



**2023-2024**

**Granite Falls Middle School  
Student and Parent Resource Guide  
&**



**Granite Falls School District Handbook**

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## Granite Falls Middle School

Our Mission: **Granite Falls Middle School is a safe learning community where cooperation, pride, and mutual respect combine to create academic excellence and positive social skills**

Our Philosophy: **GFMS ROCKS: Respect, Opportunity, Community, Knowledge, and Service**

### **Student Government**

The Student Council consists of the elected ASB officers and class officers and representatives, one elected class representative for every 125 students. Elections take place in the late spring.

The Student Council meets once a month. The advisor is teacher Ron Chase.

# Welcome to Granite Falls Middle School

## Principal's Message

Hello Everyone

Hello Tiger Nation! I am excited to be your new Principal at Granite Falls Middle School. First, I want to say that I love our community and I am extremely honored to be the instructional leader for our students. My goal and vision are to continue to provide a culture of service where **ALL** students learn at high levels in a collaborative environment. This is my 17<sup>th</sup> year in the education business with 7 years of administrative experience. My teaching experience includes secondary World History, US History, Justice and Social Issues, Women's Studies, AP Human Geography and World Geography. As I begin this awesome journey, I realize that I have some heavy lifting to complete this mission and some giant shoes to fill. Let this be known, I am ready for the work that has been placed in front of me and my team. Although I have been appointed to this great educational opportunity and journey with you, I know this will not be possible without an amazing team here at Granite Falls Middle School. It is the direction and dedication of our professional learning community that will make it possible for the success of ALL our student's outcomes. This is what the Granite Falls Community deserves! Let's get to work!

Mr. Michael B. Mainor Jr., Principal

# Granite Falls Middle School

## Bell Schedule

| Normal Day 1 <sup>st</sup> Lunch |               | Normal Day 2 <sup>nd</sup> Lunch |               |
|----------------------------------|---------------|----------------------------------|---------------|
| Connections:                     | 7:35 – 7:55   | Connections:                     | 7:35 – 7:55   |
| 1 <sup>st</sup> Period           | 7:55 – 8:48   | 1 <sup>st</sup> Period           | 7:55 – 8:48   |
| 2 <sup>nd</sup> Period           | 8:52 – 9:45   | 2 <sup>nd</sup> Period           | 8:52 – 9:45   |
| 3 <sup>rd</sup> Period           | 9:49 – 10:43  | 3 <sup>rd</sup> Period           | 9:49 – 10:43  |
| First Lunch:                     | 10:47 – 11:17 | 4 <sup>th</sup> Period           | 10:47 – 11:41 |
| 4 <sup>th</sup> Period           | 11:21 – 12:15 | Second Lunch:                    | 11:45 – 12:15 |
| 5 <sup>th</sup> Period           | 12:19 – 1:13  | 5 <sup>th</sup> Period           | 12:19 – 1:13  |
| 6 <sup>th</sup> Period           | 1:17 – 2:11   | 6 <sup>th</sup> Period           | 1:17 – 2:11   |

| 80-Minute Early Release 1 <sup>st</sup> Lunch |               | 80-Minute Early Release 2 <sup>nd</sup> Lunch |               |
|---|---------------|---|---------------|
| 1 <sup>st</sup> Period                        | 7:35 – 8:22   | 1 <sup>st</sup> Period                        | 7:35 – 8:22   |
| 2 <sup>nd</sup> Period                        | 8:26 – 9:09   | 2 <sup>nd</sup> Period                        | 8:26 – 9:09   |
| 3 <sup>rd</sup> Period                        | 9:13 – 9:56   | 3 <sup>rd</sup> Period                        | 9:13 – 9:56   |
| First Lunch:                                  | 10:00 – 10:30 | 4 <sup>th</sup> Period                        | 10:00 – 10:43 |
| 4 <sup>th</sup> Period                        | 10:34 – 11:17 | Second Lunch:                                 | 10:47 – 11:17 |
| 5 <sup>th</sup> Period                        | 11:21 – 12:04 | 5 <sup>th</sup> Period                        | 11:21 – 12:04 |
| 6 <sup>th</sup> Period                        | 12:08 – 12:51 | 6 <sup>th</sup> Period                        | 12:08 – 12:51 |

## **Granite Falls Middle School 2023-2024**

### **Faculty & Staff**

**Principal:**

Michael Mainor

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**Assistant Principal:**

Rachel Quarterman

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**Counselor:**

Carena Myers

[cmyers@gfalls.wednet.edu](mailto:cmyers@gfalls.wednet.edu)

**Student Support Advocate:**

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**Office Personnel:**

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[crjohnson@gfalls.wednet.edu](mailto:crjohnson@gfalls.wednet.edu)

Jennifer Haverfield- ASB/Athletics Secretary

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## If You Need Help

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### You Need Help...

Absences  
Address/name Changes  
Athletic Events Times  
Bell Schedules  
Building Use  
Bus Routes  
Community Service  
Counseling Appointment  
Deliveries  
Discipline Issues  
Early Dismissal  
Electronic Devices  
Enrollment Registration  
Fines/Fees  
Free/Reduced Lunches  
ID Card for Students  
Illness/Health  
Lost and Found  
Picture Pick-Up  
Questions/General  
Records/Files  
Schedules/All Changes  
Social Security  
Sports/Insurance  
Staff Directory  
Tardies  
Transcripts  
Truancy  
Withdrawal  
Yearbook Purchases

### Go To The...

Attendance Secretary  
Registrar  
Athletics/Activities Secretary  
Main Office  
Attendance Secretary  
Attendance Secretary  
Counseling Office  
Counseling Office  
Main Office  
Principal  
Attendance Office  
Attendance Office  
Registrar  
Athletics/Activities Secretary  
Main Office  
Registrar  
School Nurse  
Main Office  
Main Office  
Main Office  
Registrar  
Counselor/Principal  
Registrar  
Athletics/Activities Secretary  
Main Office/Web  
Attendance Secretary  
Registrar  
Counselor/Registrar  
Registrar  
Athletics/Activities Secretary



## **Granite Falls School District Policy and Procedures**

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu). Policies listed below may be subject to change due to current School Board Policy review.

### **Registration Information**

Granite Falls School District provides online enrollment for all NEW students and online annual registration updates for all current students. You can find a direct link by going to the District's website and selecting Skyward.

#### **What to bring to register your child for school:**

##### **Middle School**

- Fifth grade students who are attending Granite Falls Schools are automatically registered for middle school during the spring of their fifth grade year
- Students transferring from another school district should bring a withdrawal sheet or report card from their previous school
- Proof of immunization as required by state law
- Childs Birth Certificate
- Proof of residency, such as a phone or water bill, or lease agreement.

\*Without proof of immunization at the time of registration, your child may not be able to attend class until the requirements are met.

Students who are homeless and eligible for McKinney-Vento Services may enroll in school immediately even if they do not have all listed records or documents. Contact the McKinney-Vento Liaison at 360-691-7717 for more information or assistance with enrolling a homeless student.

### **Student Assignment To Classes**

Each spring teachers and principals review students' performance and determine classroom assignments for the next school year. Every effort is made to assign students to teachers who can best meet their needs, taking into account classroom size, instructional needs, and behavior challenges. Parent requests are accepted prior to placement, and while we make every effort to respond to parents' preferences, we may not always be able to do so.

### **Yearbooks**

Students can purchase a Granite Falls Middle School yearbook through Skyward or in the front office. The cost for a yearbook is \$40.00.

### **Telephones**

There is a free telephone in the Attendance Office and Main Office for students' emergency use. Students using this phone during class time must have a note/pass from their classroom instructor and permission from the secretary before using. Use of the office telephone by students is limited to emergency calls and/or school related business calls only.

Every attempt is made to deliver messages and deliveries to students from family. However, we will not be responsible for messages/deliveries that are not responded to by students.

### **Dance Policy**

We will have a variety of dances throughout the school year. All students who are in good behavior standing will be allowed to participate. It is expected that students will follow dress code standards at all after school events.

### **Dance rules**

All school expectations are in effect at school dances:

- **Middle School students must enter immediately after school (if students leave campus they cannot come back for the dance). Dances are for Granite Falls Middle School students only.**
- **A fee will be charged**
- **No food or drink may be brought into the dance; food or drink must be consumed in the area provided**
- **No backpacks or large bags will be permitted into the dance**
- **Once a student leaves the dance, the student must leave school campus and will not be allowed to return.**

### **ID Cards**

Students will receive an ID Card on picture day. An additional ASB sticker for the ID card can be purchased for \$20 which will allow students to access GFSD events at a lower cost.

### **Assemblies**

We will host a variety of assemblies throughout the year that are educational, energetic, and honoring different people and events.

### **Bulletins and Announcements**

Announcements will be read daily highlighting upcoming events and news and information for school.

### **Visitors**

Visitors are asked to ring the bell at the entrance and you will either be let in or a secretary will meet you at the door to answer any questions you may have.

### **Leaving Campus**

Granite Falls Middle School is a closed campus. Students are not permitted to leave campus during the school day. The office must be notified for a student to have an early dismissal and leave campus.

### **Field Trips**

A permission slip will be sent home for all students going on field trips. A student will not be allowed to participate in the field trip without a signed permission slip on file.

### **Dress Code**

Students' choices in matters of dress should be made in consultation with their parents. A material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district, causes damage to the school property or results in a health or safety hazard.

Examples of prohibited/inappropriate dress include the use of lewd, sexual, drug, tobacco, alcohol, violence or gang related messages, pictures or innuendos. The principal shall request the student to make appropriate corrections. Students may be suspended if circumstances so warrant. Please refer to Policy 3224: Student Dress for more details directly related to dress code standards.

The Granite Falls School District is committed to providing a respectful learning environment for all students and staff. Students may express their individuality in their dress as long as their appearance does not cause a disruption to the educational process for themselves, other students, or staff. Students' choice in matters of dress and appearance shall be regulated when the sensibilities of others are impacted, in the judgment of school officials. The following expectations apply: Shorts and skirts must be mid-thigh or longer, shirts and tank tops must cover the stomach, back, and chest. Uncovered tube tops, spaghetti straps, halter tops, and tops with only one shoulder strap are not appropriate for school. Undergarments or clothing worn as undergarments must not be showing – this includes tank tops that are intended as undergarments. Clothing should not be “see-through”. Clothing and accessories depicting the following should not be worn at school: promotion of drugs, alcohol, violence, racism, sexism, tobacco, use of profanity or associated innuendos, or displaying symbols or exhibiting behavior representing gang membership or affiliation.

Students are encouraged to wear spirit clothing (black, orange, and white) every Friday. Students found to be in violation of the above policy, will be sent to the office and: 1. Be required to change clothing or go home (with guardian)

### **Academic Honesty and Plagiarism**

Students will not intentionally deceive or attempt to deceive school officials in the preparation or completion of any school assignment, assessment, examination, or project. Cheating includes knowingly submitting the work of others as a student's own work without proper attribution (i.e., plagiarism). Students are also prohibited from assisting or facilitating cheating by other students.

### **Cell Phones, iPods, Tablets and Other Technology**

The use of cell phones, iPods, and other technology are **not allowed** at school due to the potential disruption of the learning environment. All schools reserve the right to confiscate electronics if school rules are violated. Depending on the infraction, electronics may be confiscated and retained until a parent or guardian can pick them up. Students who bring telecommunication devices to school are required to adhere to the following policies:

- The School District assumes no responsibility for the loss, theft or destruction of electronic devices
- Students will use electronic devices in classrooms only with permission and at the direction of the classroom teacher

- Students will not send, share, view, or possess texts, emails, video, or pictures that are sexually explicit while on school grounds, at school sponsored events, or on school buses. Violators will be subject to disciplinary action. NOTE: Possession of sexually explicit material with juvenile content is a felony.
- Students and parents consent to the search of electronic devices at school or school sponsored events when school officials have a reasonable suspicion that a search will reveal a violation of school rules.
- Students will not use devices to copy or transmit images of classwork or homework (including, but not limited to, quizzes and tests) to other students.
- The use of cell phones, tablets, or smart watches/fit bits is prohibited during state testing. Students will be asked to remove these items for security purposes. Please talk to your child about the school rules and model behavior by not calling or texting your child during the school day. If you have an emergency and need to contact your child, please call the office and we will be happy to relay the information. Your child is also allowed to make emergency calls from the office to a parent/guardian at any time.

### **Middle School Activities Travel**

Middle School students who participate on athletic teams or in school sponsored activities must travel with their team/club to competitions/events. Limited exceptions will be granted by the principal or coach/advisor to travel with a parent.

### **Career & Technical Education**

The Granite Falls School District offers classes in many career and technical education program areas including Business Education, Computer Information Technology, Agriculture Science and Manufacturing Technology and Industry under its open admissions policy. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. For more information about CTE course offerings and admissions criteria, or inquiries regarding the nondiscrimination policies contact the Director of CTE at 360.691.7717.

### **Schedule Changes**

Schedule changes must be approved by the school counselor, administrator and the student's parent/guardian. Changes will be made for justifiable educational reasons, a medical reason, or other extenuating circumstances. All high school schedule changes must be completed within 10 days of the start of semester. Any changes made beyond the first 10-days must have administrative approval.

### **Activities Offered**

**First Season Sports:** Girls Volleyball, Boys and Girls Cross Country, Boys Soccer

**Second Season Sports:** Girls Soccer and Boys Basketball

**Third Season Sports:** Boys and Girls Wrestling and Girls Basketball

**Fourth Season Sports:** Boys and Girls Track and Field

**School Clubs:** We offer a variety of clubs for students to participate in after school. Clubs will be announced at the beginning of the school year and when any new subsequent clubs are organized.

