

Granite Falls Middle School



HOME OF THE TIGERS

24-25 School Year Student and Parent Handbook

**405 N. Alder Ave.
Granite Falls, WA.98252
Phone: 360-691-7710**

Granite Falls Middle School 24-25 School Year Handbook

Principal Michael Mainor
Assistant Principal: Candice Ward

Welcome to **Granite Falls Middle School!** This handbook serves as a comprehensive guide to familiarize you with our school's policies, rules, and resources. We encourage all students, parents, and guardians to read it thoroughly to understand their rights and responsibilities as valued members of our educational community. Our school is committed to providing a nurturing and inclusive environment where every

GFMS Values

Granite Falls Middle School values the following:

- Embracing mistakes as opportunities for growth, recognizing that each misstep is a learning experience that propels us forward.
- Showing respect and kindness to all individuals, understanding that our differences make us stronger.
- Maintain the determination to continually enhance skills and knowledge.

GFMS Mission

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

GFMS Philosophy

GFMS ROCKS: Respect, Opportunity, Community, Knowledge, and Service

GFMS Objectives

Our objectives at Granite Falls Middle School aligned with our overarching goals and are designed to guide our actions and initiatives. These objectives include:

- **Provide rigorous and engaging academic programs:** We are committed to offering a challenging and comprehensive curriculum that prepares students for future success.
- **Foster a culture of collaboration and respect:** We strive to create an environment where all members of the school community feel valued, respected, and supported.
- **Offer a variety of extracurricular opportunities:** We believe in the importance of providing students with opportunities for personal growth and enrichment outside of the classroom.
- **Ensure the safety and well-being of every student:** We prioritize the physical, emotional, and mental health of our students and are dedicated to providing a safe and supportive learning environment.
- **Partner with families and the community:** We recognize the importance of collaboration between schools, families, and the community to support student success and academic achievement.

By working towards these objectives, we are confident that we can fulfill our mission and realize our vision of, **"All children are capable of success, No Exceptions!"**

Granite Falls Middle School Building Hours

Students are welcomed for breakfast at 7:05 in the cafeteria.

Regular Schedule	Wednesday Schedule
School starts: 7:35	School starts: 7:35
School Ends: 2:11	School Ends: 12:51

- Granite Falls Middle School is a **LOCKED** Campus. Visitors are to park in the Staff/Visitor parking lot and check in at the Main Entrance.



GFMS MASTER BELL SCHEDULE:

DAILY BELL SCHEDULE					
6 TH GRADE		7 TH GRADE		8 TH GRADE	
1 ST PERIOD	7:35 – 8:32	1 ST PERIOD	7:35 – 8:32	1 ST PERIOD	7:35 – 8:32
2 ND PERIOD	8:36 – 9:33	2 ND PERIOD	8:36 – 9:33	2 ND PERIOD	8:36 – 9:33
3 RD PERIOD	9:37 – 10:34	3 RD PERIOD	9:37 – 10:34	3 RD PERIOD	9:37 – 10:34
4 TH PERIOD	10:38 – 11:06	LUNCH	10:38 – 11:08	4 TH PERIOD	10:38 – 11:38
LUNCH	11:08 – 11:38	4 TH PERIOD	11:12 – 12:12	LUNCH	11:38 – 12:12
4 TH PERIOD	11:40 – 12:12				
5 TH PERIOD	12:16 – 1:11	5 TH PERIOD	12:16 – 1:11	5 TH PERIOD	12:16 – 1:11
6 TH PERIOD	1:15 – 2:11	6 TH PERIOD	1:15 – 2:11	6 TH PERIOD	1:15 – 2:11

