



Granite Falls

High School

"WE ARE GRANITE"

Student and Parent Resource Guide

&



Granite Falls School District Handbook

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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 stately

from the treetops to the sky

Oh, Granite Falls we love you

now and in the by and by.

Words by George Russell - 1957



Student Government

The Student Council consists of the elected ASB officers and class officers and representatives, one elected class representative for every 30 students. Elections take place in the late spring.

Student Council meets during 2nd period, on the first Wednesday of every month. The instructor/advisor is Ernest Nihi.

2024-2025 ASB OFFICERS

ASB President: Ava Arciniega

ASB Vice President: Natalie Klepper

ASB Secretary: Julian Colon

ASB Treasurer: Danika Mace

2024-2025 CLASS OFFICERS

Senior President: Addison Haverfield

Senior VP: Evie Fuller

Secretary: Alex Vargas-Reid

Junior Officer: Nayleigh Gamble

Junior Officer: Emma McFarlane

Sophomore Officer: Leighya Knighten

Sophomore Officer: Alyssa Reyes

Sophomore Officer: Leyarein Belleson

FRESHMAN CLASS:

Freshman class elections will be held early in the school year to identify officers. All students are invited to attend the Student Council meetings. Check with the main office for meeting times, dates, and location.

Welcome to Granite Falls High School

Principal's Message

Welcome Tigers Nation,

I am looking forward to the 2024-25 school year as your Principal at Granite Falls High School. My expectation is that we work together as a community to make our school the best place for learning. I am all about building positive school culture and climate. It will be upon all of us to make this the best school year ever. The Tigers Staff is committed to helping all students grow and excel both academically and socially. Our facilities are second to none and every student has the opportunity to dream big and achieve all. The student handbook is meant to be guidelines and shared expectations for all students. I look forward to getting to know all our students throughout the school year and that my door is always open. I believe in student voice and that ultimately you are the consumers of Granite Falls High School. Go Tigers!

Respectfully,

John R. Kniseley II, Principal

GRANITE FALLS HIGH SCHOOL

BELL SCHEDULE

Daily Schedule (Monday, Tuesday, Thursday, Friday)		
1	7:30 - 8:27	
2	8:32 - 9:29	
3	9:34 - 10:33	
4	10:33 - 11:03	1st Lunch
	11:08 - 12:04	4th Period
4	10:38 - 11:34	4th Period
	11:34 - 12:04	2nd Lunch
5	12:09 - 1:05	
6	1:10 - 2:06	

AM Assembly		
1	7:30 - 8:21	
2	8:26 - 9:17	
	9:22 - 9:52	Assembly
3	9:57 - 10:48	
4	10:48 - 11:18	1st Lunch
	11:23 - 12:14	4th Period
4	10:53 - 11:44	4th Period
	11:44 - 12:14	2nd Lunch
5	12:19 - 1:10	
6	1:15 - 2:06	

80 Minute Early Release Wednesday w/Advising-Tutorial		
1	7:30 - 8:05	
2	8:10 - 8:45	
	8:50 - 9:35	Tiger Period
3	9:40 - 10:15	
4	10:15 - 10:45	1st Lunch
	10:50 - 11:25	4th Period
4	10:20 - 10:55	4th Period
	10:55 - 11:25	2nd Lunch
5	11:30 - 12:05	
6	12:10 - 12:46	

PM Assembly		
1	7:30 - 8:21	
2	8:26 - 9:17	
3	9:22 - 10:15	
4	10:15 - 10:45	1st Lunch
	10:50 - 11:41	4th Period
4	10:20 - 11:11	4th Period
	11:11 - 11:41	2nd Lunch
5	11:46 - 12:36	
6	12:41 - 1:31	
	1:36 - 2:06	Assembly

2 hr Late Start/Snow Schedule		
1	9:30 - 10:07	
2	10:12 - 10:49	
3	10:54 - 11:32	
4	11:32 - 12:02	1st Lunch
	12:07 - 12:44	4th Period
4	11:37 - 12:14	4th Period
	12:14 - 12:44	2nd Lunch
5	12:49 - 1:25	
6	1:30 - 2:06	

Half Day Early Release		
1	7:30 - 7:55	
2	8:00 - 8:25	
3	8:30 - 8:55	
4	9:00 - 9:25	
5	9:30 - 9:55	
6	10:00 - 10:25	
	10:25 - 10:45	Lunch

Granite Falls High School 2022-2023

Faculty & Staff

Principal:

John Kniseley II

jkniseley@gfalls.wednet.edu

Assistant Principal:

Dave Bianchini

dbianchini@gfalls.wednet.edu

Athletics Director:

Dave Bianchini

dbianchini@gfalls.wednet.edu

Counselors:

Wendy Hartley

whartley@gfalls.wednet.edu

Tanya Everson

teverson@gfalls.wednet.edu

Office Personnel:

Jamie Perrigoue- Building Secretary

jperrigoue@gfalls.wednet.edu

Jordan Stanton- Registrar

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Porscha Lachapelle- ASB Secretary