### School Fees

Students are encouraged to purchase an ASB card. The money derived from the sale of ASB cards helps fund student activities, such as athletics, clubs, and special events. An ASB card entitles the purchaser to free admission to all home athletic events, and discounts to some activities.

|             |         |
|-------------|---------|
| ASB Card    | \$20.00 |
| Pay to Play | \$40.00 |
| PE T-shirt  | \$10.00 |
| Yearbook    | \$40.00 |

### Athletic Fees

Guidelines include:

- Participation fees must be paid within one week after the team has been selected
- Refunds will be provided if an athlete quits due to illness or injury prior to the first interscholastic contest (medical documentation must be presented) or an athlete quits due to the family moving prior to the first interscholastic contest
- No refunds will be approved for athletes who are dropped for athletic code violations or who do not meet grade requirements or who quit after the first interscholastic contest
- Fees will not be prorated for students that join the season late
- Fees or a request for waiver for free/reduced lunch must be turned in to the athletic office

**Please Note:** Scholarships are available for students who may need one. Contact the school principal for more information.

|                        | Child 1 | + additional child | +2 additional children |
|------------------------|---------|--------------------|------------------------|
| First sport fee        | \$40    | \$40               | No fee                 |
| Second sport fee       | \$40    | \$15               | No fee                 |
| Third sport fee        | \$40    | No fee             | No fee                 |
| Fourth sport fee       | No fee  | No fee             | No fee                 |
| Maximum cost per child | \$120   | \$55               | No fee                 |
| Maximum family cost    | \$120   | \$175              | \$175                  |
| Reduced Lunch Students | No fee  | No fee             | No fee                 |
| Free Lunch Students    | No fee  | No fee             | No fee                 |



## **Granite Falls School District**

**2023 - 2024**

# **District Handbook and Resource Guide**

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## **FOR PARENTS AND STUDENTS**

If this handbook was downloaded or printed, you may not have the most recent version. Find the most updated copy on the district website.

[Last updated: June 16, 2023]

**\*\*NOTE-**This handbook may be modified by emergency policies and procedures adopted by the Board of Directors due to emergency situations that may arise.

**205 North Alder Ave.**

**Granite Falls, WA 98252**

**(360) 691.7717 | [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu)**

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## GRANITE FALLS SCHOOL DISTRICT NO. 332 2020-2024 STRATEGIC PLAN

Adopted by the Granite Falls School District Board of Directors on January 15, 2020

**Tag Line: “We Expect Success!”**

### **Mission Statement:**

Granite Falls School District is committed to the individual development of each student.

### **Vision Statement:**

Our students begin school ready to learn within a system of support and emerge as resilient and engaged citizens fully prepared to pursue life’s opportunities.

### **District Goals:**

1. **Powerful Teaching & Learning.** (1) Provide differentiated instruction with a rigorous, aligned curriculum that drives student engagement and achievement; (2) Hire and retain exemplary staff, supported by an innovative and collaborative framework; (3) Empower parents by encouraging participation; (4) Create pathways —via partnerships, mentoring and District resources— for our students to excel in post-secondary pursuits; and (5) Embrace technology as an engine for student growth, instructional integration and operational efficiency.
2. **School Climate.** Foster a consistent, District-wide culture which encourages and celebrates student success at all levels, enabling a climate of mutual respect, inspired learning, character and life-skills development. Initiate positive behavior supports via targeted staff training, role modeling, counseling and family partnerships.
3. **Early Learning.** Establish a firm and equitable foundation for learning by promoting kindergarten readiness and successful K-3 transitions for all students.
4. **Growth Management.** Undertake a strategic, collaborative and timely growth-planning process that clearly defines the District’s challenges and opportunities.
5. **Stewardship.** Promote trust by projecting fiscal stability through the prudent, responsive and optimal use of District resources, in a manner that is both transparent and understandable.



## About this Handbook

Granite Falls School District has provided you and your student with this comprehensive guide about our schools, academic programs, support services and behavioral expectations so that you can make the most of your child's educational experience. If you have questions, we encourage you to talk with your child's teachers, counselor or principal. The most current information including school board policies, the student calendar, menus, bus transportation, and much more may be found on the [District website](#) or by calling 360.691.7717. This handbook is not inclusive of all rules and regulations.

## OUR SCHOOLS

### Granite Falls Administration Center

205 N. Alder Ave  
Granite Falls WA 98252  
360.691.7717  
360.691.4459 FAX  
Superintendent: Dr. Josh Middleton  
Assistant Superintendent: Dr. Karin Manns  
Director of Business: Marshall Kruse  
Director of Student Services: Elizabeth Mills  
Director of Human Resources: Jennifer Harmon  
Director of CTE: Bridgette McVay  
Communications: Melanie Freeman  
Office Hours: 7:00 am – 4:00 pm

### Granite Falls High School

1401 100th St NE  
Granite Falls WA 98252  
360.691.7713  
360.283.4414 FAX  
Principal: John Kniseley II  
Co-Principal: Dave Bianchini  
Grades 9-12  
School Day: 7:30 am - 2:06 pm  
Office Hours: 7:00 am - 3:30 pm

### Crossroads High School

205 N. Alder Ave  
Granite Falls WA 98252  
360.283.4407  
360.283.4307 FAX  
Principal: Bridgette McVay  
Assistant Principal: Greg Farley  
Grades 9-12  
School Day: 8:10 am - 1:56 pm  
Office Hours: 7:00 am - 3:30 pm

### Half-Day Early Release Dismissal

Middle/High Schools: 10:50 am  
MCE: 11:50 am  
MWE: 12:00 pm

### Granite Falls Middle School

405 N. Alder Ave  
Granite Falls WA 98252  
360.691.7710  
360.283.4415 FAX  
Principal: Michael Mainor  
Assistant Principal: Rachel Quarterman  
Grades 6-8  
School Day: 7:35 am - 2:11 pm  
Office Hours: 7:00 am - 3:30 pm

### Monte Cristo Elementary

1201 100th St NE  
Granite Falls WA 98252  
360.691.7718  
360.283.4417 FAX  
Principal: Paige Nguyen  
Assistant Principal: Christine Vo  
Grades 3-5  
School Day: 8:35 am - 3:11 pm  
Office Hours: 7:30 am - 3:45 pm

### Mountain Way Elementary

702 N. Granite Ave  
Granite Falls WA 98252  
360.691.7719  
360.283.4416 FAX  
Principal: Dawn Weddle  
Assistant Principal: Joelle Wright  
Grades K-2  
School Day: 8:45 am - 3:21 pm  
Office Hours: 8:00 am - 4:00 pm

### 80 Minute Early Release Dismissal

MWE: 2:01 pm  
MCE: 1:56 pm  
GFMS: 12:51 pm  
GFHS: 12:46 pm  
CRHS: 12:36 pm

# ABOUT OUR SCHOOLS

## SCHOOL BOARD OF DIRECTORS

The Granite Falls School Board of Directors is a group of five community members elected to represent the community in setting policies and directing school programs. Members are elected for a four-year term or appointed for a two-year term.

The School Board meets on the second and fourth Wednesday of each month at 6:00 pm with the exceptions of June, July and August when meetings are held on the fourth Wednesday only. All meetings are held at the Administration Office located at 205 N. Alder Ave., unless otherwise posted. The board will function through (1) Regular Board Meetings, (2) Special Board Meetings, as well as, Study Sessions, and (3) Emergency Meetings. All meetings are open to the public and everyone is welcome and encouraged to attend.

Individuals with disabilities who may need modifications to participate in a meeting should contact the superintendent's office at 360.691.7717. Please visit the district website for more information from the board including agendas, minutes, board packets and policies.

### School Board Members

District 1- Peter LeDoux, WIAA Representative ..... [pledoux@gfalls.wednet.edu](mailto:pledoux@gfalls.wednet.edu)  
District 2- Bill Dane ..... [bdane@gfalls.wednet.edu](mailto:bdane@gfalls.wednet.edu)  
District 3- Karley Kincaid, Community Representative ..... [kkincaid@gfalls.wednet.edu](mailto:kkincaid@gfalls.wednet.edu)  
District 4- Tina Veatch, President ..... [tveatch@gfalls.wednet.edu](mailto:tveatch@gfalls.wednet.edu)  
District 5- Carl Cary, Legislative Representative ..... [ccary@gfalls.wednet.edu](mailto:ccary@gfalls.wednet.edu)

## FREQUENTLY REQUESTED NUMBERS AND EMAIL

### Administration Office

360-691-7717 ☎ FAX 360-691-4459

Dr. Josh Middleton, Superintendent..... [jmiddleton@gfalls.wednet.edu](mailto:jmiddleton@gfalls.wednet.edu)  
Dr. Karin Manns, Assistant Superintendent..... [kmanns@gfalls.wednet.edu](mailto:kmanns@gfalls.wednet.edu)  
Marshall Kruse, Director of Business & Operations ..... [mkruse@gfalls.wednet.edu](mailto:mkruse@gfalls.wednet.edu)  
Elizabeth Mills, Director of Special Services & Programs/Compliance Officer..... [emills@gfalls.wednet.edu](mailto:emills@gfalls.wednet.edu)  
Jennifer Harmon, Director of Human Resources..... [jharmon@gfalls.wednet.edu](mailto:jharmon@gfalls.wednet.edu)  
Melanie Freeman, Communications Office..... [mfreeman@gfalls.wednet.edu](mailto:mfreeman@gfalls.wednet.edu)

### High School

360-691-7713 ☎ FAX 360-283-4414

John Kniseley II, Principal ..... [jkniseley@gfalls.wednet.edu](mailto:jkniseley@gfalls.wednet.edu)  
Dave Bianchini, Co-Principal ..... [dbianchini@gfalls.wednet.edu](mailto:dbianchini@gfalls.wednet.edu)

### Crossroads Alternative High School

360-283-4407 ☎ FAX 360-283-4307

Bridgette McVay, Principal ..... [bmcvay@gfalls.wednet.edu](mailto:bmcvay@gfalls.wednet.edu)

### Middle School

360-691-7710 ☎ FAX 360-691-4415

Michael Mainor, Principal ..... [mmainor@gfalls.wednet.edu](mailto:mmainor@gfalls.wednet.edu)

### Monte Cristo Elementary

360-691-7718 ☎ FAX 360-283-4417

Paige Nguyen, Principal ..... [pnguyen@gfalls.wednet.edu](mailto:pnguyen@gfalls.wednet.edu)

### Mountain Way Elementary

360-691-7719 ☎ FAX 360-283-4416

Dawn Weddle, Principal ..... [dweddle@gfalls.wednet.edu](mailto:dweddle@gfalls.wednet.edu)

### Transportation

425-335-1508 ☎ FAX 425-335-1581

### ECEAP/Preschool

360-691-4848

## QUICK REFERENCE

### Whom to Call

Your school is your best resource for most issues and questions. Should you need additional help, are new to our District, or need assistance during summer break, here are contacts for frequently requested information.

| DEPARTMENT                     | SUBJECTS   | CONTACT         | CONTACT INFO   |
|--------------------------------|--|-----------------|--|
| Clerk of the Board             | Questions about Board Meetings<br>Public Notices<br>Public Records Requests  | Paris Jimenez   | <a href="mailto:pjimenez@gfalls.wednet.edu">pjimenez@gfalls.wednet.edu</a><br>(360) 691-7717 ext. 4009             |
| Communications Department      | Flyer Distribution Requests<br>Questions about emergency alerts<br>Assistance with text message opt-in<br>Web Accessibility Complaints<br>Shout out for a teacher or staff | Melanie Freeman | <a href="mailto:communications@gfalls.wednet.edu">communications@gfalls.wednet.edu</a><br>(360) 691-7717 ext. 4010 |
| Elementary/Secondary Education | Open Enrollment/ School Transfers<br>Skyward Issues/Questions  | Laci Sturm      | <a href="mailto:lsturm@gfalls.wednet.edu">lsturm@gfalls.wednet.edu</a><br>(360) 691- 7717 ext. 4201                |
| Title 1                        | Questions about Title 1  | Kathy Silveira  | <a href="mailto:ksilveira@gfalls.wednet.edu">ksilveira@gfalls.wednet.edu</a><br>360) 691-7717 ext. 4019            |
| Section 504 Program            | Questions about Section 504  | Jennifer Hines  | <a href="mailto:jhines@gfalls.wednet.edu">jhines@gfalls.wednet.edu</a><br>(360) 691- 7717 ext. 4202                |
| Front Office                   | General Questions<br>Verify Home Address<br>Questions during summer break  | Patty White     | <a href="mailto:pwhite@gfalls.wednet.edu">pwhite@gfalls.wednet.edu</a><br>360) 691-7717 ext. 4000                  |
| Homeless/Displaced Families    | Assistance for students in displaced situations  | TBD             | (360) 691-7717   |
| Human Resources Department     | Available Jobs/Substitute positions/Payroll & Benefits   | Jennifer Harmon | <a href="mailto:personnel@gfalls.wednet.edu">personnel@gfalls.wednet.edu</a><br>(360) 691-7717 ext.4013            |
| Nutrition Services Program     | Free and Reduced Lunch applications<br>Meal payments over the phone  | Lynn Tipping    | <a href="mailto:ltipping@gfalls.wednet.edu">ltipping@gfalls.wednet.edu</a><br>(360) 691- 7717 ext. 4012            |
| Special Education Department   | General Information<br>Records   | Jennifer Hines  | <a href="mailto:mdee@gfalls.wednet.edu">mdee@gfalls.wednet.edu</a><br>(360) 691- 7717 ext. 4202                    |
| Technology Department          | Questions about digital citizenship, data privacy<br>Help with student passwords   |                 | <a href="mailto:techsupport@gfalls.wednet.edu">techsupport@gfalls.wednet.edu</a>                                   |
| Transportation Department      | Bus Schedules<br>Late Busses   |                 | (425) 335- 1508  |

## RESOURCES FOR OUR FAMILIES

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Students benefit and thrive when families are active and engaged. We encourage our parents to stay connected. There are several ways you can do so on a district level. To find more communication tools available at your school, contact the front office staff.