EARLY RELEASE WEDNESDAY BELL SCHEDULE					
6 TH GRADE		7 TH GRADE		8 TH GRADE	
1 ST PERIOD	7:35 – 8:18	1 ST PERIOD	7:35 – 8:18	1 ST PERIOD	7:35 – 8:18
2 ND PERIOD	8:22 – 9:05	2 ND PERIOD	8:22 – 9:05	2 ND PERIOD	8:22 – 9:05
3 RD PERIOD	9:09 – 9:53	3 RD PERIOD	9:09 – 9:53	3 RD PERIOD	9:09 – 9:53
4 TH PERIOD	9:57 – 10:41	4 TH PERIOD	9:57 – 10:41	LUNCH	9:57 – 10:27
5 TH PERIOD	10:45 – 11:29	LUNCH	10:45 – 11:15	4 TH PERIOD	10:31 – 11:15
LUNCH	11:33 – 12:03	5 TH PERIOD	11:19 – 12:03	5 TH PERIOD	11:19 – 12:03
6 TH PERIOD	12:07 – 12:51	6 TH PERIOD	12:07 – 12:51	6 TH PERIOD	12:07 – 12:51

Granite Falls Middle School 2024 – 2025

Faculty & Staff

Front Office Staff

Position	Name	Email
Principal	Michael Mainor	mmainor@gfalls.wednet.edu
Asst. Principal	Candice Ward	cward@gfalls.wednet.edu
School Counselor	Carena Myers	cmyers@gfalls.wednet.edu
Registrar/Attendance Secretary	Crystal Johnson	crjohnson@gfalls.wednet.edu
ASB/Athletics Secretary	Jennifer Haverfield	jhaverfield@gfalls.wednet.edu
CTE Secretary	Karen Gilbertson	kgilbertson@gfalls.wednet.edu
Health Room	Lindsey Sorenson	lsorenson@gfalls.wednet.edu

Teaching Staff

Position	Name	Email
6 th /7 th /8 th Grade Math	Kathleen Campbell	kcampbell@gfalls.wednet.edu
7 th /8 th Grade Science/Leadership	Ron Chase	rchase@gfalls.wednet.edu
7 th Grade WSH/ 6 th Grade Walking	Eric Cole	ecole@gfalls.wednet.edu
6 th /7 th /8 th Grade ELA	Teri Jo Countryman	tcountryman@gfalls.wednet.edu
6 th Grade Math	Darby DeJesus	dedejesus@gfalls.wednet.edu
6 th /7 th /8 th Grade ELA	Cheri Green	cgreen@gfalls.wednet.edu
6 th Grade Walking P.E.	Tim Holland	tholland@gfalls.wednet.edu
6 th /7 th Grade Science	Margaret Janes	mjanes@gfalls.wednet.edu
7 th Grade CTE Computers	Dwayne Johnson	djohnson@gfalls.wednet.edu
Resident Substitute	Marci Lemke	mlemke@gfalls.wednet.edu
7 th /8 th Grade Culinary/ SEL	Colleen Mace	cmace@gfalls.wednet.edu
PBIS/Tiger Success/WEB	Sabrina McLaughlin	smclaughlin@gfalls.wednet.edu
6 th Grade History/7 th Grade ELA	Matt Mecko	mmecko@gfalls.wednet.edu
6 th /8 th Math	Jana Moen	jmoen@gfalls.wednet.edu
6 th /7 th /8 th Grade ELA	Linda Osborne	losborne@gfalls.wednet.edu
STEAM/Art	Tamitha Pauletich	tpauletich@gfalls.wednet.edu
6 th Grade History and Science	Rinda Pullen	rpullen@gfalls.wednet.edu
Algebra/7 th grade Math	Pallavi Rangubhotla	prangubhotla@gfalls.wednet.edu
Tiger Success/Leadership	Allison Schireman	aschireman@gfalls.wednet.edu
8 th Grade ELA	Angie Smith	asmith@gfalls.wednet.edu
6 th /7 th /8 th Grade Living Skills	Jessica Stalter	jstalter@gfalls.wednet.edu
6 th Grade History/ELA	Jon Thompson	jthompson@gfalls.wednet.edu
6 th /7 th /8 th Grade ELA	Kim Ulep	kulep@gfalls.wednet.edu
7 th /8 th Grade Manufacturing	Josh Von Jentzen	jvonjentzen@gfalls.wednet.edu
6 th /8 th Science	Conner Widmann	cwidmann@gfalls.wednet.edu
Band/Ad. Band	Schyler Williams	swilliams@gfalls.wednet.edu

