



# GRANITE FALLS SCHOOL DISTRICT

Middle and High School Handbook and K-12 Resource Guide  
2019-2020 School Year



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## Granite Falls School District

### Mission:

To inspire and facilitate a passion for life-long learning  
and the pursuit of excellence in every student, every day.




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Adopted by the Granite Falls School District Board of Directors on December 4, 2013

**Tag Line: "Every Student, Every Day, Every Classroom"**

**Mission Statement:**

To inspire and facilitate a passion for life-long learning and the pursuit of excellence in every student, every day.

**Vision Statement:**

Our students are passionate in pursuit of their goals and aspirations. To that end, they are critical and inspired thinkers, adaptable, collaborative and committed to making a difference in their communities and to the betterment of society.

**Foundation of our District Beliefs:**

1. Powerful teaching and learning.
2. District and Board communication with community and staff that is informing, encouraging, intentional and collaborative.
3. Financial stewardship, assuring optimal use of district resources.
4. A district climate that emphasizes a positive school culture, focused on student safety, a healthy lifestyle, and respect for other students and faculty.

**District Goals:**

1. *Quality Learning.* Engage and inspire every student through powerful and innovative instruction, fostering development of critical-thinking skills and motivating academic achievement through high expectations.
2. *Positive Image.* Strengthen our district by countering unfounded perceptions and stereotypes of Granite Falls. Celebrate student successes and civic progress, working collaboratively with district partners—including local government, the chamber of commerce, and service organizations.
3. *College- and Career-Ready.* Ensure that every student transitions successfully between grades and schools and graduates with the knowledge, skills and attitude to excel in diverse post-secondary opportunities. Foster student achievement through active partnerships with parents, families and our community.

***Alma Mater***

*Where the mighty mountain watches*

*O'er our land so vast and free*

*Stands our honored alma mater*

*as we proudly look to thee*

*With her name that's oh so cherished*

*ringing out our strength and grace*

*Oh, Granite Falls we love you*

*no one else can take your place*



*May our memories last forever*

*and continue to increase*

*Through the years uphold our glory*

*may our honor never cease*

*Ring your voices loud and statefy*

*from the treetops to the sky*

*Oh, Granite Falls we love you*

*now and in the by and by.*

**Words by George Russell - 1957**



## 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: Karin Manns  
Director of Business: Marshall Kruse  
Director of Special Education, Equity and Civil Rights:  
Sara Woolverton  
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: Kevin Davis  
Assistant Principal: Joey Johnson  
Grades 9-12  
School Day: 7:30 am -2:00 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  
Grades 10-12  
School Day 8:10 am -1:50 pm  
Office Hours: 7:00 am – 3:30 pm

### Granite Falls Middle School

405 N. Alder Ave  
Granite Falls WA 98252  
360.691.7710  
360.283.4415 FAX  
Principal: Dave Bianchini  
Grades 6-8  
School Day: 7:35 am -2:05 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: Bruce Walton  
Grades 3-5 with Multiage Grade 6  
School Day: 8:35 am - 3:05 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: Cheryl Larsen  
Grades K-2  
School Day: 8:45 am - 3:15 pm  
Office Hours: 8:00 am – 4:00 pm