## REGISTRATION INFORMATION

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**Granite Falls School District provides online enrollment for all NEW students and online information update for all current students. You can find a direct link by going to the district's website.**

Students who are homeless and eligible for McKinney-Vento services may enroll in school immediately even if they do not have all listed records or documents. Contact the McKinney-Vento Liaison at 360-691-7717 for more information or assistance with enrolling a homeless student.

## WITHDRAWALS

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When moving out of the District, please notify the office staff. Student records will be forwarded upon receipt of a request from the student's new school. For secondary students, all fees and fines must be paid before an official transcript is released.

## PARENT SUPPORT GROUPS/BOOSTER CLUBS

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Parent support groups are an essential part of our school community. Parent groups meet monthly and offer support to benefit students to provide such things as library books, playground equipment, field trips, assemblies, book fairs and special classroom or school events. For more information, contact your child's school or go online under the Parent tab and click on the [Parent Groups](#) option.

## HOMESCHOOLING

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Homeschool students are welcome to attend the Granite Falls School District part-time and access a variety of services including academic classes, testing services, and programs such as athletics and band. Parents who elect to homeschool must complete a Declaration of **Intent to Home School form** annually and submit the form to the Administration Office by September 15. If you have any questions, please contact the district office at 360-691-7717.

## GUARDIANSHIP AND CUSTODY

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When a student's legal guardianship requires clarification, please contact your school principal or counselor. The school will **require** documentation from the student's legal guardian to protect all parties. When child custody is an issue, the school will operate according to the documentation on file.

State and federal laws require that schools treat both parents equally regarding school visitations and access to student-related information. Exceptions include court orders limiting access. If a parent is not allowed to have contact with the child, a copy of the court order specifying the restriction must be submitted to the child's school.

### **Compulsory Attendance Law**

Good attendance is critical to your child's success at school and is supported by Washington State Attendance laws which state that children aged eight to seventeen are required to attend school. Six- and seven-year old's who are enrolled at school must also attend regularly under the same law. Please refer to [RCW Chapter 28A.225](#) for the full version of the law.

#### **BECCA Law**

Regular attendance is essential to the learning process. When students are absent, they miss out on valuable learning opportunities. Students, parents, teachers, and administrators must work together to ensure the continuity of learning time. Families whose students are experiencing attendance problems should stay in touch with the attendance secretaries and with counselors.

Good attendance is critical to your student's success in school. When students are absent or late, they fall behind in their studies and may find it difficult to catch up with their peers. Ensuring that students arrive on time, ready for class is one of the most important roles that families play. Regular attendance teaches students valuable lessons about responsibility—a character trait they will need when they enter the world of work.

School attendance is guided by District policy and the Washington State Attendance law. The intent is to reduce student trancies from school by requiring interventions such as parent conferences, Community Engagement Boards (CEB) and referring students to the Juvenile Court System. The following summarizes the state law:

#### **Schools are required to:**

1. Notify parents when their student has one unexcused absence during a month.
2. Schedule a conference with parents when a student has three unexcused absences during a month.
3. Enter into a contract to improve student attendance or be referred to a Community Engagement Board when the student has seven unexcused absences in a month.
4. Notify the Juvenile Court when a student has 7 unexcused absences during a month.
5. Notify the Juvenile Court when a student has 15 unexcused absences or more during a school year.
6. File a contempt motion if a student is not in compliance with a court order resulting from a truancy petition.

### **ATTENDANCE REQUIREMENTS (BECCA LAW NOTIFICATION)**

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Attendance is important for academic success, and unexcused absences may be an early warning sign for unaddressed problems with school and future dropouts. When youth fail to attend school, they are considered truant. Washington law requires children from age 8 to 17 to attend a public school, private school, or to receive home-based instruction (homeschooling) as provided in [RCW 28A.225.010](#). The BECCA state law requires schools to notify the Juvenile Court when students are in violation of this statute. After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.

### **ABSENCES & TARDIES**

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#### **When Should Illness Keep a Student at Home?**

Families often wonder when students should stay home from school because of illness. For many families, deciding what to do can be even more difficult because of parental work responsibilities and a lack of child care.

Reasons to keep your child at home include:

- A fever of 100 degrees or more. Children should be fever free, without medications, for 24 hours before returning to school.
- Vomiting or diarrhea. Children should be symptom free for 24 hours before returning to school.
- Unknown rash that may be related to a disease such as chicken pox or if the cause of the rash is unknown. Consult your family physician before sending your child back to school.

### **Excusing Absences**

Parents are expected to send a written note, or call the school, to excuse all absences. Parents can also excuse absences via Skyward Family Access. Students may be excused from a class period or day of school for an illness, family emergency, religious observances, or medical appointments. Your school principal works with families to determine whether absences will be considered excused or unexcused and in doing so considers your rights as a parent to make essential decisions regarding your student's attendance. However, the District is obligated to follow the attendance law and report unexcused absences to the juvenile court system as noted above. **Students who acquire an excessive number of excused absences may be placed on an attendance contract and reported to the juvenile court system.**

### **Pre-arranged Absences**

If you wish to pre-arrange your student's absence from class, you must obtain and complete a pre-arrangement form from the school office explaining the reason for the absence. The principal will determine whether the absence will be excused, giving consideration to the student's performance in class and previous absences. If the principal approves the absence, your student will be permitted to make up the work missed.

[WAC 392-401-020](#) Excused absences. Absences due to the following reasons must be excused:

- 1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- 2) Family emergency including, but not limited to, a death or illness in the family;
- 3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- 4) Court, judicial proceeding, court-ordered activity, or jury service;
- 5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- 6) State-recognized search and rescue activities consistent with [RCW 28A.225.055](#);
- 7) Absence directly related to the student's homeless or foster care/dependency status;
- 8) Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with [RCW 28A.705.010](#);
- 9) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter [392-400 WAC](#) if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in [WAC 392-121-107](#);

- 10) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- 11) Absences due to a student's migrant status; and
- 12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
- 13) Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
- 14) Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
- 15) Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
- 16) Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
- 17) Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
- 18) Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

### **Unexpected Absences**

When illness or family emergencies result in an unexpected absence, you need to call your school's office to inform staff of your student's absence or the absence will be considered unexcused. In some cases, the principal may require that you provide a written excuse for documentation purposes.

### **Tardies**

Students are expected to arrive to class on time. At the High School and Middle School levels, students who arrive after the designated start time are considered tardy. At the high school, 3 tardies are equivalent to one absence.

### **Late Arrivals/Early Dismissals**

Students who must leave the school during the day must check out through the school office. We require that parents either send a note with your child or call the school for an early release or late arrival. Students who leave school without authorization will be considered truant and in violation of the attendance law. Parent permission is required for all students until the age of 18.

# SCHOOL SAFETY

## Safe Schools Reporting Hotline

You can report tips on bullying, harassment, and other threats to student's safety, free and anonymously by calling or texting **(855) 742-6957**.

### COMMITMENT TO SAFE SCHOOLS

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The Granite Falls School District Board of Directors, administrators, and staff are committed to creating a positive and safe learning environment for all students. To ensure such an environment, the School District requires and models mutual respect, proper behavior, openness, and fairness.

### HARASSMENT, INTIMIDATION AND BULLYING (HIB) – Required Annual Notification ([Policy 3207](#))

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The Granite Falls School District recognizes that bullying is a widespread and persistent problem that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address this problem and to ensure that our schools are safe and positive places for growing and learning.

It is the policy of the Granite Falls School District to be committed to maintaining a safe and civil educational environment for all students, staff or others involved in School District programs or activities free from harassment, intimidation, and bullying. Individuals will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. This means any image or message (written or electronically transmitted), verbal or physical act that is intended to harm or intimidate and has the effect to physically harm a student or substantially interfere with a student's education or create an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school. Harassment, intimidation, and bullying in any form are unacceptable and are against District policy and state and federal law. Students who engage in such activity on school grounds or off campus, and disrupts school operations or the learning environment, shall be subject to school disciplinary action and possible criminal prosecution. Any student who believes he or she has been the target of harassment, intimidation, or bullying is strongly encouraged to report incidents verbally or in writing to a parent, guardian, staff member or a trusted adult. The student, parent, or other adult, should notify school officials as soon as possible and complete an incident report form- [these forms can be found on the District website](#). The District's Compliance Officer, Elizabeth Mills or designee, can be reached at 360.691.7717 or [emills@gfalls.wednet.edu](mailto:emills@gfalls.wednet.edu).



***What does the District do to address bullying?***

**Teach/Inform students:** Students are given age-appropriate information about bullying, prevention strategies, and ways to identify and report bullying. Each school displays information about how to report bullying.

**Staff training:** Staff receives annual training on the school district's policy and procedures, including staff roles and responsibilities, how to monitor common areas, and the use of the District's incident reporting forms.

**School Compliance Officer:** Each school has a designated compliance officer to oversee the implementation of anti-harassment policies and procedures. Contact your school office for more information.

**District Compliance Officer:** Elizabeth Mills, 360.283.4312 or [emills@gfalls.wednet.edu](mailto:emills@gfalls.wednet.edu). The District Compliance Officer oversees implementation across the district and serves as a resource.

***Warning signs that a child is bullied:***

Many children do not tell their parents or adults at school about being bullied. It is important that adults look for signs of bullying so that appropriate intervention can be initiated.

**Warning signs:**

- Comes home with torn, damaged, or missing belongings.
- Has unexplained cuts, bruises, and scratches.
- Has few friends,
- Seems afraid of going to school,
- Has lost interest in school,
- Appears sad, moody, teary, or depressed,
- Complains frequently of headaches, stomach aches, or other physical ailments,
- Has trouble sleeping,
- Experiences a loss of appetite.
- Appears anxious and suffers from low self-esteem.



***What to do if you suspect that your child is being bullied:***

Talk with your child. Tell your child that you're concerned and that you'd like to help.

Ask questions to get the discussion going.

Talk with your child's teacher, counselor or principal. Teachers are usually in the best position to understand the relationships between your child and other peers.

If your child is being bullied, take quick action and contact the school immediately. If you don't suspect that your child is being bullied, stay vigilant to other possibilities or other problems that your child may be having and stay in touch with school officials.

For more details on bullying, see School Board [policy #3207](#).

**SEXUAL HARASSMENT – Required Annual Notice ([Policy 3205](#))**

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This District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in School District activities. Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

***Sexual harassment is unwelcome behavior or communication that is sexual in nature when:***

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

***Examples of Sexual Harassment:***

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

### ***How do I report sexual harassment?***

You can report sexual harassment to any school staff member or to the District's Title IX Officer/Compliance Officer: Elizabeth Mills, 360.691.7717 or [emills@gfalls.wednet.edu](mailto:emills@gfalls.wednet.edu).

For a copy of your District's sexual harassment policy and procedure, contact your school building or copies can be found on the District website, [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu). (See [Policy 3205](#)) Please refer to policies [3210](#), [3205](#), [3207](#), [5010](#), & [5011](#) for more information regarding HIB and Sexual Harassment.

### **NONDISCRIMINATION- Required Annual Notification ([Policy 3210](#))**

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The Granite Falls School District #332 complies with all federal and state rules and regulations and does not discriminate in any programs or activities on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorable discharged veteran or military status, or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability, or access to the Boy Scouts of America or any other youth group listed in title 36 (as a patriotic society), or other distinguishing characteristics. This policy applies to individuals attending any events on District property, whether or not District-sponsored and to any school-sponsored event, regardless of location. All District affiliated programs and activities shall be free of discrimination. District Policies [3210](#), [3205](#), [3207](#), [5010](#), [5011](#) and [5520](#) outlines the District's full policies and procedures and are on file in all school buildings for staff, student or community referral. This also holds true for all employment opportunities, admission to and access to, operations of programs, services, or activities with regard to all students who are interested in participating in educational programs and/or extra-curricular school activities, admission, access to services, treatment or employment and all opportunities in programs and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school District Title IX/[RCW 28A.640](#) Officer and/or Section 504 Coordinator. Individuals who may need auxiliary aids for communications, employment, programs and/or services are asked to make their needs and preferences known to the ADA Coordinator. **Forms to file a complaint are available on the District website or by calling 360.691.7717.** The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Elizabeth Mills, SECTION 504/TITLE IX/COMPLIANCE COORDINATOR, GRANITE FALLS SCHOOL DISTRICT, 205 NORTH ALDER AVE., GRANITE FALLS, WA 98252 at (360) 691-7717 or [emills@gfalls.wednet.edu](mailto:emills@gfalls.wednet.edu).

### **NONDISCRIMINATION COMPLAINT PROCEDURE- Required Annual Notice ([Policy 3210P](#))**

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This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

#### **Steps to report a concern:**

1. Report concerns to your child's teacher or principal/ bus driver or transportation
2. Report to the school district- Compliance Officer or Superintendents Office
3. Report to the School Board- If the first two steps have not resolved the concern
4. Report to the Office of Superintendent of Public Instruction (OSPI)

**What is discrimination?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on a protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

**What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- Ancestry/National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender, including gender expression or identity
- Mental or physical disability
- Honorably discharged veteran or military status
- Other distinguishing characteristics

**What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

**What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The District Compliance Officer, Elizabeth Mills, or designee, will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

**What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter. The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction (OSPI) if you disagree.

**What if I don't agree with the School Board's decision?**

You may appeal the School Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI  
Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process, you will be provided information about the hearing.