Support Staff

Campus Monitor	Jami Ferwerda	jferwerda@gfalls.wednet.edu
Campus Monitor	Amanda Hill	ahill@gfalls.wednet.edu
Paraprofessional	Cosette Kroeze	ckroeze@gfalls.wednet.edu
Reset Paraprofessional	Kendra Pierce	kpierce@gfalls.wednet.edu
Paraprofessional	Tiffany Ross	tross@gfalls.wednet.edu
Paraprofessional	Justin Tate	jtate@gfalls.wednet.edu
Paraprofessional	Kendra Wellenbrock	kwwellenbrock@gfalls.wednet.edu
Paraprofessional	Jenny Yamasaki	jyamasaki@gfalls.wednet.edu

Service Specialists

Speech and Language Therapist	Molly Alldredge	molly.alldredge@gfalls.wednet.edu
Multi-lingual Specialist	Megan Butler	mbutler@gfalls.wednet.edu
Multi-lingual Specialist	Jazmyn Espinoza	jespinoza@gfalls.wednet.edu
School Psychologist	Maddy Hatfield	mhatfield@gfalls.wednet.edu
Student Learning Professional	Margaret Lupo	mlupo@gfalls.wednet.edu
Student Assist Professional	Stephanie Phillips	sphillips@gfalls.wednet.edu
Student Support Advocate	Grace Rinaldi	grinaldi@gfalls.wednet.edu

Custodial Staff

Night Custodian	Jeff Hathaway	jphathaway@gfalls.wednet.edu
Lead/Day Custodian	Kevin Tirrel	ktirrel@gfalls.wednet.edu

Kitchen Staff

Kitchen Staff	Chelsea Helca	chelca@gfalls.wednet.edu
Kitchen Staff	Vivian Lake	vlake@gfalls.wednet.edu
Kitchen Staff	Jill Rule	jrule@gfalls.wednet.edu

If You Need Help

You Need Help...

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

Go To The...

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

GENERAL INFORMATION

Assemblies

Assemblies at **Granite Falls Middle School** serve as important gatherings where students come together to celebrate achievements, share information, and engage in community-building activities. All students are expected to attend assemblies respectfully and abide by the instructions provided by faculty and staff. Disruptive behavior during assemblies detracts from the experience for all attendees and is not acceptable.

ASB & Student Council

Students have an opportunity to participate in student government through the student council. Every student is represented in the student council through one class representative for every 125 students. The purpose of student government is to promote the welfare of the school, encourage loyalty and school spirit, and develop leadership. Student body officers are elected each Spring from the 6th and 7th-grade classes to be prepared for leadership the next school year.

The Student Council meets once a month.

ABS Sponsored Events

Granite Falls Middle School may have dances and events throughout the school year. Rules for these are as follows:

- Apparel for school events must conform to the school dress code.
- Guests are not permitted at our dances/events.
- Once students have entered the dance/event, they must stay until the end, or an administrator or designee obtains parent permission.
- To ensure student safety, there is no readmission once a student leaves.
- Students must be in the dance/event no later than 15 minutes after it begins unless previously arranged with an administrator.
- Student must be in good standing and have no major discipline or suspensions in the 4 weeks before the event.

Activities Offered

Sports:

- **First Season Sports:** Girls Volleyball, Boys and Girls Cross Country, Boys Soccer
- **Second Season Sports:** Girls Soccer and Boys Basketball
- **Third Season Sports:** Boys and Girls Wrestling and Girls Basketball
- **Fourth Season Sports:** Boys and Girls Track and Field

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

Attendance

Regular attendance is fundamental to academic success at **Granite Falls Middle School**. Students are expected to attend all classes punctually unless prevented by illness or other legitimate reasons. It is the responsibility of parents or guardians to notify the school of any absences, either by calling the attendance office or submitting a written note. Consistent absenteeism may result in academic consequences and intervention strategies to support the student's attendance.