### Half Day Early Release

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

### One Hour Early Release

**MWE:** 2:15 pm  
**MCE:** 2:05 pm  
**GFMS:** 1:05 pm  
**GFHS:** 1:00 pm  
**CRHS:** 12:50 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 the first and third Wednesday of each month at 6:00 pm with the exceptions of July and August, when meetings are held on the third Wednesday only. All meetings are held at the Administration Office located at 205 N. Alder Ave. 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 5- Carl Cary, President ..... [ccary@gfalls.wednet.edu](mailto:ccary@gfalls.wednet.edu)  
 District 2- Robert Butler, Vice President ..... [rbutler@gfalls.wednet.edu](mailto:rbutler@gfalls.wednet.edu)  
 District 1- Dave Green, Community Liaison ..... [dgreen@gfalls.wednet.edu](mailto:dgreen@gfalls.wednet.edu)  
 District 3- Dr. Richard Panagos Legislative Representative ..... [spanagos@gfalls.wednet.edu](mailto:spanagos@gfalls.wednet.edu)  
 District 4- Tina Veatch, WIAA Representative ..... [tveatch@gfalls.wednet.edu](mailto:tveatch@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)  
 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)  
 Sara Woolverton, Director of Special Services & Programs/Compliance Officer ..... [swoolverton@gfalls.wednet.edu](mailto:swoolverton@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**  
 Kevin Davis, Principal ..... [kdavis@gfalls.wednet.edu](mailto:kdavis@gfalls.wednet.edu)  
 Joey Johnson, Assistant Principal/Athletic Director ..... [jjohnson@gfalls.wednet.edu](mailto:jjohnson@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**  
 Dave Bianchini, Principal ..... [dbianchini@gfalls.wednet.edu](mailto:dbianchini@gfalls.wednet.edu)

**Monte Cristo Elementary** ..... **360-691-7718 ♦ FAX 360-283-4417**  
 Bruce Walton, Principal ..... [bwalton@gfalls.wednet.edu](mailto:bwalton@gfalls.wednet.edu)

**Mountain Way Elementary** ..... **360-691-7719 ♦ FAX 360-283-4416**  
 Cheryl Larsen, Principal ..... [clarsen@gfalls.wednet.edu](mailto:clarsen@gfalls.wednet.edu)

**Transportation** ..... **425-335-1508 ♦ FAX 425-335-1581**

**ECEAP/Preschool** ..... **360-691-4848**

## REGISTRATION INFORMATION

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### Age Requirement

All students who will be 5 years of age by August 31 are eligible to enroll in Kindergarten at Granite Falls School District. First grade students must be six years old on or before August 31. For those students with birthdates between September 1 and October 15, Early Entrance may be permitted based on results of assessments and observations administered by the District. For more information on Early Entrance to Kindergarten including eligibility, the application and assessment process, please contact one of the elementary schools or the curriculum department at 360.691.7717. The District also offers a developmental and low-income eligible preschool for qualifying students.

**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.**

### 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.

#### High School

- ✓ Eighth grade students who are attending Granite Falls School are registered for high school during the spring of their eighth grade year
- ✓ Students transferring from another school district should bring a withdrawal sheet or transcript from their previous school
- ✓ Proof of immunization as required by state law
- ✓ Childs Birth Certificate
- ✓ The high school counselor will assist students with class selection

\*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

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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.

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**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 Student & Parent Resources and click on the Parent Groups tab.

**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. 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.

**ATTENDANCE LAWS**

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**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 eighteen are required to attend school. Six and seven year olds 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.

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.

**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.

School attendance is guided by District policy and the Washington State Attendance law. The intent is to reduce student truancies from school by requiring interventions such as parent conferences, Community Truancy Boards (CTB) 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 two unexcused absences during a month.



3. Enter into a contract to improve student's attendance or be referred to a Community Truancy Board when the student has five unexcused absences in a month.
4. Notify the Juvenile Court when a student has five unexcused absences during a month.
5. Notify the Juvenile Court when a student has 10 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.

## 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. 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.

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 is equivalent to one absence. Students who arrive 10 or more minutes late to class are considered absent for that period. Elementary students are marked for a half day absence if they arrive after 9:00 or leave before 2:00.

### **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.

### **High School Attendance**

In addition to school board policy and state law regarding school attendance, the high school has other critical policies that impact graduation. Excessive absences may effect loss of class credit required for graduation.

**Attendance Appeals Process:** If a student exceeds 10 absences/semester in any class they will lose credit unless credit is approved by the appeals committee. At the high school, 3 tardies are equivalent to one unexcused absence. If a student exceeds 10 absences in a semester they are encouraged to stay in class for the remainder of the semester. If the student remains in the class until the end of the semester, then the student and/or parent may submit a formal credit appeal with the appeals committee for a final decision on credit. The appeals committee, based upon specific guidelines, as outlined by the Appeals Packet may re-instate credit to the student.

