpit and down to the fingertips when arms are by the side. Tops MUST have shoulder straps and be long enough to cover the waistline and NOT expose the midriff.

Headwear/ Hats:

- No head coverings are permitted. This includes, but is not limited to, hoodies, scarves, sweatbands, stockings, do-rags, bandanas, toboggans, etc. These items must be removed upon entering the building.
- Hats and Headwear are allowable at the middle school level. However, staff reserves the right to ask students to adjust hats or headwear for identification purposes, safety concerns, or to determine if earbuds are present. Hats must allow the face to be visible at all times.

Other General Rules:

- Industrial chains, wallet chains, accessories with spikes, pet chains, collars around the neck or wrists are prohibited.
- Costumes and costume accessories are prohibited.
- Clothing that displays the names of/ or advertisements of drug, alcohol, tobacco and/ or e-cigarette products, profane, vulgar, violent, illegal, immoral, hate messages, or sexual innuendos are prohibited.
- Actual Flags may not be worn as attire.
- Accessories must be free of offensive or suggestive words or graphics, contain no references to drugs, alcohol, tobacco and/ or e-cigarette products, illegal/immoral substances, or activities. Mushroom accessories are not allowed.
- Shirts and shoes must be worn at all times.
- Students are not allowed to wear, carry, and/ or display bandanas, or items associated with gangs. Student attire cannot be modified (for example – rolling up pant leg) to display gang affiliation.
- No sunglasses may be worn or be visible at any time during the day, except for medical reasons: permission must be obtained from the Principal.
- Athletic/ spirit group uniforms worn to school must meet all dress code requirements.
- Blankets are prohibited.
- Gloves are not allowed to be worn during class except where instructed by the teacher (i.e. shop class).

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 extracurricular 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.

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. **Please make sure your students coats, books, shoes, etc. are marked with their name.**

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 decide 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 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/guardians 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 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.

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 predetermined, 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.

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 9A.01.280. 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.

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 is 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 of 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.

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 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.

Equal Education Opportunities

Garfield School District # 302 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator/ Title IX Officer: Tom Korst, tkorst@garpal.net
504 Coordinator: Andree Marcus-Rader amarcus-rader@garpal.net

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

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

HIB: Our Schools Protect Students from Harassment, Intimidation, and Bullying

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (see HIB Incident Report form on our website) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Garfield – Tom Korst, Garfield School Superintendent-Principal or Sandra Krause-Ayers - Palouse School Principal) that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

For more information about the HIB complaint process, including important timelines, please see the district’s *HIB Policy [3207] and Procedure [3207P]* by visiting the Gar-Pal website at garpal.net under District, GarPal School Boards, Board Policies.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s *Nondiscrimination Policy 3210 and Procedure 3210P* visit the Gar-Pal website at garpal.net under District, GarPal School Boards, Board Policies

What is sexual harassment?

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

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit

texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

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

To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit the Gar-Pal website at garpal.net under District, GarPal School Boards, Board Policies.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Garfield: Tom Korst, Superintendent-Principal

tkorst@garpal.net 509-635-1331

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Garfield: Tom Korst, Superintendent-Principal

tkorst@garpal.net 509-635-1331

Concerns about disability discrimination:

Section 504 Coordinator: Garfield: Andree Marcus-Rader, Counselor

amarcus-rader@garpal.net 509-635-1331

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

Garfield: Andree Marcus-Rader, Counselor 509-635-1331

amarcus-rader@garpal.net 509-635-1331

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

What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to [appeal as identified in Board Policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

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

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

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

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit the *Gar-Pal website at garpal.net under District, GarPal School Boards, Board Policies.*

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Garfield: Andree Marcus-Rader, Counselor
amarcus-rader@garpal.net
509-635-1331

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page #20-21.