Attendance Procedures:

(WAC392-401-020Excused absences) (WAC392-401-030Unexcused absences)

In the event of an absence, a parent/guardian needs to call the school office **(360-582-3503)** to excuse the absence. If we do not receive a call, a school official may contact a parent/guardian to confirm that they know about the absence. Students need to bring a note to school upon return if a parent/guardian has not excused the absence by phone. Parent(s) and/or guardian(s) have up to 5 days to excuse the absence.

***Unexcused absences are reviewed and monitored by the School District and OSPI. Excessive unexcused absences can result in building conference, and referral to the community truancy board or truancy court.

Attendance - Early Dismissal

Students will be excused for early dismissal if the reason is for illness, medical/dental appointments and services, bereavement, family emergency, court appearances, or if the student has received approval from the school for a Personal Planned Absence. Parent(s) and/or guardian(s) are asked to make written requests for early dismissal of students. An early dismissal slip will be issued. Students must come to the office to check out. Students will be expected to make up all class work missed. Verification by a doctor may be required.

Attendance - Tardiness

Any student who is late to class, without legitimate reason determined by the principal/designee, is considered tardy. The only excuse accepted for tardiness to school is when there has been an unusual circumstance or an emergency (over-sleeping or missing the bus does not constitute an unusual emergency) and the school has been notified by the parent(s) and/or guardian(s).

- After three (3) unexcused tardies to a single class, notice may be given to the student and parent and/or guardian with documentation of corrective actions taken, and lunch detentions will be assigned. (More than 2 lunch detentions in two weeks will result in an after-school detention)
- After the fifth (5th) unexcused tardy during a semester, a parent and/or guardian conference may be held, and the student can be referred to the community truancy board.

Attendance - Planned Absences

Students who are aware that they will be absent from school due to non-school related activities, religious observance, or a parent(s) and/or guardian(s) request are asked to complete a Pre-excused Absence Form, available in the Attendance Office. This should be completed by the end of the school day, before the student's absence, or the absence may be considered unexcused. Any student excused for a planned absence must make up all work missed as determined by his/her teacher.

Attendance – Leaving the School Grounds

Permission from the office must be obtained in order to leave the campus at any time after arriving on school grounds. No student may leave during the day or during the lunch periods without parental permission and office approval. A student who goes home ill during the day must notify the nurse's office before doing so. Students who fail to check out will be disciplined and will be considered **unexcused**.

Athletics

All Granite Falls Middle School athletes must meet WIAA regulations to be eligible for interscholastic competition. These include standards on age, residence, season limitations, and attendance. All student-athletes are expected to adhere to the policies and conditions of the Athletic Code as well as the rules established by the coach.

Granite Falls School District policy states that all athletes must be in attendance in **all** classes to be eligible to **play or practice** on that day. *Even excused absences require the player to sit out of practice or a game that day.* Absences can be preapproved through the Athletic Director or Assistant Principal in order to practice or play.

Students are expected to adhere to the Athletic Code as well as the rules established by the coach. No body jewelry is allowed during athletic practices or competitions.

Eligibility for Participation:

1. **Current Health Clearance** – students participating in sports must have a current health clearance on file in the office before participating in practices or competitions.
2. **Grades** - Students must maintain passing grades (D or better) in all classes.
3. **Discipline** – Students who are either in-school or out-of-school suspended may not participate in sports on the days of those suspensions.
 - Each sport has its own code of conduct and may result in discipline or missed practices/games due to athletes not following it.
 - Coaches will provide Students and Families with the code of conduct.

Academic Suspensions:

If a student does not pass all classes *at the end of a semester*, that student will be ineligible for competition through the first 3 weeks of the next semester, at which point the student's new grades will be checked and she/he will become eligible with all passing grades.