At the hearing, you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

**HARASSMENT/ NONDISCRIMINATION/EQUAL OPPORTUNITY- Required Annual Notice (Policy [3207](#) & [3210](#))**

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Granite Falls School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, marital status, sexual orientation, gender expression or 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:

ELIZABETH MILLS  
SECTION 504/TITLE IX COMPLIANCE OFFICER  
GRANITE FALLS SCHOOL DISTRICT  
205 NORTH ALDER AVE., GRANITE FALLS, WA 98252  
(360) 691-7717  
[emills@gfalls.wednet.edu](mailto:emills@gfalls.wednet.edu)

The Granite Falls School District is committed to a positive and productive working and learning environment free of discrimination. The District prohibits sexual harassment, harassment, intimidation, and bullying of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student. For more details see School Board policies [2100](#), [3205](#) and [3207](#). The District's Compliance Officer, Elizabeth Mills, or designee, can be reached at 360.691.7717.

The District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military

status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

### **Safety Tip Reporting Service: *Safe Schools Alert***

Safety is one of our District's top priorities. The District offers an **anonymous 24/7 tip line** for students, parents or community members to report unsafe behaviors or information on HIB through **Safe SCHOOLS**. You can report safety concerns in four different ways:

|        |   |
|--------|---|
| Phone: | <b>855.742.6957</b>                                       |
| Text:  | <b>855.742.6957</b> , then follow instructions            |
| Email: | <a href="mailto:1433@alert1.us">1433@alert1.us</a>        |
| Web:   | <a href="http://1433.alert1.us">http://1433.alert1.us</a> |
| App:   | Download the App via the app store on any smart phone.    |

**Thank you for helping make our community, District and schools a safer place to live, work and learn! We greatly appreciate your support.**

### **EQUAL OPPORTUNITY EMPLOYER (EOE)- Required Annual Notification ([Policy 5010](#))**

The District shall provide equal employment opportunity and treatment for all applicants and employees in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, sex, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. See [Policy 5010](#) for more information.

### **PARTNERSHIP WITH LAW ENFORCEMENT**

The school district may partner with the Snohomish County Sheriff's Department regarding assistance with emergency plans, truancy, discipline, and de-escalation. Drug dogs may search the school campus at any time.

### **RELEASE OF INFORMATION TO POLICE**

State and federal law require the District to cooperate with police during an active investigation by providing student records when a student is under investigation and the information is deemed necessary.

## INTERROGATIONS AND SEARCHES ([Policy 3230: Student Searches](#))

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Interrogations and searches are carried out in a manner that is consistent with applicable legal restrictions and requirements and with school district guidelines and procedures. Administrators or designees may search students and their lockers, belongings, and vehicles parked on campus with reasonable suspicion when necessary for the health, safety, or welfare of the students and the school. All student storage areas (e.g., lockers, desks, cubbies) remain the property of the school, and the school has and retains access at all times. The District may also conduct unannounced searches using dogs trained to uncover drugs, alcohol, weapons, and other contraband. [RCW 28A.600.210-240](#).

## REPORTING CHILD ABUSE AND CPS ([Policy 3421](#))

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It is the legal and ethical responsibility of a school employee to report, in good faith, suspected child abuse or neglect to the appropriate authorities. The Granite Falls School District will cooperate with Child Protective Services (CPS) and/or law enforcement should they choose to interview students at school regarding reports of abuse. See School Board [Policy #3421](#) for full information.

## WEAPON FREE, DRUG-FREE, TOBACCO-FREE- Required Annual Notification ([Policies 3240, 4210 & 5530](#))

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It is a violation of Granite Falls School District Board Policy [4210](#), [5530](#), [3240](#) and state law for any person to carry a firearm or any dangerous weapon (including toys that resemble weapons) on school premises, school provided transportation or areas of other facilities being used for school activities. [RCW 9.41.280](#) states: "...any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools...an appropriate school authority shall promptly notify law enforcement and the student's parent/guardian regarding any allegation or indication of such violation." Expulsion for weapons related possession not less than one year (may be modified on a case by case basis).

The prohibition against weapons on school grounds extends to parents, family members, or other visitors. Parents, family members or other visitors may not bring weapons onto school property, including weapons in vehicles. If parents, family members or other visitors carry weapons in their vehicles they may not park in school parking lots but must instead park the vehicles off of school grounds.

In accordance with Granite Falls School District Board Policy [5201](#) and [4215](#), the possession, use and/or distribution of any illegal drug and/or alcohol or any other illegal chemical substance on school premises or during any school related

### School emergencies: what our families should know

The District has an "Emergency Info" page on the District website which will include all updates/communication to parents. This is updated regularly.

The decision to close school, for a crisis situation or weather related condition, is the responsibility of school administrators. The exception is a formal "state of emergency" declared by the Governor or local Health Department.

Each school has a team in place that has first aid training and that can remain at school after hours if needed.

The district has counselors trained in emergency response and has access to regional counseling services if needed.

The District works with local and county level emergency management organizations, including fire and law enforcement, to coordinate emergency preparedness plans.

activity is wrong and harmful physically and mentally as well as detrimental to the educational process. To ensure the safety, health and wellbeing of all students and staff, the Board is committed to the development of a program, which emphasizes counseling, prevention, intervention, rehabilitation, re-entry programs, aftercare support and necessary corrective/disciplinary actions. A complete list of referral agencies is available at all schools. Compliance is mandatory and will be enforced.

In accordance with Granite Falls School District Board Policy [4215](#), the use of any tobacco product on School District property, which includes school buildings, grounds, District owned vehicles and school buses, is prohibited. This prohibition applies vaping as well as smoking and holds true for employees, students, visitors, spectators and patrons. Staff (as outlined in the collective bargaining unit) and students (as outlined in the student handbooks, and policy [3240](#)) may be subject to disciplinary action for violation of this policy.

## SCHOOL EMERGENCIES

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Each school has developed a crisis plan to address emergencies. As a parent, you play an essential role in helping to keep children safe. Please become familiar with the following procedures so that you can help the school staff respond effectively when emergencies arise:

- During an emergency situation, local radio and TV stations will carry up-to-date announcements. You can also get information from the District website or at [www.flashalert.net](http://www.flashalert.net)
- Stay calm. **Do not rush to school to pick up your child.** Emergency personnel will prevent you from entering the school and your presence will interfere with safety procedures.
- Please listen to instructions through the media/web pages and act accordingly. Do not call the school as the phones will be used for the emergency situation and staff members will be busy taking care of student needs. Messages to the media will be updated as needed; for instance, when, and where you can pick up your child.
- **If the school is in a lockdown, no individual (other than emergency response teams) will be permitted to enter the school building.** This is for your child's safety. Please do not come to the school but listen to the radio/TV for the time and place where you can pick up your child.
- In the event of an active shooter, the schools will use the Run-Hide-Fight protocols established by the Snohomish County Sheriff's Department. For further information contact the District Office.
- Please refrain from calling your child's cell phone. A ringing phone can divert a child's attention away from important safety instructions and during a lockdown, it could alert intruders to a child's whereabouts.
- Once the emergency situation is over, any adult coming to the school to pick up a child must have identification. This is for your child's safety so we can track who has picked up the child. Students who normally walk home will be allowed to do so only after the police have determined the area is safe. Under some conditions, students that normally walk may need to be picked up. Depending on the situation, high school students who drive may need parent permission to leave campus and drive home.
- If your child requires an evening or night administration of prescription medication and you wish to have a plan in place for the administration of your child's medication in the event of a lockdown or emergency that strands students at school, please contact your school nurse. A doctor's orders will be required before school staff may administer prescription or non-prescription medication.

**Make sure your child's emergency information is current. Whenever you move, change phone numbers or change emergency contact names, notify the school immediately.**



### **Unexpected Early Dismissal**

In very rare cases, an emergency may warrant closing schools early in the day. Whenever possible, students who ride the school bus will be transported home. Parents who provide transportation will be contacted. Listen to the local radio and TV stations or log onto our website for information.

### **FIRE DRILLS, EARTHQUAKE AND LOCKDOWN PRACTICES ([HB1216](#))([Policy 3432](#))**

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State law requires all schools to practice fire drills, earthquake drills, and lockdown drills during the school year so that students know what to do should a dangerous incident occur during the school day.

### **WEATHER-RELATED SCHOOL SCHEDULE CHANGES**

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Inclement weather conditions can cause school closures or a late start.

Changes to the school schedule due to adverse weather conditions are normally posted on the website and available for radio and TV stations by 5:30 am. Go to the District website [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu) or [www.flashalert.net](http://www.flashalert.net) any time of the day or night for the latest communication on school schedule changes. The [FlashAlert](#) system allows the District to inform all parents, staff, students and community members at the SAME TIME as the media. You have the option to receive instant text alert updates to your phone--download the free cell phone app, FlashAlert Messenger, today!

**Late starts:** 1 or 2 hour late starts are implemented to allow road conditions time to improve. Do not bring your child to school earlier than the delayed opening time as there will be no student supervision available.

**Closures:** If conditions are extreme and there is little chance of roads becoming safe for travel, school will be canceled. When school is closed, all after school activities (ball games, concerts, etc.) are also canceled.

**Bus transportation:** Always keep in mind limited bus routes **MAY NOT** be announced - light snow or unexpected ice may close roads without warning. Keep in mind that because conditions can change rapidly and vary from one area to another throughout the District, some roads may be closed to school buses without notice. The rule of thumb for school bus transportation: if in doubt that the bus can make it up or down your road, assume it will not and send your child(ren) to the main road.

Parents always know the conditions in their own neighborhood best and are urged to use their judgment in sending children to school in severe weather. And always make sure schools have up-to-date phone numbers (home, work and cell) for parents and emergency contacts.

FOR SCHOOL CLOSURE INFORMATION, VISIT:

**[www.flashalert.net](http://www.flashalert.net)**

**[www.gfalls.wednet.edu](http://www.gfalls.wednet.edu)**

**(\*\*[Quick Link](#): School Closure/Delay Information)**

# OUR EDUCATION PROGRAM

## ACADEMICS

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In alignment with the “Every student Succeeds Act (ESSA) the District created goals that describe what students should know and be able to do upon graduation. To meet those goals, the District has established a teaching and learning system that considers each student’s learning style, assesses each student’s progress, and responds to individual student learning needs. Our educational program includes the following:

- Clearly defined educational goals based on state standards that identify the skills and knowledge students should acquire at each grade level, no matter what school they attend.
- Frequent and consistent evaluations of student performance to improve what and how we teach each student.
- School Performance Reports that inform parents and community about our learning goals, what we do to improve student performance, how we use District resources effectively to improve student achievement, and how to be involved in our schools.
- A professional development program based on student performance so that teachers are current regarding educational research and best practices.
- Support for students who need specialized instruction.

More detail about the district’s educational goals, instructional programs, assessment results, and our Performance Reports may be found on the District’s website at [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu).

## PARENT-TEACHER COMMUNICATION

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Open and frequent communication about your child’s progress is extremely important to establishing a successful home-school relationship. If you have questions or concerns, please feel free to contact your child’s teacher by phone or email.

While teachers strive to maintain positive communication with parents, concerns can sometimes arise. If this happens, it is important to model constructive problem-solving behavior and demonstrate respect in expressing thoughts and feelings. Please avoid involving children in disagreements.

### Strategies for Parents

- Listen to your child and when there are complaints, remember there are two sides to every story
- Decide if calling the teacher is necessary—a cooling off period may be all that your child needs
- Talk directly to the teacher in person or by phone; check the facts, define the problem and prepare a solution
- Avoid criticizing teachers in front of children
- Understand that, though some students work closely with paraprofessionals, all communication will go through the classroom teacher

### Teachers will...

- Listen to your concerns and ask clarifying questions
- Avoid a defensive response
- Ask you to call or come back if an agreeable solution is not reached
- Work with you to find a solution
- Principals will mediate conflicts between parents and teachers if the above communication strategies fail

If attempts to resolve the problem are not met with a satisfactory resolution, please contact the principal to discuss your concerns.

### OPTING OUT OF HEALTH CLASSES

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Granite Falls School District offers a health education curriculum that maintains, reinforces, and enhances students' health knowledge, skills, attitudes, and practices. Optimal health and reduction or elimination of high-risk behaviors are the goals. Parents may request to inspect the District's health curriculum and instructional materials any time during school hours. Parents will be notified when health courses have been scheduled and may request that their child be exempt from a specific portion of the program. Students who are granted an exemption will be assigned an alternate educational assignment.

### SCHEDULE CHANGES

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Schedule changes must be approved by the school counselor, administrator and the student's parent/guardian. Changes will be made for justifiable educational reasons, a medical reason, or other extenuating circumstances. All high school schedule changes must be completed within 10 days of the start of semester. Any changes made beyond the first 10-days must have administrative approval.

### CHALLENGING THE CURRICULUM

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If you disagree with any teaching methods, activities, or presentations, you may challenge by following these complaint procedures:

- Most complaints can be resolved by informal discussions between the parent and the staff member involved. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with both parties.
- If the problem is not satisfactorily resolved at the school level, the parent should contact the superintendent's office. The superintendent may ask for a written complaint that describes the problem.
- If the problem involves a staff member, the matter will be referred to the Human Resource office for potential resolution. If that fails, the matter may be referred to the School Board.

If the complaint involves curriculum or supplemental materials, the parent should follow the procedures outlined in [Policy 2020](#), Selection and Adoption of Instructional Materials, specifically the Form C-6. The policy can be found on our website [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu), click on Our District, School Board, then on Board Policies and Procedures.

### INSTRUCTIONAL MATERIALS- Required Annual Notification ([Policy 2020](#))

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Granite Falls District [Policy 2020](#) refers to the selection and adoption of instructional materials including, but not limited to, reconsideration procedures, criteria, supplemental materials and conditions for loan or sale of materials.

### REPORT CARDS AND PROGRESS REPORTS

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Report cards are issued at the end of each quarter at the middle and high schools. Additionally, you may access progress reports at any time during the school year via Skyward Family Access. Progress reports are available on Skyward until the student graduates. Special education progress reports will be issued whenever report cards are sent home.