State law requires attendance for all children ages 8-18 if enrolled in public school. Under the national Family Educational Rights and Privacy Act of 1974 (also called the Buckley Amendment), parents have the right to access a student's school records and block the release of information to third parties. These rights turn over to the student at age 18. This means that parents will not be contacted by the school regarding the affairs of their child once that child turns 18. This also allows an 18 year old to dismiss themselves from school. The child is now responsible for their attendance. Parents can still request access to school records by showing the student is a dependent for income-tax purposes.

SCHOOL SAFETY

COMMITMENT TO SAFE SCHOOLS

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.

**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**.

Harassment, Intimidation, and Bullying

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 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. **The District's Compliance Officer, Sara Woolverton or designee, can be reached at 360.691.7717.**

***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:** Sara Woolverton, 360.283.4312 or [swoolverton@gfalls.wednet.edu](mailto:swoolverton@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

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: **Sara Woolverton, 360.691.7717**.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office (See Policy **3205**) on the district website, [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu).

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**NONDISCRIMINATION & COMPLAINT PROCEDURE**

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, Sara Woolverton, 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.

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#### **HARASSMENT/ NONDISCRIMINATION/EQUAL OPPORTUNITY**

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:

SARA WOOLVERTON  
 SECTION 504/TITLE IX COMPLIANCE OFFICER  
 GRANITE FALLS SCHOOL DISTRICT  
 205 NORTH ALDER AVE.  
 GRANITE FALLS, WA 98252  
 (360) 691-7717  
[swoolverton@gfalls.wednet.edu](mailto:swoolverton@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, teacher or student. For more details see School Board policies 2100, 3205 and 3207. The District's compliance officer, Sara Woolverton 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.

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#### **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.

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#### **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.

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#### **INTERROGATIONS AND SEARCHES**

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

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.

## SCHOOL EMERGENCIES

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 one (other than emergency response teams) is allowed to enter the school.** 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.
- Do not call 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.

### 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.

- 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**

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**

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

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 takes into account 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).

### GRADUATION REQUIREMENTS

	<u>Classes of 2019-2020</u>	<u>Classes of 2021-2022</u>
Arts	1.0	2.0 <i>(1.0 Can be Personalized Pathway)</i>
Career/Technical Ed.	2.0	1.0
English	4.0	4.0
Health	0.5	0.5
Fitness	1.5	1.5
Mathematics	3.0	3.0
Algebra		
Geometry		
3rd Year		
Science	2.0	3.0 <i>(Must include 2.0 Lab Science.)</i>
Social Studies		
Contemporary World History	1.0	1.0
U.S. History	1.0	1.0
Social Studies Elective	0.5	0.5
Civics (CAI)	0.5	0.5
World Language or Personalized Pathway Requirement		2.0 <i>(Both can be Personalized Pathway)</i>
<b>Required Core Requirements</b>	<b>17.0</b>	<b>20.0</b>
<b>Required Elective Credits</b>	<b>5.5</b>	<b>4.0</b>

**Personalized Pathway Requirement:** Credits required to pursue a postsecondary pathway, including a CTE program of study, an industry certification, or 2 or 4 year college preparatory coursework. Personalized Pathway Requirements are identified in a student’s High School and Beyond Plan, and are locally determined.

## **PARTICIPATION IN COMMENCEMENT**

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In order to participate in the Granite Falls High School or Crossroads High School graduation exercises, students must have completed all GFHS, or CRHS, and State of Washington diploma requirements. It is understood that the final responsibility for the credit and course requirement for graduation rests with the student and parent. The administration, counselors, and advisors are ready to assist any student or parent at any time regarding their status as far as meeting requirements for graduation.

## **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.

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## 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 About Us, School Board, then on Board Policies and Procedures.

## REPORT CARDS AND PROGRESS REPORTS

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Report cards are issued at the end of a trimester for elementary school students and each quarter at the middle and high schools. Additionally, you may access progress reports at any time during the school year. 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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Parent-teacher conferences are scheduled twice each year, in November and March. 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. For middle school students, one conference is parent/teacher and one conference is student presentations.

## 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 <http://standards.ospi.k12.wa.us/default.aspx>.



### **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**

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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.