- a. If a student is not passing all classes *at the time of a periodic grade check*, that student will be ineligible to compete until he/she has provided documentation from his/her teachers showing that the classes being failed have been brought up to a passing grade.
- b. Students must show clearance from teachers by 8:15 a.m. the day of the competition.
- c. Athletes *are* eligible to practice during academic suspension.

Grade Checks: As per WIAA rule, schools can set timetables for their own grade checks as long as they occur within 6 weeks of each other. We will conduct grade checks every three weeks throughout each season.

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Counseling Department

Our counseling department is available to all students. Unless you have an emergency, please fill out a "Request to See the Counselor" form in Student Services and one of our staff will send for you when they are available.

Ms. Myers is our School Counselor in charge of:

- 504's
- Crisis and Mediation Suicide Prevention
- Harassment Intimation and Bullying (HIB)
- High School and Beyond
- 5th and 8th-grade transition
- Scheduling

Discipline

Board Policy 3241/3241P

Failure to comply with school rules and guidelines will result in discipline. Consequences will vary depending on the severity of the incident.

Dance Policy

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

Dance rules

All school expectations are in effect at school dances:

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

Electronic Devices: *Please also refer to 3245-P: Telecommunication Devices Procedures*

Board Policy 3245

- A. Telecommunication devices shall be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the devices.
- B. Students shall 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.
- C. 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 shall only be returned to the students' parent or legal guardian.
- D. 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.
- E. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
- F. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- G. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Off and Away Cell Phone Policy

- Cell phones may be used outside before and after school.
- Once a student enters the school building, they must turn off their phone and put it in their backpack.
***Cell phones may not remain in student's pockets.

If a student does not follow this policy the following steps will be administered:

1st infraction- Warning from staff member

2nd infraction- Phone will be turned into Office for remained of day

3rd infraction- The school will request a parent conference and the student will not be allowed to have a phone during school hours for a week.

4th infraction- The school will have parents and student sign a contract that acknowledges no phone at school for 30 school days.

Emergency Drills

Emergency drills will be conducted monthly throughout the school year. Please take the drills seriously and follow all directions carefully. Directions will either come from your teacher or be announced over the loudspeaker. Please follow all directions precisely and remain quiet until the drill is completed.

Fire:

When you hear a fire alarm, line up and follow the lead of your teacher. Students and the teacher will report to a designated area on the track

- Exit quickly and quietly according to the plan posted in the room.
- Wait for the bell to ring before returning to the building.
- In the event of a fire, stay low to avoid smoke.
- Be attentive and ready for a change of directions given by your teacher or other adult.

Lockdown:

In the event of a lockdown (real or drill), a staff member will make an announcement over the intercom, stating "This is a lockdown. This is a lockdown." At that time, all students are to be silent and seated on the floor in an area that is least visible from the hallway door. Students nor teachers may open the door or leave the room for any reason until the lockdown has been lifted. If students are in the hallway when a lockdown is announced, move quickly to the nearest classroom.

Earthquake Drill:

"Drop, Cover, and Hold On." In the event of an earthquake (real or drill), everyone is to:

- DROP to the ground (before the earthquake drops you!)
- Take COVER by getting under a sturdy desk or table, and
- HOLD ON to it until the shaking stops

Wait for an announcement that the drill has ended or for further instructions (if a real earthquake).

***In the event of an evacuation, students will not be able to re-enter the building for personal belongings.

Fees

School Fees:

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

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

Athletic Fees:

Guidelines include:

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

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

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

Financial Assistance

All requests for financial assistance programs will be considered without regard to race, color, national origin, gender, or disability. Please see Mrs. Haverfield. for more information.

Fines

Fines will be charged when a student loses or damages school equipment, property, or materials. A student must have all fines and accounts paid to receive transcripts.

Flowers/Balloons/Gift Delivery

Please do not send students flowers, balloons, or other gifts to the school. Flowers can adversely affect others in the building. Balloons are a distraction and not allowed on the buses. Additionally, we are unable to confirm that these items were sent by individuals authorized to communicate with the student. We understand these things are fun to get at school, but we ask for your cooperation in eliminating this practice.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who abuse this privilege may be denied hall passes.