## SKYWARD FAMILY ACCESS

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Parents can check their child's records anytime using the Skyward Family Access online system, which stores records that include grades, attendance, assignments, and discipline. Parents may obtain a username and password from their child's school to access this information. You can find a link to Skyward Family Access on the district website.

[www.gfalls.wednet.edu](http://www.gfalls.wednet.edu).

## PARENT-TEACHER CONFERENCES

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Conferences are held twice a year, one in the fall and another in the spring. For middle school students, one conference is parent/teacher and one conference are student presentations. Parents are encouraged to attend to learn about student instructional needs and to celebrate accomplishments. You may also schedule additional conferences throughout the year by making an appointment with your child's teacher or counselor.

## EDUCATIONAL SUPPORT SERVICES: WHEN YOUR CHILD NEEDS ASSISTANCE

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The level of educational support that students receive is determined by state and federal mandates, teacher recommendations, and parental involvement. The district uses a Response to Intervention (RTI) model of services designed to meet the needs of all learners. The process includes:

### Identifying What Children Should Know and When

Granite Falls School District's curriculum requires students to learn the skills and knowledge identified in state standards. Instruction is designed to assist students in mastering state objectives. For more information on performance and grade level expectations, visit the State Superintendent of Public Instruction website at:

<https://www.k12.wa.us/student-success/learning-standards-instructional-materials>

### Assessing Whether Students are Meeting the Standards

Teachers regularly assess student learning to determine what and how they should teach so students will learn required concepts and skills. Teachers use observation, student performance, classroom tests, and district and state assessments to determine progress.

### Providing Interventions

When assessments show that a student's performance is below grade level, teachers provide instruction to address the area of concern. The range of educational support that students receive depends on the level of difficulty they are experiencing. The district offers a variety of interventions to support students that may include small group instruction, tutoring, or participation in supplemental programs. These programs include Special Education, Section 504 of the Rehabilitation Act, Title I, Learning Assistance Program (LAP), and Transitional Bilingual Instructional Program (TBIP).

The Support Services Department also offers programs for Early Childhood Education and Assistance Program (ECEAP), Developmental Preschool, and students who are homeless. At the high school, students can access before and after school help from teachers. In addition, high school students can access math tutoring, help in other subjects and computer labs on a daily basis.

## SPECIAL EDUCATION SERVICES "CHILDFIND" NOTICE- Required Annual Notification

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Special Education services are offered to students (age- birth to 21) who meet state and federal guidelines and are in need of specialized education programs. Washington state defines special needs as having concerns with hearing, vision, speech, language, health, learning, developmental delay, transportation, behavior management, mental retardation, intellectual disability, birth defects, orthopedic or spinal problems, autism or other disabilities. Parents or

Guardians of children who might have any of these conditions, or if you suspect a student may need these services, are encouraged to contact the Student Services Department at 205 N. Alder Ave. Granite Falls, WA 98252 at 360.691.7717.

## **SPECIAL EDUCATION**

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Sometimes students do not respond to in-class interventions and are in need of more intensive educational assistance. The district offers a special education program designed to meet these children's needs. Students who are evaluated and qualify for special services are typically operating well below grade level and need specialized instruction to meet grade level expectations. An Individualized Education Plan (IEP) is developed to plan instruction for an eligible student.

## **504 PLANS**

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Some students may have a disability that substantially limits their ability to make progress at school, but they do not require the specially designed instruction provided to students in special education. For eligible students, a 504 Plan may be developed to identify the specific accommodations or modifications required by the individual student to enable him or her to access school in a way similar to that of non-disabled peers.

## **TITLE I AND LAP**

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These programs are operated in Granite Falls schools based on state and federal funding. Programs offer additional instruction and interventions for students who need academic support in math and reading.

## **EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAM (ECEAP)**

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ECEAP is a preschool program providing free services and support to income-eligible children and their families. Students age three to five receive services designed to prepare them for Kindergarten. ECEAP students receive instruction in math, literacy, art and science. The Granite Falls ECEAP program provides both part day and full day classes including free meals, and family services such as parent education and home visits.

## **DEVELOPMENTAL PRESCHOOL**

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Children ages birth to three years old who have been identified with developmental delays are served through Snohomish County Early Support for Infants and Toddlers (ESIT). The Granite Falls Developmental Preschool serves children three to five years of age. Children may be eligible for services if they do not meet developmental standards in regards to vision and eye contact; hearing and listening; motor skills such as crawling or walking; using cups and spoons or stacking objects; following directions; or speaking in two- or three-word sentences.

## **INTERPRETATION & TRANSLATION SERVICES- Required Annual Notification**

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If you need assistance with obtaining information in languages other than English, please contact our Director of Special Education, Equity and Civil Rights Department at 360.691.7717.

## **TEACHER & STAFF PROFESSIONAL QUALIFICATIONS- Required Annual Notification**

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You have the right to request information about the professional qualifications of your student's teachers. Under ESSA, parents of children in schools that receive Title 1 dollars have the right to request information regarding the

professional qualifications of the student's classroom teacher(s) and paraprofessionals. For more information, contact the Office of Human Resources at 360.691.7717.

### TRANSITIONAL BILINGUAL INSTRUCTIONAL PROGRAM

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Each school will survey new students for English language proficiency. If indicated, a member of the District's staff will then administer an assessment. The school will notify you if it determines that your child needs specialized language instruction. You are encouraged to become an active participant in your child's language instruction.

### REMEDIAL PROGRAMS IN TITLE I SCHOOLS

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Schools that are designated as Title I schools offer enrichment programs to all students who are at risk of not performing at the proficient level on state tests. Every Title I school has an agreement with parents to ensure that at-risk students are considered for special services and to ensure that parents know they have the right to attend the annual Title I Parent Advisory Committee meetings. The Title I Parent Advisory Committee provides advice and guidance to the District on its Parental Involvement Regulation and the District's annual federal application.

### CAREER & TECHNICAL EDUCATION

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The Granite Falls School District offers classes in many career and technical education program areas including Business Education, Computer Information Technology, Agriculture Science and Manufacturing Technology and Industry under its open admissions policy. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. For more information about CTE course offerings and admissions criteria, or inquiries regarding the nondiscrimination policies contact the Director of CTE at 360.691.7717.

### HOMELESS/DISPLACED STUDENTS

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If you have lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be eligible to receive help through a federal law called the McKinney-Vento Act.

Under the McKinney-Vento Act, children in transitional situations have the right to:

- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.

Homeless students will be provided district services for which they are eligible, including ECEAP and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Local Liaison: Elizabeth Mills      email: [emills@gfalls.wednet.edu](mailto:emills@gfalls.wednet.edu)

Phone: 360-691-7717

National Center for Homeless Education Toll-free Helpline: 800-308-2145

Website: <http://www.serve.org/nche>

email: [homeless@serve.org](mailto:homeless@serve.org)

### HIGHLY CAPABLE SERVICES- Required Annual Notification

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Highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments.

Students may be referred by parents, peers and members of the community to qualify for the District's Highly Capable program. Those referring will complete a behavioral characteristics questionnaire and teachers will provide information that includes classroom performance and general achievement levels. The District will screen each of those referred using reading, cognitive and math measures to identify students who qualify for further assessment. Prior to conducting the assessment, the principal or designee shall obtain written parental permission. Referrals identified through the screening process will be assessed using multiple criteria from a variety of sources and data, including tests that measure cognitive ability, academic achievement and evidence of exceptional creativity. Test results shall be recorded in the student's cumulative file.

The students selected for participation in the program will be determined by a multidisciplinary committee which includes a classroom teacher or if possible, a highly capable teacher, the program director, a psychologist or other individual who can interpret cognitive and achievement test results, and other professionals as deemed desirable. The multidisciplinary committee will review data of nominated students. They will select those students who meet the criteria and would benefit the most from the program. The District will:

1. Notify the parents of those students who have been selected. Parents shall receive a full explanation of the procedures for identification, program options and the appeal process.
2. Obtain parental permission to place identified students in the program before any special services programs are provided to student.

### HEALTHY YOUTH SURVEY- Required Annual Notification

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Every two years, the Granite Falls School District conducts the Healthy Youth Survey—a collaborative effort of the Office of Superintendent of Public Instruction, the Department of Health, the Department of Social and Health Service's Division of Behavior Health and Recovery, and the Liquor and Cannabis Board. It is given to 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> graders. Students may opt out of the survey with parent notification.

## ADDITIONAL SCHOOL SERVICES

### CELL PHONES, IPODS, TABLETS AND OTHER TECHNOLOGY ([Policy 3245: Telecommunication Devices](#))

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The use of cell phones, iPads, and other technology are discouraged at school due to the potential disruption of the learning environment. All schools reserve the right to confiscate electronics if school rules are violated. Depending on the infraction, electronics may be confiscated and retained until a parent or guardian can pick them up.

Students who bring telecommunication devices to school are required to adhere to the following policies:

- The school district assumes no responsibility for the loss, theft or destruction of electronic devices
- Students will use electronic devices in classrooms only with permission and at the direction of the classroom teacher
- Students will not send, share, view, or possess texts, emails, video, or pictures that are sexually explicit while on school grounds, at school sponsored events, or on school buses. Violators will be subject to disciplinary action. **NOTE: Possession of sexually explicit material with juvenile content is a felony.**

- Students and parents consent to the search of electronic devices at school or school sponsored events when school officials have a reasonable suspicion that a search will reveal a violation of school rules.
- Students will not use devices to copy or transmit images of classwork or homework (including, but not limited to, quizzes and tests) to other students.

Please talk to your child about the school rules and model behavior by not calling or texting your child during the school day. If you have an emergency and need to contact your child, please call the office and we will be happy to relay the information. Your child is also allowed to make emergency calls from the office to a parent/guardian at any time.

### **Cell Phone Safety**

Cell phones can make communication a lot easier and can be very helpful in emergencies. However, as cell phones become more and more sophisticated, it is very easy to get large phone bills due to the high volume of text messages or access to the internet. Parents may be surprised to find out their child has ten pages of text messages alone on a phone bill. Today, cell phone communication has become a sub-culture with its own language. The lack of adult supervision can lead to harassment, bullying, and even legal problems that can result in felony convictions.

Sexting has become a new trend with tweens and teens who send flirty messages and in more and more cases, sending sexually explicit pictures of themselves or others by cell phone. What most children and parents don't realize is the transmission or possession of naked photographs is illegal - and can lead to felony charges that result in 14, 15, and 16-year-olds registering as sex offenders for the rest of their lives. Most children don't stop to think that those pictures are not private - messages can be sent to thousands of people in a matter of minutes or end up posted on websites where information is shared such as on YouTube or Facebook.

Texting has also developed its own language using acronyms and slang to keep outsiders guessing about what is being said. There are websites dedicated to keeping up with the codes to help parents monitor what their children are saying. Sample acronyms:

|       |                       |            |                         |
|-------|-----------------------|------------|-------------------------|
| PIR   | Parent in room        | LMIRL      | Let's meet in real life |
| RUSOS | Are you in trouble    | YBS        | You'll be sorry         |
| 182   | I hate you            | 143 or ILY | I love you              |
| MOS   | Mom over shoulder     | CD9        | Parent Watching         |
| Lit   | popular               | F2F        | Face to Face            |
| Ship  | Romantic Relationship | Snatched   | "on point"              |
| SMH   | "shake my head"       | TBH        | "to be honest"          |
| YAS   | "yes"                 | WTPA       | "Where the party at?"   |

Acronyms are constantly changing so parents are encouraged to keep up with the newest information. See School Board [Policy 3245](#) for complete information.

## **INTERNET AND E-MAIL**

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### **Computer and Internet access**

The District provides student access to the District computer network for internet services. In order for students to have their access revoked, a parent must petition the district by filling out an Opt-Out Form. Access enables students to



explore thousands of libraries, databases, and Web sites. The District provides students with internet access to further educational goals and objectives.

Students who use computers and other electronic devices that are non-school issued have no expectation of privacy in files, disks, documents, etc., that have been created in, entered in, stored in, downloaded from, or used on the District wireless network system. Students must submit their computer hardware and software or electronic device for examination upon request made by district staff without exception.

### **Student Responsibilities**

By using the network, students agree to act in a considerate and responsible manner. The network is available to conduct research, save student work and files. Access is a privilege, not a right, and therefore entails responsibility. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. All users will comply with all District regulations and will honor district policy and procedures.

Students who violate the Internet-use rules set forth in the regulations will be subject to disciplinary action and/or suspension of network use. Students are expected to review policies and procedures associated with proper network use before using school computers or the District network. Examples of misuse include, but are not limited to:

- Sending, displaying, or printing offensive messages, materials, photos, or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Sending threatening, inflammatory, or violent communications
- Offering for sale, purchase, or use of any prohibited or illegal substances
- Damaging computers, computer systems, computer networks, or wireless systems
- Downloading games, MP3, or music-base files
- Violating copyright laws
- Using another's password or ID
- Hacking
- Trespassing in another user's folders, work, or files
- Using technology, computers, scanners, or other peripherals to produce counterfeit reproductions
- Buying or selling on E-bay or similar auction sites
- Displaying or printing instructions for making weapons or conducting illegal activities
- Wasting resources intentionally
- Damaging, destroying, or deleting software or the work of another individual or group
- Engaging in any other activity inconsistent with the stated intent of this computer network or wireless agreement

### **Teacher Supervision**

During the instructional day, teachers supervise student use of the District internet system in a manner that is appropriate to the student's age and circumstances of use. Outside of school, families bear the responsibility of guiding their students in the use of the internet much as they exercise guidance over television, telephones, movies, radio, and other potentially offensive media.