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## **TEACHER QUALIFICATIONS**

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You have the right to request information about the professional qualifications of your student's teachers. Contact the Office of Human Resources at 360.691.7717 for information.

## **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.

## **ADDITIONAL HIGH SCHOOL PROGRAMS**

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High School students may participate in a variety of programs designed to support student learning. College in the High School, Advanced Placement, Running Start, and certain Career and Technical Education courses all allow students to earn college credits while still in high school. Sno-Isle Skills Center is also available to students who wish to receive specialized career and technical training. High school counselors are available to help parents and students determine which program will best meet each student's needs.

## **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.

## **CROSSROADS HIGH SCHOOL**

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Granite Falls School District also provides an alternative educational setting for high school students. Crossroads offers a full spectrum of services, including a full academic program, special services and counseling and such programs as credit-retrieval and night school.

## **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: Sara Woolverton email: [swoolverton@gfalls.wednet.edu](mailto:swoolverton@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)

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### HIGHLY CAPABLE SERVICES

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.

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### 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.

## ADDITIONAL SCHOOL SERVICES

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### CELL PHONES, IPODS, TABLETS AND OTHER TECHNOLOGY

The use of cell phones, iPods, 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 myspace.com 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.
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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>**

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.

## **COUNSELING**

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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.

## **HEALTH INFORMATION AND SERVICES**

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### **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.

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**STUDENT NUTRITION SERVICES**

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**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 Service Prices**

Elementary

- Full Price Student Breakfast \$1.75
- Full Price Student Lunch \$3.00
- Reduced Student Breakfast \$0.00
- Reduced Student Lunch \$0.00 (K-3), \$0.40 (4-5)

Secondary:

- Full Price Student Breakfast \$1.75
- Full Price Student Lunch \$3.25
- Reduced Student Breakfast \$0.00
- Reduced Student Lunch \$0.40

## **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.

### **High School Activities Travel**

High 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.

## **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.

## VOLUNTEERING AND VISITORS CONT.

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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.

## HIGH SCHOOL AND MIDDLE SCHOOL ATHLETIC ELIGIBILITY

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In order to participate in co-curricular activities students must have a current physical, proof of health insurance, an emergency information card a signed sports specific risk statement, and a signed athletic code on file. Students must also purchase an ASB card prior to practice. A physical examination for an athletic sport season or school year must be completed and signed by your physician at your own expense. This form must be on file in the Athletic Department or can be provided by the Physician. An athlete will not be allowed to participate in practice or games until he/she has a physical exam. **Physicals are good for twenty-four (24) months. Students will not be able to participate in practices if their physical will expire during the season. The physical must be renewed prior to the start of the athletic season.** In order to be eligible to practice or compete in contests during that day an athlete must attend at least five full periods, with no unexcused absences, unless excused by a doctor's or dentist's note.

To begin the school year, the High School and Middle School will follow the WIAA policy – students must have passing grades in five (5) classes in a six (6) period class schedule or six (6) classes in a seven (7) period class schedule. No Credit (NC), dropped class(es), incomplete (I), and F's are considered non-passing grades.

Beginning with the first mid-quarter grade check, the student shall maintain a "C-" or better grades in a minimum of five (5) full time subjects and a 1.7 GPA. Any class taken one period daily for the duration of the semester shall be considered a full-time subject.

To ascertain the student's passing status in five (5) subjects, grade checks will be completed at mid-quarter, quarter, and semester grading periods. Teacher posted grades for these grading periods will be used. Students will become ineligible on the morning of the fourth day grades are due.

While ineligible, the student can and is expected to attend and participate in practice with the team. The student may not participate in games/contests, or be dismissed early from class to travel to games/contests. An ineligible student may attend home and away games and sit on the sidelines/bench with the team (not in uniform). WIAA rules regarding the number of players on the sidelines/bench will be followed.