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April Myers- Counselors

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District Nurse:

Brittany Lundberg

blundberg@gfalls.wednet.edu

Teaching Staff:

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Stephanie Phillips
Diane Wesala- Copy Center Technician

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Connie Riggle
Jessica Ross
Tiffany Ross
Stacy Bergstrom
Jamie Prissell
Jennifer Egan
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Health Room:

Chris Hampton

champton@gfalls.wednet.edu

Custodial Staff:

Jayson Hathaway, Kari Lohr, Yurii Podolian

Campus Monitor:

Chris McDonald

cmcdonald@gfalls.wednet.edu

Kitchen Staff:

Tanya Sadler
Brenda Jolly
Catherine Schorzman

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IF YOU NEED HELP

You Need Help...

Absences
Address/name Changes
Athletic Events Times
ACT Test
ASVAB (Military Test)
Bell Schedules
Building Use
Bus Routes
College Applications
College Information
Community Service
Counseling Appointment
Deliveries
Discipline Issues
Early Dismissal
Electronic Devices
Enrollment Registration
Financial Aid (FAFSA)
Fines/Fees
Free/Reduced Lunches
Graduation Cap/Gown
Graduation Ceremony
Graduation Status
ID Card for Students
Illness/Health
Lost and Found
NCAA Qualification
Parking Passes
Picture Pick-Up
Questions/General
Records/Files
SAT Exam
Schedules/All Changes
Scholarships
Social Security
Sports/Insurance
Staff Directory
Tardies
Transcripts
Truancy
Volunteer/Service
Withdrawal
Yearbook Purchases

Go To The...

Main Office/Building Secretary
Registrar
Athletics/Activities Secretary
Counseling Office
Counseling Center
Main Office/Building Secretary
Main Office/Building Secretary
Main Office/Building Secretary
Counseling Office
Counseling Office
Counseling Office
Counseling Office
Main Office
Assistant Principal
Main Office/Building Secretary
Main Office
Counseling Office/Registrar
Counseling Office
Athletics/Activities Secretary
Main Office
Registrar
Registrar
Counseling Office
Athletics/Activities Secretary
School Nurse
Main Office
Counseling Office
Athletics/Activities Secretary
Main Office
Main Office
Registrar
Counseling Office
Counseling Office
Counseling Office
Registrar
Athletics/Activities Secretary
Main Office/Web
Attendance Secretary
Registrar
Assistant Principal
Counseling Office
Registrar
Athletics/Activities Secretary

GRANITE FALLS SCHOOL DISTRICT POLICY AND PROCEDURES

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

Registration Information

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

What to bring to register your child for school:

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
- ✓ Child's 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

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.

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.

Withdrawal From School

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.

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 affect loss of class credit required for graduation.

Attendance Appeals Process: If a student exceeds 10 absences per 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 reinstate 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.

Academic Honesty And Plagiarism

Students are expected to turn in work that is their own. It is a representation of their learning and their expression. Teachers use many online resources that filter those assignments, where students have copied from other sources. On the first occasion where a student turns in work that is not their own, the teacher will determine the course of action. Teachers will meet with students to determine consequences and notify the parents of student, of the consequences of present action and further disciplinary actions should the student repeat. The second act of plagiarism in the course will be referred to building administration and could result in failure of the course.

Telephone

There is a free telephone in the Main Office for students' emergency use. Students using this phone during class time must have a note/pass from their classroom instructor and permission from the secretary before using. Use of the office telephone by students is limited to emergency calls and/or school related business calls only. Every attempt is made to deliver messages and deliveries to students from family. However, we will not be responsible for messages/deliveries that are not responded to by students.

Cell Phone

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers, and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
- B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the district;

- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the students' parent or legal guardian.
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action.

Expectations For Dress – Dress For Success

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

Dance Guidelines

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

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. All dance tickets must be purchased prior to the dance. There will be no one admitted without a prepaid ticket. 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. They may be checked in to Mr. Nihi's room, where they will remain for the duration of the dance. All bags, purses and backpacks are subject to search before entering. 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.

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.

Visitors

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.

Student Visitors

Students are not allowed to bring guests to school.

Closed/Open Campus

Granite Falls High School is a **closed campus**. 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. 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.

Field Trips

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.

Textbooks

Students may check out textbooks through the library. When the class is completed students are expected to return textbooks or the cost of the textbook will be added to their invoice.

Yearbooks

Yearbooks can be purchased every year through the athletic/ASB office. Current price is \$60. Past yearbooks can also be purchased through the ASB office upon request and as available.

ID Cards/ASB Cards

Picture ID cards are presented to all students when students take school pictures at the start of the year. ASB cards can be purchased for an additional fee. When a student buys an ASB card it will be noted on the ID card. Students may use this card to be admitted to school events at a reduced or free rate.

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).

Driving Privileges And Parking At GFHS

Student parking is available through the school office by purchasing a High School ASB card. The cost of an ASB card is \$45.00. The parking permit provides identification and security resources for vehicles on campus. Permits must hang on the rearview 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.