Health Room

If a student becomes ill at school, they should first report this to their teacher and then report to Student Services. If the student is too ill to remain at school, we will call the parent or guardian to come for the student. Student Services is not equipped to monitor ill students except on an emergency and short-term basis (1 period or less).

- In the event a student encounters a serious health problem and must be absent for an extended period, the situation may warrant arrangements for homebound instruction. The school nurse should be contacted to determine the requirements that must be met in order to receive this service.

Crutches, Wheelchairs, and assistive mobility devices at school:

- All students who return to school with a cast or crutches must have a doctor's note which includes the following:
 - Date of visit, diagnosis, doctor/provider's signature and stamp
 - Any restrictions (P.E., sports, recess, weight-bearing, stairs, etc.)
 - Date(s) of restrictions
 - For crutches, the doctor/provider must indicate that crutches are to be used at school and that the student has been instructed in proper use of crutches.

***A doctor's note must be received before the school can accept responsibility for the student. For students who require a wheelchair at school, **notify** the District Nurse.

Immunizations: Washington Law (**RCW 28A.210.060**) requires that all children admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, Hepatitis B, and Chicken Pox.

Medication at school: Every effort should be made to schedule the administration of your child's medication outside of school hours. If this is not possible, medication will be administered by the district nurse or by the teacher, principal, health assistant, or secretary in the absence of the district nurse. Instruction on administration will be provided by the district nurse.

All prescription and non-prescription medication will be kept in a locked cabinet. Prescriptions must have a doctor's note and be cleared through the district nurse. Medication to be given at school will require written permission and instructions from a person licensed to prescribe as described in **RCW 28A.210.260 & 270. (Forms available in the health room).**

Regarding medication to be administered at school:

- Written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration must accompany the medication.
- Medication must be brought to school in the original container, appropriately labeled by the licensed prescriber for the prescription drugs, or by the manufacturer for non-prescription drugs
- A record will be kept designating the time and date of administration along with the initials of the persons administering the medication
- The person administering the medication shall first examine it to determine if it still appears to be in the original container.
- No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined life-endangering situation. The parent/guardian shall submit a written statement that grants a staff member the authority to act according to the specific written orders and supporting directions provided by a licensed prescriber (e.g., medication administered to counteract a reaction to a bee sting). Such medication shall be administered by staff trained by the district nurse to administer such an injection. This may occur in an extremely life-threatening situation and only when a licensed health professional is unavailable.
- Requests to give injectables other than those given for life-endangering situations will be handled on a case-by-case basis by the district nurse and administrator and will only be given by a licensed, certified district nurse, or, if appropriate, self-administered by the student.

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions.

Non-prescription or over-the-counter medication may only be authorized by a parent and/or guardian and must have written orders from a licensed prescriber detailing the name of the medication, dosage, time given, and expected duration of administration. It will be administered under the direction of the district nurse. A student may utilize tobacco cessation medications under the guidance of a licensed prescriber, with parent/guardian consent, and only under the direction of the district nurse. *Misuse of prescription/non-prescription drugs may result in suspension/expulsion.*

ID Cards

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

Lockers (P.E. only)

Students will be assigned a locker. We recommend students bring a combination lock to lock up their supplies in their physical education class. The assigned locker is to be always kept clean and secure. Sharing a locker is not permitted. Lockers are school property and may be inspected periodically as a general inspection of school property. Lockers may also be searched when there is reasonable suspicion of inappropriate content within. If a locker does not operate correctly, please notify the teacher. The school accepts no responsibility for lost or stolen items. Any student who damages or defaces a locker will be subject to disciplinary action and will be liable for the cost of repairs. Locks are not to be brought from home and used at school. The privilege of using lockers may be revoked for sufficient cause.

Loitering

Loitering is not allowed in any hallway or on campus, during the day or after school hours. After school, students are expected to go promptly home after the last class, unless attending a school activity.