As soon as the student meets the grading criteria and is cleared through the Athletic Department, the student is eligible to participate in games/contests. To maintain eligibility, students must turn in a weekly grade check to the Athletic Department. This grade check is to be done every Wednesday to maintain eligibility through the next Wednesday and is due 30 minutes after regular classes are dismissed. If a student fails to turn in a grade check on time or if the student falls below the grading criteria he/she will be ineligible. The student will remain ineligible until the grade is brought to acceptable standards. The athletic director or school administration are designated as the avenue for appeals in cases where a student is declared ineligible. Any student not enrolled as a full time student at Granite Falls High School and is enrolled in an alternative program(s) (running start, skill center, home school etc...) must provide the Athletic Department with official documentation of academic progress during the same grading period as the traditional program. Furthermore, students must sign a contract stating that it is their responsibility to provide this documentation of grades and they must notify the Athletic Department immediately if their academic program changes in anyway.

Each athlete is governed by the rules and regulations of the WIAA, Northwest District 1, Cascade Conference and the Granite Falls School District. Copies of these rules and regulations may be obtained from the school Athletic or Activities Director upon request.

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## 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 a waiver for free/reduced lunch must be turned in to the athletic office in order to qualify
- Scholarships are available. Contact the school principal for more information
- Homeless students eligible for McKinney-Vento services may have their fees waived or paid for them. Please contact the McKinney-Vento Liaison or McKinney-Vento Coordinator at 360-691-7717 for assistance with school fees.

### HIGH SCHOOL

High School	Child 1	+ additional child	+2 additional children
First sport fee	\$60	\$60	No fee
Second sport fee	\$60	\$40	No fee
Third sport fee	No fee	No fee	No fee
Maximum cost per child	\$120	\$100	No fee
Maximum family cost	\$120	\$200	\$200
Reduced Lunch Students	\$20	\$10	No fee
Free Lunch Students	No fee	No fee	No fee

### MIDDLE SCHOOL

Middle School	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	\$10	\$5	No fee
Free Lunch Students	No fee	No fee	No fee

## 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, roller blades, trading card, sports equipment, radios, iPods, CD players, cell phones or other electronic devices. Laser pointers and magnets are not allowed at school. 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.

## 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.

## MIDDLE AND HIGH SCHOOL CLOSED CAMPUS – CROSSROADS OPEN CAMPUS

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Granite Falls Middle School and Granite Falls High School are closed campuses. The procedure regulating closed campus applies to students: students are to remain on campus from time of arrival until the close of the school day. GFHS students may leave campus for medical appointments, family emergencies or parents may come to school and remove students for special occasions. Violation of this may result in disciplinary action. Crossroads High School will have a closed campus during a portion of the school day. Campus may be open for selected students when deemed appropriate by the administrative staff however the staff maintains the right to completely close campus at any time.

**Students and parents are responsible for behaviors that occur during open campus time and may be disciplined for infractions that cause a disruption to the educational environment.**

## PARKING (GRANITE FALLS HIGH SCHOOL ONLY)

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Student parking is available through the school office by purchasing a High School ASB card. The cost of an ASB card is \$40.00. The parking permit provides identification and security resources for vehicles on campus. Permits must hang on the rear view mirror in the car. **Parking is a privilege, not a right.** Students are asked to be respectful of this privilege. Not complying with the guidelines associated with the permit will result in (but not limited to) warnings, fines, loss of permit, towing of vehicle, or other disciplinary action as appropriate. Students may only park in the student lot (in between the tennis court and the road). Seniors are allowed to park in the senior parking lot in front of the school where designated (far east side, closest to the student parking lot). Upon approval, seniors may reserve and paint a parking space for a fee. Drawing must have prior approval by administration or designated staff. Student vehicles are off limits during school hours, unless the administration has given prior approval. Students must check out through the office when requesting to go to their vehicle. Parking on campus provides school administration the authority to search vehicles as determined through "reasonable suspicion". Students are eligible for a parking permit if they have the following: valid driver's license, proof of insurance, and ASB card.

## FEES

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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 (**an ASB card is required for all students participating in athletics and activities and in order to qualify for campus parking**).