### **Student IDs and Passwords**

The District provides each student with a unique Internet ID and password for that student's use only. Students shall not share their passwords with anyone else, nor shall students use anyone else's password, regardless of how the password is obtained. Students who suspect that someone has discovered their password should contact the school principal immediately.

## **Protection of Identifying Information**

When sending electronic messages on the District network or to users outside the network, students shall not include information that identifies themselves or other students. Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall identify themselves by first names only.

## **Filtering Software**

The District has installed filtering or blocking software to restrict access to Internet sites containing material harmful to minors. The software works by scanning for objectionable words or concepts as determined by the District. However, no software is foolproof. A user who accidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or administrator. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or administrator immediately. Students shall not tamper with the filtering service. Students shall not use the District network system to access material that is inappropriate.

## **Internet Safety Tips**

The internet can be a valuable tool for work, school, or personal use. The District closely monitors student computer use during the school day and filters are used to block unsafe internet sites. Staff is strongly encouraged not to have students as friends on Facebook or have personal communication with students on Facebook, Twitter, or other social media sites. Messages should only be sent to all members of a student group (i.e., the entire athletic team or entire club) and not to individual students and communicate only school related information. Below are safety tips that can be used by students here at school and at home.

### **For Students**

- Never give out any personal information including name, address, age, phone number, or password
- Don't agree to meet someone you have met online without an adult
- Never email pictures of yourself to strangers
- Don't respond to a threatening message
- Remember that people online may not be who they say they are
- An email you send to one person can be forwarded to hundreds without you knowing so think twice before sending any message
- Don't send threatening or bullying messages
- Tell a parent, guardian, or a trusted adult if you don't feel safe

### **For Parents**

- Talk to your child about internet safety
- Establish guidelines for internet use and monitor the time spent on computers
- Learn about parental controls
- Put computers in family areas rather than in bedrooms or behind closed doors
- Report offensive or suspicious behavior to your internet provider and local police
- Be very aware of websites such as snapchat, tinder, and Instagram that have limited controls
- Print out copies of offensive emails for reporting purposes; do not delete the original email even if you have a hard copy so the police can track the source
- Contact the police if your child receives violent threats or obscene messages
- DO NOT forward to the school district any photos that are sexually explicit or sexually revealing, including even pictures of very young naked children. Instead print the photographs to share with law enforcement.

### **Active Directory**

Each student is given an account in Active Directory that they will use to log on to any district-owned computer within the district network and provide them with access to educational resources that support their learning program.

### **GFSD Google G Suite for Education**

This education-focused Google Apps environment is hosted by Google, and managed by GFSD. This collection of online applications provides students with a Google email account, calendar, and access to Google drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. GFSD creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. Students should only use their district Google Accounts for school assignment purposes only. There should not be an expectation of privacy by the student when using their Google account. The District reserves the right to review and suspend an account if violation of the Electronic Resources and Internet Safety Policy and Procedure 2022 is suspected. Through ongoing training, students will be taught that anything written or stated within the Google account should be treated with the same proper behavior expected publicly in their classroom, in the presence of peers and staff.

### **Microsoft 365**

Microsoft 365 will be provided this year for specific grade level coursework. As we learn from these targeted classrooms, we may provide this tool district wide as another suite of educational tools that students can access from any networked device. This tool is a digital suite of tools that brings conversations, collaboration, content, assignments, and apps together in one place.

### **Online Curriculum Systems**

Most of the curriculum adopted in the District is accompanied by or relies on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For approved district curriculum, GFSD creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.

### **Online Educational Websites (those that require a student login or tracks student progress)**

Many teachers use additional website that require a student log in, yet enhance the learning experience of students. Permission only applies for sites that require a student login, collecting basic information such as name of the student and their email address to send a password confirmation to access the site. Secondary students can email peers for collaborative purposes. Please visit our “**Vetted Website and Digital Resources**” list. This list will show what has been reviewed and updated as well as approved status.

The following domain(s) are the only websites sanctioned as official school district sites:

**gfalls.wednet.edu      schools.gfalls.wednet.edu**

**<https://www.facebook.com/GFSD332>   [twitter.com/gfsd332](https://twitter.com/gfsd332)**

**[fb.me/GraniteFallsMiddleSchool](https://fb.me/GraniteFallsMiddleSchool)**

**[fb.me/GraniteFallsHighSchool](https://fb.me/GraniteFallsHighSchool)**

**[fb.me/mountainwayelementary](https://fb.me/mountainwayelementary)**

**[fb.me/MonteCristoElementary](https://fb.me/MonteCristoElementary)**

Any other sites that may include blogs, webpages, podcasting, or other forms of internet communication are not sanctioned by the Granite Falls School District and are not considered a school sponsored activity or learning tool. ([Policy 2077: Website Use and Content Development Management](#))

**(Required Annual Notification)**

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#### **TELECOMMUNICATIONS- Required Annual Notice ([Policy 3245](#))**

[Policy 3245](#) outlines issues surrounding telecommunications devices. While on school property or while attending school-sponsored or school-related activities students shall not use personal telecommunication devices including but not limited to iPads/iPods, cellular phones, or other audio/visual devices, in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of self and others.

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#### **SOCIAL MEDIA- ([Policy 4309](#))**

Granite Falls School District students are required to follow the guidelines for social media use, in accordance with board [Policy 2022](#), Electronic Resources and [Policy and Procedures 4309 regarding Social Media](#). The District reserves the right to determine if any guidelines not appearing in the list below constitutes acceptable or unacceptable social media use.

- State/post only what you want the world to see. Imagine your parents, the teachers, and the administrators visiting your social media. Once you share something it is likely available after you remove it from the social media site and could remain on the internet permanently.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Do not promote illegal drugs, illegal activities, violence, and drinking.
- Be cautious when you use exaggeration, colorful language, guesswork, derogatory remarks, humor, and characterizations. It is difficult for readers to determine the seriousness of the statements/posts.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.

- Run updated malware protection to avoid spyware, adware, spiders, bots, crawlers and other infections that may be placed on your social media site and computer to obtain personal information, breach security, and cause various technology problems.
- Stay informed and cautious for new problems in the use of social media.
- Use good judgment. You are responsible for your own behavior when communicating with social media and will be held accountable for the content of the communications that you state/post on social media locations. You are responsible for complying with the School District's student conduct requirements. Your posts may not disrupt the learning atmosphere, educational programs, and school activities, or infringe on the rights of others.

These guidelines apply to all School District environments, whether the social media site is accessed on School District property or beyond School District property (including but not limited to, at a third-party's contracted property).

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## COUNSELING

Counselors are available in the district on a limited basis. At the elementary level and middle school levels, counselors may be available to assist students during times of crisis. High school counselors are available to assist students with academic planning, transcript, student records, and testing information as well as emotional and personal support.

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## HEALTH INFORMATION AND SERVICES

### Health Room

The district employs health room attendants that can provide basic first aid, medication administration, and health support to students. If your child becomes ill or injured while at school, a health room attendant will evaluate the symptoms and, if necessary, will call you to pick up your child. In addition, the district employs Licensed Registered Nurses to develop care plans and support for students with more serious medical needs. It is critical schools have current contact information including emergency contacts. If your child has a life-threatening condition, contact your school health attendant immediately so a medical plan can be established.

### Immunizations

All students must have the appropriate immunizations to enroll and participate in school. Students may be exempted from immunizations if they have submitted a signed medical certification by a physician or religious exemption. See [Policy 3413](#) for full details on exemption requirements.

### Medications

We encourage parents to give their children medications at home whenever possible. Giving medication at school should be reserved for chronic or acute health situations. Medications can be administered at school only with signed doctor's orders and must be delivered to the school in the original prescription bottle. Over the counter medications such as cough drops and pain relievers also require authorization.

### **Breakfast and Lunch**

Granite Falls School District offers breakfast and lunch programs to its students. The Food Service staff prides itself on serving delicious food according to menus that follow U.S. Department of Agriculture's nutrition guidelines as well as the district's own Nutrition Policy.

### **Free and Reduced Lunch**

Families may be eligible for free or reduced priced meals based on the number of family members and household income. Granite Falls School District cooperates with all federal and state agencies in making available adequate lunch for any student who is financially unable to participate in the regular meal program.

The district strongly encourages all eligible families to apply for free or reduced lunch because the district receives federal and state funding for many of its programs based on the number of students enrolled in the lunch program. Therefore, the more eligible students the district has enrolled, the more funding is generated for our schools. Eligibility guidelines, and application forms, for free or reduced lunch are available from school secretaries. Any fees or a request for waiver for free/reduced lunch must be turned into the school office.

The District website includes full information on the [Food Service Program](#).

### **Food Guidelines**

When sending food for your child's classroom (for birthday parties or other events) consider following the Snohomish Health District guidelines for food in classrooms or for any school related activity:

- Always practice good hygiene when offering food in classrooms, including teaching your child diligent and effective hand washing. Hands must be washed before setting up the event, after using the restroom, after sneezing or coughing, and as necessary when food is being served.
- Limit the types of food you send to school. Cakes, breads, cookies, and other non-potentially hazardous baked goods are preferred. Food prepared from a commercial source is subject to state and local inspection and therefore more desirable than food made in private homes.
- Because of the difficulty of providing adequate refrigeration, do not send any foods containing custard or cream fillings. Commercial fruit pies are fine, but do not send pumpkin or other custard pies made with eggs.
- Meat dishes, meat-filled pies, and potato or macaroni salads are prohibited.
- Do not send any home canned products.
- Fresh fruit can be sent only if it is washed and cut immediately before it is to be served. All cut melons are considered potentially hazardous and must be kept refrigerated.
- Never send unpasteurized milk or juice of any kind, especially apple juice or cider. Commercially canned or bottled, pasteurized juice is preferable to drinks mixed at home.
- Food served to children should be served with tongs, spatulas, or other utensils. Disposable utensils and cups are preferable. Minimize the handling of all paper cups, plates, napkins and utensils.

## FOOD ALLERGIES/FOOD BROUGHT TO SCHOOL BY STUDENTS/PARENTS- Required Annual Notification

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Food allergies can be a life-threatening situation. We have several students at our school who have life-threatening allergies to foods including cinnamon, walnuts, pecans, and peanuts. School staff has been trained to recognize such a reaction and to administer medication (epinephrine) in an emergency. You can help staff and the school by taking advantage of opportunities to learn more about food allergies and by helping your child understand the foods they freely enjoy can be dangerous to others. See the Nutrition Services webpage on the District website for more information.

Guidelines for Food Served at Room Parties or Brought to School by Students/Parents– Many schools have classroom parties for the holidays or other occasions that include refreshments. In addition, students may often bring treats from home to celebrate a birthday or other special day. Since improperly handled food can be the source of foodborne illness, it is wise to use caution when planning these events. See the [Nutrition Services webpage](#) on the District website for more information.

### Food Service Prices

#### Elementary

Full Price Student Breakfast \$2.00

Full Price Student Lunch \$3.25

Reduced Student Breakfast \$0.00

Reduced Student Lunch \$0.00

#### Secondary:

Full Price Student Breakfast \$2.00

Full Price Student Lunch \$3.50

Reduced Student Breakfast \$0.00

Reduced Student Lunch \$0.00

#### Adult Meals

Breakfast \$3.50 / Lunch \$4.50

## BUS TRANSPORTATION

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Granite Falls School District contracts with the Lake Stevens/Granite Falls Transportation Co-op to provide bus services for our students. Bus routes, stops, and pick-up/drop-off times are determined by the transportation department. Students living within one mile (determined to be “safe walk” areas) of their school are zoned as walkers and will not receive bus transportation. Student transportation is also provided after school for after school activities. Please contact your school office to see what time the bus picks students up for the activity bus. Questions regarding your child’s transportation can be directed to the transportation supervisor at 425-335-1508.

In rare cases, students with IEPs may be picked up at their door in a short bus. Siblings without IEPs or those whose IEPs do not specify a need for door-to-door transportation may not ride the short bus even if they attend the same school.

### Transportation Changes

If you need to change the bus that your child normally rides, you must write a note or call the school. If there is no note or phone call, your child will be required to go home on the regular bus. Please call as early as possible to make transportation changes *as changes made late in the day may not be able to be honored*.

## FIELD TRIPS AND ACTIVITIES

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### Permission Forms

If your child’s teacher is planning a field trip, parents will be sent a field trip permission form that must be signed and returned to school. Otherwise, students will not be allowed to participate in field trips. Siblings cannot attend field trips

with chaperones. Chaperones must have filed a Washington State Background Clearance form with the school. Forms are available from school secretaries or the administration office.

### **Field Trip Transportation**

Students who travel to a school sponsored event must be transported in a district vehicle and may not travel in any private vehicle unless the student's parent is driving. Parents may not transport any students other than their own children to a school sponsored event. Parents who transport children other than their own to a school sponsored event, even with their parents' or guardians' permission, assume legal responsibility and will not be covered by the district's insurance.

### **VOLUNTEERING AND VISITORS**

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We want to make your involvement in your student's academic career easy and rewarding. Students become more vested in their education when they see the significant adult in their lives involved at school. Volunteers function in many different capacities, including one on one or small group tutoring, field trip chaperones, at home material prep, and reading with students. Visitors must sign in the school office before proceeding to any classroom and wear an identifying sticker. Visitors are to enter and exit by the main entrance of the school only. Students are not allowed to bring guests to school. Any person on campus without proper permission will be considered a trespasser.

To become a volunteer, chaperone, or to be a regular visitor to the school, you must have filed a Washington State Background Clearance form with the school. Forms are available from school secretaries or the administration office.

Student's private providers may visit the school by prior permission and arrangement with parents and school administrators for the purpose of observation or collaborating with school staff. Student's privately obtained services (e.g. counseling, ABA therapy, speech therapy) may not be provided on school property during the school day.