Lost and Found

There is a Lost and Found area in the commons. Smaller items, such as phones and wallets, should be turned in/claimed at Student Services. At the end of each year, Lost and Found items will be donated to a local charity.

Make-up Work

If classroom assignments are missed because of an excused absence, the student will be given the opportunity to make up the work without penalty and within the time period identified by the teacher.

Meal Programs

Free lunches will continue to be available for the 24-25 school year. Families are required to fill out a new application each school year. Both breakfast and lunch will be free for ALL students. **Breakfast** is from 7:00-7:35.

Piercings

There are activities in PE that may, for safety reasons, necessitate the removal of jewelry. Please keep this in mind when getting new piercings, as being new will not exempt a student from having to remove the jewelry. The decision to have students remove jewelry lies solely with the PE teacher.

Schedule Changes

Our School Counselor will make every attempt to create a schedule based on student course selections. ***Only schedule change request forms submitted within the first three days of the semester will be considered.*** Schedule change requests to be with a friend will not be considered. When we look at schedule change requests we take into account class sizes, instructional needs, behavioral challenges and scheduling conflicts.

School Sponsored Events

Students at all school district-sponsored events must follow the Granite Falls School District rules and regulations and are subject to the authority of school district employees whether the event occurs on or off school grounds. Students who have been suspended from school may not attend after-school or evening events during suspension.

- Students with excessive tardies or major discipline will not be able to attend school events such as: PBIS rewards, or school dances.
- We will have a variety of dances throughout the school year. All students who are in good behavior standing will be allowed to participate. It is expected that students will follow dress code standards at all after school events.

Dance rules

All school expectations are in effect at school dances:

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

Selling items at school

The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated, law authorities may be contacted, and discipline may be assigned.

Signs, Bulletin Boards, & Distribution of Materials

The distributing of information, placement of material on bulletin boards, or the placing of signs throughout the building must have prior administrative or designee approval. Posted material should not be taken down except by the person/organization who posted it.

Student Property

Students should leave items of value at home, including large amounts of money. The school cannot be responsible for the loss of students' personal property. Any item(s) that creates a disruption to the educational process may be confiscated and a parent may pick it up.

Telephone

The front office has an available phone for student use before school, during lunches, and after school. Unless it is an emergency, please do not ask to use the front office phone during class times.

Textbook/Laptop Rules: Textbooks/Laptops are furnished by the School District.

- Students are responsible for the condition of and/or loss of their books/devices.
- Fines will be applied for damaged/lost items.

Travel during School Activities

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

Visitors: During school hours or for a teacher conference, parents must sign in to the office and obtain a visitor's pass. To pick up homework or to leave a message for a student, parents may go directly to the front office. Parents, please make arrangements with the classroom teacher beforehand and receive administrator approval to visit or sit in on a class.



Granite Falls Middle School
STUDENT BEHAVIOR EXPECTATIONS

Student Conduct Expectations

Dress and Appearance: Dress Code:

BoardPolicy3224

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. health or safety hazard has been identified or may be present in conjunction with the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property has resulted or may result from the student's dress; or
- C. A material and substantial disruption of the educational process has resulted or may result from the students' dress or appearance.

An important goal of this student dress policy is to teach young people that in the larger arena of life, different types of dress are appropriate for different settings. In adopting this policy, it is the Granite Falls School Board's purpose and intent to enable all schools in Granite Falls School District the ability to experience an uninterrupted and safe learning environment. This policy shall apply to all students at all times while attending school or any school-sponsored event. The principal may exercise discretion and permit exceptions to this policy for extracurricular activities.

Examples of prohibited/inappropriate dress include: lewd, sexual, drug, tobacco, alcohol, violence or gang-related messages, pictures or innuendos. Any attire that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.

Superintendent shall establish procedures providing guidance to students and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Each school may provide for more specific dress code requirements within the scope of the district-wide dress code and shall provide each student a copy of their school's dress code. Students are subject to corrective action, if circumstances so warrant.