**High School**

FFA Dues -	\$20.00
FBLA Dues -	\$20.00
FCCLA Dues -	\$20.00
Skill USA Dues -	\$10.00
ASB Card -	\$40.00
Art class -	\$15.00 per semester
Ceramics -	\$15.00 per semester
Manufacturing CAD -	\$20.00 per semester (additional fee may apply for personal take home projects)
Yearbook -	\$55.00/\$60.00/\$65.00
Painted Parking Spot	\$5.00

**Crossroads**

Art 1 -	\$10.00 per semester
Art 2 -	\$15.00 per semester
Ceramics -	\$10.00 per semester
Yearbook -	\$20.00
Manufacturing CAD -	\$10.00 per semester
ASB Card –	\$35.00

**Middle School**

ASB Card –	\$20.00
Yearbook -	\$35.00/\$40.00

**District (Grades 5-12)**

Band equipment maintenance and cleaning fee - \$50.00

**Elementary Band and After School Choir Fees**

Guidelines include:

- Participation fees must be paid two weeks prior to the start date
- No refunds will be provided if the student wishes to quit
- Fees will be prorated for students joining the choir mid-year
- If there are not enough participants two weeks prior to choir, full refunds will be provided

After School Choir Participation Fee:

After School Choir	Child 1	+ additional child	+2 additional children
Choir Participation Fee	\$75	\$75	No fee
Reduced Lunch Students	\$10	\$5	No fee
Free Lunch Students	No fee	No fee	No fee
Maximum Family Cost	\$75	\$150	\$150

District band equipment maintenance and cleaning fee grades 5-12 - \$50.00

For questions, contact Monte Cristo Elementary at 360.691.7718 or Mountain Way Elementary 360.691.7719

## 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

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

### DISTRICT BELIEF STATEMENT

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

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

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

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

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 responsible 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

### 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

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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**Disruption to Program:** disruption of the learning environment or program by bomb scares, false fire alarms, firecrackers, etc.

**Harassment/Intimidation/Bullying:** intentional hurtful, threatening verbal, written or physical conduct that is unsolicited or unwelcome and substantially disrupts the education of targeted students or witnesses. This includes digital/cyberbullying such as texts, emails, Snapchats, Instagram messages, and those posted on social media sites.

**Abusive Behavior:** angry refusal to comply creating a confrontational situation or display of violent behavior after a directive was given; verbally abusive behavior.

**Defiance/Failure to Comply:** repeated/deliberate failure to comply with a reasonable request from a staff member. Refusal to obey instructions, policies, rules or regulations of the school.

**Assault/Fighting:** intent to do serious physical harm (actual or attempt to hit, strike or make contact directly or indirectly with an object). See policy 3240 (reasonable self-defense)

**Dangerous Conduct** poses danger to another, includes dangerous use of motor vehicles on school grounds, school activity, or endangering students on a school bus.

**Lewd, Obscene or Profane Language, Gestures, Materials:** deemed significantly harmful/disruptive to the learning environment. Includes images, digital materials or sounds. Includes gang imagery or symbols.

**Possession/Use/ Distribution of Tobacco:** possession, use or sale of tobacco or of vaping devices or paraphernalia.

**Possession/Consumption/Use/Distribution of Alcohol/Drugs or Chemical Substances,** including drug related items or imitation of drug use/use of paraphernalia, including vaping devices or paraphernalia.

**Possession of Potentially Dangerous Item/ Explosive Device** including toys that resemble dangerous items/weapons (gun, knife, firecracker, bullets, etc.).

**Possession/Use of a Gun/Lethal Weapon** - see policy 3240; RCW 28A.600.420, RCW 9A.04.110. **May be grounds for expulsion up to one year, as well as contacting local law enforcement.**

**Sexual Misconduct** includes creation, possession or transmission of sexually explicit or sexually revealing pictures or video, or possession/transmission of same via cell phone, internet or other device. Also includes sexual touching including touching another student on their bottom, groin, thigh, or chest or touching them in any sexually suggestive way, or making sexually explicit statements to another student.

**Violation of Federal, State or Local Law:** Arson, Burglary, Extortion, Destruction of Property, Theft, etc.

## DEFINITION OF TERMS

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**Discipline:** all forms of corrective action or punishment other than suspension and expulsion including the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject or activity period.