Driver's Education

Drivers Education is offered at a cost at a variety of times during the school year for a fee. Students will need to contact Mr. Helgeson or Mr. Hahn for cost and time information.

Grade Scales

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
Below 60%	F

Graduation Requirements

	<u>Classes of 2022-2025</u>
Arts	2.0 (1.0 Can be Personalized Pathway)
Career/Technical Ed.	1.0
English	4.0
Health	0.5
Fitness	1.5
Mathematics	3.0
Algebra	
Geometry	
3rd Year	
Science	3.0 (Must include 2.0 Lab Science.)
Social Studies	
Contemporary World History	1.0
U.S. History	1.0
Social Studies Elective	0.5
Civics (CAI)	0.5
World Language or Personalized Pathway Requirement	2.0 (Both can be Personalized Pathway)
Required Core Requirements	20.0

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

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.

Additional High School Programs

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. – Do we want to mention the other program in Marysville?

Career & Technical Education

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

Advanced Learning Education

Ap Courses

AP Language and Composition	Calculus
AP Literature and Composition	AP Studio Art
AP World History	AP Ceramics
AP US History	AP Psychology

Dual Enrollment

Advanced Video Production	Computer Applications	Financial Fitness	Student Store 1 & 2
Yearbook			

ACTIVITIES OFFERED

FALL ACTIVITIES

Football
Cross Country
Volleyball
Girls Soccer
Cheer

WINTER ACTIVITIES

Boys Basketball
Girls Basketball
Wrestling
Cheer
Christmas Food and Gift Drive

SPRING ACTIVITIES

Track
Baseball
Softball
Girls Tennis
Boys Soccer
Boys/ Girls Golf
Unified Soccer

SCHOOL CLUBS

FBLA
School Play
Knowledge Bowl
Skills USA
Art Club
Spanish
Drama
Band
Color Guard

HONORARY CLUBS

Honors Society

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 Athletic Director to travel with a parent.

STUDENT FEES

Athletic Fees

	Child 1	+ additional child	+2 additional children
First sport Fee	\$75	\$75	No Fee
Second sport fee	\$75	\$50	No Fee
Third Sport Fee	No Fee	No Fee	No Fee
Maximum Cost per child	\$150	\$100	No Fee
Maximum Family Cost	\$150	\$200	\$200
Free and Reduced	No Fee	No Fee	No Fee

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

Please Note: Scholarships are available for students who may need one. Contact the school principal for more information. Homeless or displaced students eligible for McKinney-Vento services may have their fees waived or paid for them. Please contact the ASB secretary for more information if you believe you may be eligible.

Other High School Fees

FFA Dues - \$30.00

FBLA Dues - \$30.00

PE \$10.00 per year (t-shirt)

Skills USA Dues - \$10.00

ASB Card - \$45.00

Art class - \$15.00 per semester

Ceramics - \$15.00 per semester

Manufacturing CAD - \$10.00 per semester (additional fee may apply for personal take-home projects)

Yearbook - \$55.00/\$60.00/\$65.00

Painted Parking Spot- \$5.00

Core Plus 1-3 \$10.00 per semester

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB

(<https://www.gfalls.wednet.edu/cms/lib/WA50000744/Centricity/Domain/42/3207F1-%20student%20formal%20report%20form.pdf>)

but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer- **Rachel Quarterman, Executive Director of Student Services** 205 N Alder Ave, Granite Falls, WA 98252, rquarterman@gfalls.wednet.edu 360-691-7717 that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

For more information about the HIB complaint process, including important timelines, please see the district’s website at <https://www.gfalls.wednet.edu/Page/236> or the district’s *HIB Policy #3207 and Procedure #3207P*.

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district's Nondiscrimination Policy #3210 and Procedure #3210P or visit <https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>

What is sexual harassment?

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

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

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

To review the district's Sexual Harassment Policy #3205 and Procedure #3205P or visit <https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: **Emily Moore, Executive Director of Teaching and Learning**

205 N Alder Ave, Granite Falls, WA 98252, emoore@gfalls.wednet.edu 360-283-4507

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: **Jennifer Harmon, Director of Human Resources**

205 N Alder Ave. Granite Falls, WA 98252 jharmon@gfalls.wednet.edu 360-283-4309

Concerns about disability discrimination:

Section 504 Coordinator: **Rachel Quarterman, Executive Director of Student Services**

205 N Alder Ave. Granite Falls, WA 98282, rquarterman@gfalls.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: **Emily Moore, Executive Director of Teaching and Learning** 205 N Alder Ave, Granite Falls, WA 98252, emoore@gfalls.wednet.edu 360-283-4507

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

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

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

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy #3211 and Procedure #3211P, visit <https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Emily Moore, Executive Director of Teaching and Learning, Gender-Inclusive Schools Coordinator

205 N Alder Ave. Granite Falls, WA 98252

emoore@gfalls.wednet.edu

360-691-77174

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information for Board Policy #3211 on the following webpage:

<https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>