### **STUDENT PROPERTY AND LOCKERS**

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In the interest of protecting student property, students are asked to not bring anything to school which distracts from school or that may pose a problem due to value. The school cannot be responsible for the care and safety of personal articles such as skateboards, non-motorized bikes or scooters, roller blades, trading cards, sports equipment, radios, iPods, cell phones or other electronic devices. Students are asked to not use electric/motorized bikes or scooters when commuting to school. Laser pointers and magnets are not allowed at school. If brought to school, electronic items must be left in backpacks and turned off during school hours. If not, items will be confiscated and parents will be notified to pick up the item. Students riding bikes or scooters to school must obey the rules of the road, walk them on school grounds, and park in or near the bike stand. Students are encouraged to wear helmets and lock their bikes. Textbooks are school property loaned to students. Fees can be assessed for damaged or non-returned textbooks. Lockers are school property and can be searched. The school does not assume responsibility for lost or otherwise misplaced articles. Students should keep their locker combination secret and may not tamper with their own or another student's locker at any time. Students may not change lockers without permission from the office.

## **STUDENT CONDUCT, DISCIPLINE & CORRECTIVE ACTION**

More information is available in student policies: [3240](#) and [3241](#).

NOTE: guidelines must be in compliance with state and federal law and therefore subject to change (after the printing of this handbook) to adhere with legal requirements.



## **BEHAVIOR MISSION STATEMENT**

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Each student must develop a commitment to act within the framework of rights and responsibilities of the school community.

## **DISTRICT BELIEF STATEMENT**

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The district adheres to a philosophy of developing and upholding high expectations for all student conduct in order to maintain an environment focused on learning. Students are expected to follow school rules at all times while on school grounds, district transportation or at school events. Consequences for misbehavior are outlined in both the Student Discipline/Corrective Action Procedures and building discipline procedures.

- Safety is the top priority of the Granite Falls School District.
- Teaching and Learning shall be a priority in the classroom.
- All students have the right to an education and the responsibility to uphold that right for others.
- All students and staff have the right to a safe, secure learning and working environment.
- Students and staff are responsible for demonstrating respect for each other.
- All students can learn to be self-managers of their behavior and are accountable for their actions.
- Exceptional misconduct will not be tolerated in the Granite Falls School District.

## **DISCIPLINARY/CORRECTIVE ACTIONS**

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Consequences for misconduct can range from a verbal warning or training to suspension or expulsion. Consequences are determined on a case-by-case basis and take into consideration the student's age, the severity of the infraction, handicapping conditions, discipline history, and state and federal laws.

## **DISCIPLINE/CORRECTIVE ACTION RECORDS**

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Student disciplinary/corrective actions are recorded in the school database and may be referred to when determining eligibility for school activities, future disciplinary/correction actions or behavior interventions. Discipline/corrective action information remains part of the student's private educational records and is only available to parents and specific individuals as outlined in privacy laws.

## **DISCIPLINE/CORRECTIVE ACTION APPEALS PROCESS**

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Parents and students have the right to appeal a disciplinary/corrective action decision by first meeting informally with the school principal. If an acceptable resolution is not reached, a written appeal may be made to the Superintendent.

## **PHYSICAL RESTRAINT**

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Physical restraint is sometimes necessary when a student poses a danger to himself or others. Restraint may be used when it is reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious harm.

Restraint will be discontinued when the likelihood of serious harm has passed. Following restraint of a student, the school will review the incident with the student and parent to address the behavior that precipitated the restraint and review the incident with involved staff members to assure that proper procedures were followed. Every attempt will be made to utilize de-escalation techniques before resorting to physical restraint. Physical restraint will be performed by trained personnel or an available adult to maintain safety. (Refer to district [policy/procedures 3246](#)) *All restraints shall be administered in compliance with state law as reflected in [RCW 28A.600.485](#).*

## DRESS CODE

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Students' choices in matters of dress should be made in consultation with their parents. A material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district, causes damage to the school property or results in a health or safety hazard. Examples of prohibited/inappropriate dress include the use of lewd, sexual, drug, tobacco, alcohol, violence or gang-related messages, pictures or innuendos. The principal shall request the student to make appropriate corrections. Students may be suspended if circumstances so warrant. Please refer to [Policy 3224: Student Dress](#), for more details directly related to dress code standards.

Granite Falls High School and Middle School are committed to providing a respectful learning environment for all students and staff. Students may express their individuality in their dress as long as their appearance does not cause a disruption to the educational process for themselves, other students, or staff. Students' choice in matters of dress and appearance shall be regulated when the sensibilities of others are impacted, in the judgment of school officials. The following expectations apply: Shorts and skirts must be mid-thigh or longer, shirts and tank tops must cover the stomach, back, and chest. Uncovered tube tops, spaghetti straps, halter tops, and tops with only one shoulder strap are not appropriate for school. Undergarments or clothing worn as undergarments must not be showing – this includes tank tops that are intended as undergarments. Clothing should not be “see-through”. Clothing and accessories depicting the following should not be worn at school: promotion of drugs, alcohol, violence, racism, sexism, tobacco, use of profanity or associated innuendos, or displaying symbols or exhibiting behavior representing gang membership or affiliation. Students are encouraged to wear spirit clothing (black, orange, and white) every Friday. Students found to be in violation of the above policy, will be sent to the office and: 1. Be required to change clothing or go home (with guardian) 2. Subsequent offenses will be regarded as insubordination and will be handled according to guidelines in the policy handbook.

## DANCE GUIDELINES

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Dance rules: All school expectations are in effect at school dances

- Middle School student must enter immediately after school (if students leave campus they cannot come back for the dance). For High School dances after an event, students must enter within 30 minutes of the end of the event. For all other dances (Homecoming, prom, etc.) student must enter within 60 minutes of the start time
- A fee will be charged
- No food or drink may be brought into the dance; food or drink must be consumed in the area provided
- No backpacks or large bags will be permitted into the dance
- Once a student leaves the dance, the student must leave school campus and will not be allowed to return
- Middle school students are not allowed to attend high school dances

**Dance Guests for High School Only: (only certain dances allow guests)**

Only certain dances allow guests. A Granite Falls student must complete a guest pass and return it to an administrator by 2:30 pm two days before the dance in order to bring a guest. The guest pass will be valid for this student and guest for the remainder of the year. The guest must be under the age of 21 years. The host student is responsible for the guest. When the host leaves the dance, the guest must also leave. Should the guest violate a dance rule and be asked to leave, the Granite Falls student must also leave the dance, with parent notification. Students may be disciplined for actions. **NOTE:** Guests are not allowed at any middle school dance.

**School Sponsored Dances and Activities**

Students attending dances will comply with the standards set forth by [policy 3224: Student Dress](#). The principal, in connection with staff in charge of an extracurricular activity, may exercise discretion and permit exceptions to extracurricular activities.

**Dress Attire:** Skirts and dresses shall be worn to cover the upper portion (midriff, abdomen, waist, chest and lower back) and lower portion (hips, buttocks, genitals, upper thighs) of the body.

- The hem of a student's skirt, dress, shorts, or any lower body attire, shall be no shorter than mid-thigh (front and back) as determined by the principal or designee in the exercise of his or her judgment.
- Dresses may not be extremely low-cut in the front or back. The front of the dress must not fall below the bra line or expose excessive cleavage; the back of the dress must not fall below the waist.

**Unacceptable:**

- See-through/Transparent clothing (this includes sheer/mesh overlays that do not have material underneath). Included in this are netting or sheer materials that expose upper or lower portion of the body
- Too tight or revealing clothing
- Cutouts or tears exposing the upper or lower portion of the body
- Removal of clothing causing disruption, interference or disturbance to the activity

**Consequences:**

The determination of the appropriateness of student dress and grooming, along with the corrective action, shall be the responsibility of the principal, in connection with staff in charge of an extracurricular activity

Students and guests who are non-compliant with the dress code will not be admitted to the dance or will be escorted out of the dance. No refunds will be given for dance dress code infractions in which students are asked to leave.

## Student Discipline/Corrective Action Procedures

More information is available in student policies: [3240](#) and [3241](#).

NOTE: guidelines must be in compliance with state and federal law and therefore subject to change (after the printing of this handbook) to adhere with legal requirements.

**TEACHER'S RESPONSIBILITIES AND AUTHORITY**

Teachers are responsible for establishing and maintaining a classroom environment focused on learning, as well as for enforcing student conduct expectations. Teachers have the authority to administer disciplinary actions for any student who disrupts the learning environment or who does not meet student conduct expectations.

Teachers are essential partners in determining appropriate disciplinary actions, and thus may make recommendations to the principal following student misconduct.

## PRINCIPAL'S RESPONSIBILITIES AND AUTHORITY

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Principals are responsible for maintaining a learning-focused environment and must enforce student conduct expectations, school rules, and state and federal laws. When student misconduct or unlawful behavior occurs, principals are charged with conducting a fair and thorough investigation that takes into account the individual circumstances, severity of the misconduct and the level of disruption caused to the learning environment in order to determine appropriate consequences. Principals have the authority to discipline, suspend or expel any student for any violation of student conduct expectations.

*All discipline, short-term suspensions, long-term suspensions or expulsions shall be administered in compliance with state law and the rules of the state Board of Education, [WAC 392-400](#).*

## DEFINITION OF MISCONDUCT

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**Alcohol, Drugs, and Mind-Altering Substances** – Students will not possess, use, show evidence of having consumed, distribute, sell, or solicit or facilitate the sale of alcohol, drugs, mind-altering substances, medication not prescribed by a physician and approved in writing by the student's parent/guardian, or drug paraphernalia (or any item which purports to be such). While in attendance at school or school-sponsored events, students must remove themselves immediately from any situation where alcohol or drugs are being possessed or consumed.

**Alteration of Records** – Students will not falsify, alter, or destroy school records or any communication between home and school.

**Arson** – Students will not intentionally cause a fire or explosion. Students also will not possess fire-ignition devices.

**Assault** – Students will not intentionally use physical force or violence on another person, or threaten or attempt to use such physical force or violence, that is harmful or offensive, regardless of whether any physical injury is done to the person. Pursuant to [RCW 28A.635.090](#), a student who interferes by force or violence with school personnel or other students will be subject to immediate suspension or expulsion and may be referred to law enforcement for investigation of criminal activity.

**Athletic/Activity Code Violations** – Students who participate in the interscholastic athletic program will conform to specific conduct standards established by the District, principals, athletic directors, and coaches and the rules and regulations of the Washington Interscholastic Activities Association (WIAA). A student who is found to be in violation of any athletic/activity rule is subject to removal from the team. General conduct expectations and requirements for students participating in athletics/activities, as well as the appeal process for disciplinary action, are described in [Policy 2151](#) and [Procedure 2151P](#).

**Attendance (Absences and Tardiness)** – All students are expected to attend scheduled classes and activities daily in accordance with state law and District [Policy 3122](#) and [Procedure 3122P](#), unless officially excused by the designated person(s) at the school building. Students are also expected to be punctual in arriving at school and to each of their classes. Excessive and/or unexcused tardiness and/or absenteeism, regardless of the reason, may result in loss of credit and/or discipline, although students will not be suspended or expelled due to tardiness or absences.

**Bomb Threats** – Students will not threaten to bomb or damage any District facility or property.

**Burglary** – Students will not enter or remain unlawfully in a District building with intent to commit a crime (including, but not limited to, theft of property) on the premises.

**Cheating and Plagiarism** – Students will not intentionally deceive or attempt to deceive school officials in the preparation or completion of any school assignment, assessment, examination, or project. Cheating includes knowingly submitting

the work of others as a student's own work without proper attribution (i.e., plagiarism). Students are also prohibited from assisting or facilitating cheating by other students.

**Checking out of School** – Students will not leave school for the day unless excused by the school office.

**Commercial Activity** – Students will not sell or offer for sale goods or services on District property or at school-sponsored events unless as part of an authorized group or activity.

**Criminal Behavior** – Students who involve themselves in criminal acts on District property, off District property at school-sponsored events, or off District property when such acts have a detrimental effect upon the maintenance and operation of the schools or the District are subject to discipline by the District as well as potential prosecution under the law.

**Damage to Property and Vandalism** – Students will not intentionally cause physical damage to the property of the District, school personnel, or other students. Any student who defaces or otherwise injures school property, or property belonging to a school contractor, employee, or another student, may be suspended pursuant to [RCW 28A.635.060](#). If a student loses or willfully cuts, defaces, or injures property of the District, a contractor of the District, an employee, or another student, the District may withhold the grades, diploma, and transcripts of the student until the student or his or her parents/guardians pay for the damages. If the student is suspended, the student may not be readmitted until the student or his or her parent/guardian has made payment or until directed by the superintendent. When the student and parent/guardian are unable to pay for the damages, the District will provide a program of voluntary work for the student in lieu of payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student will be released. The parent/guardian of such student will also be liable for damages as otherwise provided by law.

**Dangerous Behavior** – Students will not engage in behavior which a reasonable person would know creates a risk of injury to another person or property.

**Defiance** – Students will obey the lawful instructions of school personnel.

**Disruptive Conduct** – Students will not engage in conduct that materially and substantially interferes with the educational process. Disruptive conduct may include, but is not limited to, the following examples:

- a. Occupying a school building or school grounds in order to deprive others of its use;
- b. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- c. Preventing students from attending a class or school activity;
- d. Blocking normal pedestrian or vehicular traffic on a school campus; and
- e. Interfering seriously with the conduct of any class or activity.

**Disruptive Dress and Appearance** – Students will not dress or appear in a manner that presents a health or safety hazard, creates a reasonable expectation of damage to school property, or creates a material and substantial disruption of the educational process. Pursuant to [Policy 3224](#), such dress includes clothing displaying messages determined by the building principal to be libelous, obscene, profane, or demeaning to any race, religion, sex, or ethnic group, sexual orientation, or disability, or which advocate the violation of the law.