**Corrective Action:** includes all forms of disciplinary action, removals, detainment exclusions, suspensions, and/or expulsions of a student.

**Conversion:** All emergency expulsions must be converted to another form of corrective action within ten (10) school days of the emergency expulsion.

**Suspension (K-12):** denial of attendance at school, activity, subject or class conducted on behalf of the school district.

**-Short-Term Suspension (K-12):** suspension for any portion of a school day up to ten (10) consecutive school days. Students shall be provided make up work and tests and have the opportunity to complete work missed.

**-Long-Term Suspension (5-12 ONLY):** a suspension which exceeds more than ten (10) consecutive school days. No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year. Students shall be provided make up work and tests and have the opportunity to complete work missed. No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester, as the case may be.

**Emergency Removal (K-12):** A student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal or designated school authority. The principal or school authority shall meet with the student before the commencement of the school day following the emergency removal and take or initiate appropriate corrective action.

**Expulsion (K-12):** a denial of attendance for a definite period of time and no longer than one calendar year. A student may be expelled if other forms of corrective action reasonably calculated to modify his or her conduct have failed or there is a good reason to believe that other forms of corrective action would fail if employed. Administrators may petition the Superintendent to exceed the one-year limitation.

**Emergency Expulsion (K-12):** an immediate temporary removal of a student from the educational setting during the time when an investigation is being conducted and consequences or corrective actions are being determined. The superintendent or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to students, school staff or an immediate and continuing threat of substantial disruption of the education process. An emergency expulsion must end or be converted to another form of discipline within ten (10) consecutive school days.

**School business day:** means 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 upon the closure of the superintendent's office for the calendar day.

**School day:** means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

**Time Limits:** Any suspension or expulsion from school that lasts more than ten (10) consecutive days must have an end date no later than one calendar year from the time of the suspension or expulsion.

**Re-Entry Conference/Re-Engagement Meeting:** The district must convene a meeting with the student and the student's parents or guardians to develop a reengagement plan. This meeting should occur within twenty (20) days of the student's long-term suspension or expulsion, but no later than five (5) days before the student's reentry or enrollment.

**Re-engagement Plans:** The plan shall be written and developed between a school district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and return the student to the educational setting as soon as possible.

**Readmission:** Any student who has been long-term suspended or expelled shall be allowed to make application for readmission at any time.

#### **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; 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 two business days.

**Long-Term Suspensions** of more than ten days; a written request for a hearing with the superintendent/designee must be received within three 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 three business days for expulsion or ten business days for emergency expulsion. A reentry conference will be held between the district and student/parents within 20 days of expulsion. 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 reengagement plans are required. Grievances and/or appeals from decisions rendered may be directed to the Board of Directors.

### 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: Student-Parent Handbooks provide more detail and are available at each school and the district website. Please also refer to policy 3240: Student Conduct for more details. (All school policies and procedures can be found on the district's website).

FULL, DETAILED COPIES OF ALL GRANITE FALLS  
SCHOOL DISTRICT POLICIES ARE ONLINE AT

<http://gfalls.ss19.sharpschool.com/cms/One>.

## 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)

#### PROFESSIONAL QUALIFICATIONS OF STAFF

Also under ESSA, parents of children in schools that receive Title I 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 Human Resources Department at 360.691.7717.

## NONDISCRIMINATION

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 28A640 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: SARA WOOLVERTON, SECTION 504/TITLE IX/COMPLIANCE COORDINATOR, GRANITE FALLS SCHOOL DISTRICT, 205 NORTH ALDER AVE., GRANITE FALLS, WA 98252 at (360) 691-7717 or [swoolverton@gfalls.wednet.edu](mailto:swoolverton@gfalls.wednet.edu).

## ATTENDANCE REQUIREMENTS (BECCA LAW NOTIFICATION)

Attendance is important for academic success, and unexcused absences may be an early warning sign for unaddressed problems with school and future dropout. 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.