**Electronic Information Systems** – Students will comply with the acceptable use rules in [Policy 2022](#) when using District electronic information systems such as email, computer devices, computer networks, and the Internet. Unauthorized, illegal, or inappropriate use of the District's electronic information systems is prohibited.

**Explosives** – Students will not possess, use, threaten to use, or attempt to possess or use objects tending or serving to explode with force or violence, including, but not limited to, firecrackers, bullets, and pipe bombs.

**Extortion, Blackmail, and Coercion** – Students will not obtain or attempt to obtain money or property by violence or threat of violence. Students also will not coerce or attempt to coerce someone to perform an action, or refrain from acting, by force or threat of force.

**False Accusations and Defamation** – Students will not make false statements about school personnel or other students, including untrue charges of wrongful conduct.

**False Alarms and Fire Apparatus** – Students will not set off false alarms, discharge or steal fire extinguishers, or damage alarm systems.

**Fighting** – Students will not quarrel with one or more other students involving physical contact. Students who are found to have promoted or incited a fight will be subject to the same discipline as those who are involved in the fight.

**Gambling** – Students will not risk or bet objects of value on the outcome of an event, a game, or chance, or assist or facilitate gambling by other students.

**Gang Activity** – Students will not engage in gang activity or display symbols of gang affiliation. A “gang” means a group that consists of three or more persons; has identifiable leadership; and on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Gang symbols include the use of hand signals, handwriting, and/or the presence of apparel, jewelry, accessories, graffiti, or manner of grooming which by virtue of its colors, arrangement, trademark, symbol alteration, or any other attribute, denotes membership in a gang.

**Harassment, Intimidation, and Bullying/Cyberbullying** – Students will not participate in, conspire to participate in, or conspire for others to engage in “harassment, intimidation, and bullying/cyberbullying” (HIB) as defined in [Policy 3207](#) and [Procedure 3207P](#). In general, HIB means any intentionally written message or image, including those that are electronically transmitted (e.g. sexting), or a verbal or physical act that physically harms a student or damages his or her property; has the effect of substantially interfering with a student’s education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. HIB includes messages, images, and verbal or physical acts shown to be motivated by any characteristic in [RCW 9A.36.080](#) (race, color, national origin including language, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability) or other distinguishing characteristics. Prohibited HIB can include, but is not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

**Hazing** – Students will not participate in, conspire to participate in, or conspire for others to participate in acts that injure, degrade, or disgrace—or tend to injure, degrade, or disgrace—other people. Hazing may also constitute prohibited harassment, intimidation, and bullying/cyberbullying (HIB), as discussed above and in [Policy 3207](#) and [Procedure 3207P](#).

**Identifying Self** – Students will, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school-sponsored events.

**Inappropriate Display of Affection** – Students will not engage in overt displays of affection or sexually oriented actions that violate standards of acceptable social conduct.

**Inappropriate Language or Conduct** – Students will not engage in vulgar, profane, or obscene language or conduct. In addition, students will not engage in expression that constitutes a material and substantial disruption of the orderly operation of the school, as discussed in [Policy 3220](#).

**Lasers and Similar Devices** – Students will not possess or use lasers and similar devices without prior authorization from appropriate school officials.

**Littering** – Students will not throw, drop, deposit, or discard litter on public property.

**Loitering** – Students will leave the school campus at the official close of the school day unless permission to remain has been granted by an appropriate school official.

**Motor Vehicle Violations** – Students who choose to drive motor vehicles to school must: (a) observe all rules of safe driving on and around school property; (b) park in the area designated by school officials; and (c) comply with any registration procedures that may be required by school officials. Refusal to adhere to these conditions may result in the loss of the privilege of parking on school property and/or other discipline.

**Robbery** – Students will not steal from a person by force or threat of force.

**Theft** – Students will not wrongfully obtain or exert unauthorized control over the property of the District or another person (i.e., steal).

**Tobacco, Nicotine Products, and Delivery Devices** – Students will not possess, use, distribute, sell, or solicit or facilitate the sale of tobacco products, nicotine products, and delivery devices, in accordance with [Policy 4215](#). Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices (i.e., e-cigarettes), and vapor products.

**Trespass** – Students will not enter District buildings or property where students or members of the public are not allowed or refuse to leave such areas when ordered by school officials.

**Violation of Suspension** – Students will not enter upon any real or personal property that is owned, leased, rented, or controlled by the District during the terms of any suspension from school without the prior express approval of an appropriate school official.

**Weapons and Other Dangerous Devices** – Students will not possess, use, display, or transmit any object that is or reasonably appears to be a dangerous weapon or related device. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm or to instill fear and/or intimidate by their mere presence on school property or at school-sponsored events, chemical inhalants, metal knuckles, and look-alike items or replicas displayed or represented as real weapons. Any exception to this rule requires explicit permission from an appropriate school official.

Pursuant to [RCW 9.91.160](#), persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property. No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

Pursuant to [RCW 9.41.280](#), any student who possesses a dangerous weapon (as defined in that statute) on school premises, District transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified.

In addition, pursuant to [RCW 28A.600.420](#), any student who is determined to have carried a firearm onto, or to have possessed a firearm on, school premises, District transportation, or areas of facilities while being used exclusively by public schools will be expelled from school for not less than one year, unless the superintendent modifies the expulsion on a case-by-case basis. For purposes of this rule, "firearm" means a firearm as defined in 18 U.S.C. § 921 and [RCW 9.41.010](#). In addition, a student may be suspended or expelled for up to one year if the student acts with malice and displays an instrument that appears to be a firearm on school premises, District transportation, or areas of facilities while being used exclusively by public schools. This paragraph does not apply to any student while engaged in military education authorized by school authorities in which rifles are used but no other firearms; involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by school authorities in which the rifles of collectors or instructors are handled or displayed but no other firearms; or participating in a rifle competition authorized by school authorities.

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## DEFINITION OF TERMS



**Behavioral violation-** a student's behavior that violates the District's discipline policies.

**Certificated staff-** those District employees who have a Washington teacher or administrative certificate.

**Classroom exclusion-** exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of [WAC 392-400-330](#) and [392-400-335](#). Classroom exclusion does not include action that results in missed instruction for a brief duration when:

- (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
- (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

**Culturally responsive-** has the same meaning as "cultural competency" in [RCW 28A.410.270](#), which states "cultural competency" includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.

**Designee-** the person or persons the Superintendent authorizes to make decisions related to this policy and/or procedure.

**Discipline-** any action taken by a school District in response to behavioral violations.

**Disruption of the educational process-** the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

**District-** the legal entity of the Granite Falls School District.

**Emergency expulsion-** the removal of a student from school because the student's statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in [WAC 392-400-510](#) through [392-400-530](#).

**Expulsion-** a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in [WAC 392-400-430](#) through [392-400-480](#).

**Length of an academic term-** the total number of school days in a single trimester or semester, as defined by the board of directors.

**Other forms of discipline-** actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under [RCW 28A.165.035](#).

**Parent-** has the same meaning as in [WAC 392-172A-01125](#), and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student's welfare; or a surrogate parent who has been appointed in accordance with [WAC 392-172A.05130](#). If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the "parent" of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.



**School-** refers to the entity in which a student attends and as the entity that may represent the administration and teachers in making a decision or determination.

**School Board-** the governing board of directors of the local School District.

**School business day-** any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent's office for the calendar day.

**School day-** any day or partial day that students are in attendance at school for instructional purposes.

**Staff-** employees working for the District.

**Superintendent-** the chief executive officer who reports to the board and oversees the day to day operation of the District.

**Suspension-** the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the District.

- **In-school suspension** means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in [WAC 392-400-430](#) through [392-400-475](#).
- **Short-term suspension** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in [WAC 392-400-430](#) through [392-400-475](#).
- **Long-term suspension** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in [WAC 392-400-430](#) through [392-400-475](#).

#### **DUE PROCESS: SUSPENSION, EXPULSION, APPEALS**

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District officials will adhere to constitutionally and legally sound procedures of due process.

**Short-Term Suspensions** of one to ten days for elementary students and one to fifteen days for secondary students; parents shall have the right to an informal conference with the building principal, then the right to a grievance conference with the superintendent/designee within five business days.

**Long-Term Suspensions** of more than ten days; a written request for a hearing with the superintendent/designee must be received within five business days. A re-entry conference will be held with the district and student/parents within 20 days of long-term suspension.

**Expulsions and Emergency Expulsions** parent/student may make a written request for a hearing with the superintendent/designee within five business days for expulsion or three business days for emergency expulsion. A reentry conference will be held between the district and student/parents within 20 days of the start of the long-term suspension or expulsion but no later than five (5) calendar days before the student returns to school, or as soon as reasonably possible, if the student or parents request a prompt re-engagement meeting. The school has 10 days to convert the emergency expulsion into a different form of discipline. The district will provide notice and afford due process rights for the conversion action. Re-entry conferences and re-engagement plans are required. Grievances and/or appeals from decisions rendered may be directed to the Board of Directors.

Refer to [procedures 3241](#) for further explanation and timelines.

## EXCEPTIONAL MISCONDUCT

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Exceptional Misconduct, as referenced in [WAC 392-400-245](#) and [WAC 392-400-260](#), refers to conduct so serious in nature or so disruptive to the operation of the school that it warrants immediate short-term suspension, long-term suspension or expulsion.

The District Discipline Review Committee comprised of administrators, staff, parents, a board member and student has recommended the behaviors listed above be termed exceptional misconduct for which a student will be disciplined, up to or including being suspended or expelled from school.

NOTE: Please also refer to [policy 3240: Student Conduct](#) for more details. (All school policies and procedures can be found on the district's website).

## ADDITIONAL REQUIRED NOTICES

### NOTICE TO STUDENTS, STAFF, AND COMMUNITY:

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#### ANNUAL REPORT TO THE COMMUNITY UNDER "ESSA"

Every Student Succeeds Act (ESSA), formerly Elementary and Secondary Education Act (ESEA) legislation, requires school districts to annually report on progress outlining specific information and include state assessment results. The Office of Superintendent of Public Instruction (OSPI) has compiled all the data from all schools in the State of Washington. The reports include:

- State Assessment Test Scores (Smarter Balanced, MSP/HSPE, EOC, WA-AIM & WaKIDS)
- Student Demographic Information
- Staff Information

The Granite Falls School District reports may be viewed on OSPI's website at <http://reportcard.ospi.k12.wa.us/>. The School's Performance Reports and Improvement Plans are posted on the website here: [http://www.gfalls.wednet.edu/?page\\_id=1505](http://www.gfalls.wednet.edu/?page_id=1505)

### STUDENT PRIVACY (FERPA)- Required Annual Notification ([Policy 3230](#)) / PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) ([Policy 3235](#))

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The FERPA (family rights and privacy act) and PPRA (protection of pupil rights amendment) federal guidelines outlines specific student information that can and cannot be released such as "directory information." The current copy of this notice is found in the Annual Student Information Update to be completed annually by every family. You can review the laws surrounding FERPA online via [WAC 132P-33-100](#).

Occasionally, we will take photographs/videos of students for use in District or school-produced publications, which may be used in the news media. If you do not wish to grant permission, please check the appropriate box(es) on the FERPA agreement that is included in the enrollment packet online or available at your school office. It is important to inform the school office of any changes or updates to your preferences within the agreement annually by October 1.

Granite Falls School District [Policy 3232](#) outlines information related to parent/student rights in administration of surveys, analysis or evaluations in accordance with the new Federal No Child Left Behind Act of 2002 (PPRA).

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#### **PUBLIC RECORDS REQUESTS- Required Annual Notification ([Policy 3231](#))**

Granite Falls School District [Policy 3231](#) outlines information related to student records, including, but not limited to student/parent access to records. The Granite Falls School District complies with all public records requests as required by [RCW 42.56](#).

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#### **DISTRICT SANCTIONED WEBSITES**

The following domains are the only websites sanctioned by the Granite Falls School District as official School District sites for the 2023-2024 school year: <http://www.gfalls.wednet.edu/>; <https://www.facebook.com/GFSD332>

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#### **FACILITIES NOTIFICATION**

Granite Falls School District [Policy 6895](#) outlines the guidelines to ensure the District complies with the requirements regarding pesticide notification, posting and record keeping. This includes the notification that the Granite Falls School District uses Black Berry and Brush Block, Roundup, Surflan, Casron, and Crossbow to control weeds and grasses.

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency (EPA) finalized a regulatory program, which enforce the AHERA. In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. The results of the inspections and laboratory analysis of the samples taken have contained the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that DOES NOT pose an imminent health threat to students, staff or the community. With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials and a program for regular surveillance of the ACM. Every three years, a re-inspection by an accredited inspector must be conducted on all friable and on friable known or assumed asbestos-containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM. The next re-inspection is scheduled for August 2014. The following buildings contain no asbestos-containing building materials: Mountain Way, Monte Cristo Elementary and the High School. During 2013-2014, we conducted a periodic surveillance inspection every six months to check the condition of the remaining asbestos and to determine if any action was needed. For further details on the locations of the remaining ACBM or on the asbestos activities, you may review a copy of the Asbestos Management Plan by calling Marshall Kruse, Director of Business and Operations, at 360.691.7717.

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#### **DANGEROUS WILDLIFE**

Please tell your child to be alert for any wildlife while waiting for the bus or walking home from bus stops or out in the backyard playing. The [Department of Fish and Wildlife](#) has developed information specific to dangerous wildlife and what to do, and not do if you encounter wildlife. Report wildlife encounters to the Department of Fish and Wildlife

during regular business hours call 425.775.1311 or after hours call 911. If you site wildlife in the area--near the schools or bus stops-- please contact the Superintendent's Office at 360.691.7717. Remember to note the location, time, and date of the sighting for reporting.

**Updated 8/2023**