## HARASSMENT, INTIMIDATION, & BULLYING (HIB)

The Granite Falls School District is committed to maintaining a safe and civil educational environment for all students, employees or others involved in school district programs or activities that is free from harassment, intimidation, and bullying. "Harassment, Intimidation, or Bullying" 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 damage a student's property, substantially interfere with a student's education or create an intimidating or threatening educational environment, or substantially disrupt 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 HIB 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 to file a complaint are available on the District website or by calling 360.691.7717.** **The District's Section 504/ADA Coordinator is Sara Woolverton** 205 NORTH ALDER AVE., GRANITE FALLS, WA 98252 at (360) 691-7717 or [swoolverton@gfalls.wednet.edu](mailto:swoolverton@gfalls.wednet.edu).



### Safety Tip Reporting Service: *SafeSchools 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 SafeSCHOOLS. You can report safety concerns in four different ways:

Phone:	855.742.6957
Text:	855.742.6957, then follow instructions
Email:	1433@alert1.us
Web:	<a href="http://1433.alert1.us">http://1433.alert1.us</a>

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

#### SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off campus at a school sponsored activity.

*Please refer to policies 3210, 3205, 3207, 5010, 5011 on the district website for more regarding HIB or Sexual Harassment information.*

#### CAREER AND TECHNICAL EDUCATION (CTE)

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, please contact the CTE Director at 205 N. Alder Ave. or 360.691.7717.

#### INTERPRETATION/TRANSLATION SERVICES

If you need assistance with obtaining information in languages other than English, please contact our Special Education Department at 360.691.7717.

#### EQUAL OPPORTUNITY EMPLOYER (EOE)

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, participation in the Boy Scouts of America or any other youth group listed in title 36 (as a patriotic society), or the use of a trained dog guide or service animal by a person with a disability. See Policy 5010 for more information.

#### HEALTHY YOUTH SURVEY

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.

### **WEAPON FREE, DRUG-FREE, TOBACCO-FREE**

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 No. 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 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 including vaping 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 district discipline brochure, student handbooks, and policy 3240) may be subject to disciplinary action for violation of this policy.

### **FOOD ALLERGIES/FOOD BROUGHT TO SCHOOL BY STUDENTS/PARENTS**

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. <http://www.gfalls.wednet.edu/wp-content/uploads/2013/10/FOOD-GUIDELINES.pdf>

### **STUDENT PRIVACY (FERPA)**

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 <http://www.gfalls.wednet.edu/wp-content/uploads/2014/07/ferpa-ppra-law.pdf>

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 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.

### **PUBLIC RECORDS REQUESTS**

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.

### **DISTRICT SANCTIONED WEBSITES**

The following domains are the only websites sanctioned by the Granite Falls School District as official school district sites for the 2019-2020 school year: <http://www.gfalls.wednet.edu/>; <http://schools.gfalls.wednet.edu/>; <https://www.facebook.com/GFSD332>

### **TELECOMMUNICATIONS**

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 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.

### **HOMELESS CHILDREN AND YOUTH**

If you 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 able 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. Parents or students should contact The Director of Special Education, Civil Rights and Equity Department at 360.691.7717 for full information.*

### **SPECIAL EDUCATION SERVICES “CHILDFIND” NOTICE**

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, 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 Special Education Department at 205 N. Alder Ave. Granite Falls, WA 98252 at 360.691.7717.

### **INSTRUCTIONAL MATERIALS**

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.

### **SERVICES FOR HIGHLY CAPABLE STUDENTS**

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:

- 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.
- Obtain parental permission place identified students in the program before any special services and programs are provided to the student.

#### **FREE AND REDUCED MEAL PROGRAM (TITLE I)**

Granite Falls School District participates in the National School Lunch and Breakfast Program sponsored by the USDA. All families who meet federal income eligibility guidelines may apply for meals at a reduced rate or at no cost. Applications are given to all students at the beginning of the school year and may be completed and returned to the school. These applications are available online as well. All information provided is kept confidential. Information on this program is available in the school office or you can call Food Service at 360.283.4310 for more information. Parents will be notified by the district of your approval status with a printed letter mailed home when the application has been processed.

#### **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. 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).

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.

**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 6/2019**