The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

Prohibited clothing/items

- Sunglasses or any item that covers the eyes
- Any clothing that reveals an undergarment (bra, boxers, underwear)
- Jewelry or items with spikes or sharp edges, i.e., **fishhooks**, jewelry with shape edges.
- House slippers or the wearing of blankets.

****** If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action.***

******The final decision on prohibited clothing lies with school administration.***

Food/Beverages

Only water is allowed outside of the cafeteria and must be in a container with a spill-proof lid.

- Students are not allowed food, candy, and beverages anywhere outside of the cafeteria with the exception of the Reset Room for lunch detention/ISS.

Forgery

The forging of a parent/guardian, teacher, or another student's signature on any letter to the school or on any school document will result in discipline and/or suspension.

Gambling

Gambling on school grounds is not permitted unless sanctioned by State law.

Physical Education

Gym shoes, socks, athletic shirts, and athletic shorts are a required part of the physical education uniform. In the interest of good health, *no body jewelry is allowed.*

- Gym clothes must be taken home regularly for washing.
- Students are not to take their PE class in the same clothes that were worn to school that day.
- Any student asking to be excused from physical education due to illness must bring a written excuse from his/her parent(s) and/or guardian(s) to the PE teacher. If it is necessary for the absence to extend more than 3 days, a doctor's note is required at the school office.
- PE teachers will issue locks and lockers for storage of physical education gear and valuables. **LOCK UP YOUR VALUABLES!**
- For repeated non-dress, discipline and/or loss of credit may result.

Reflection Sheet Policy

A Reflection Sheet is a low-level consequence designed to assist the teacher in dealing with disruptive behavior in the classroom. The student is asked to leave the room to reflect on their behavior and how they might correct the behavior. The student completes a brief statement indicating his/her commitment to correcting the problem. The student can return within a few minutes. This is a pro-active approach to discipline which will hopefully refocus the student by allowing them time to reflect and correct disruptive behaviors.

Tobacco, Alcohol, Drugs

Using or possessing tobacco (cigarettes or vapes), alcohol, or drugs (including prescription/non-prescription not administered by the school nurse) is prohibited and will result in disciplinary action, suspension, and referral to law enforcement.

Weapons

Using, possessing, or imitating the use of weapons will result in an immediate ***Emergency Removal*** and a referral to law enforcement. The Emergency Expulsion may or may not be converted to a suspension or expulsion pending an investigation.

Reset Room

Our Reset Room is a quiet room with desks/tables, and the resources necessary for students to reset. Students check in and out of the and receive the assistance of a staff member in identifying assignments or SEL lessons that need to be completed while there.

**Students may be in the Reset Room for a variety of reasons including, but not limited to Lunch detention, In-school suspension, or afterschool detention. Students who are unable to participate in P.E. due to injury or illness may be in the Reset Room while completing a P.E. packet instead of class participation.*

As needed, there may be Social Emotional Learning groups, Vape, Drug, or Alcohol Education ran by our GFMS counseling staff.

Granite School District Information for your Middle School Student on Harassment, Intimidation and Bullying



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://wa50000744.schoolwires.net/Page/1379>) 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 E. Quarterman, Executive Director of Student Services, rquarterman@gfalls.wednet.edu) that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

For more information about the HIB complaint process, including important timelines, please see the district’s *HIB Policy* [3207] and Procedure [3207P].

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 [3210-P].

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 [3205-P].

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: Rachel E. Quarterman, Executive Director of Student Services,
rquarterman@gfalls.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Emily Moore, Executive Director of Teaching and Learning, emoore@gfalls.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Rachel E. Quarterman, Executive Director of Student Services,
rquarterman@gfalls.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Emily Moore, Executive Director of Teaching and Learning
emoore@gfalls.wednet.edu

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 **[identify the decision maker on appeal identified in board policy (e.g., the School Board)]** and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (**3210P**) and Sexual Harassment Procedure (**3205P**).

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

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

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211-P]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: : Rachel E. Quarterman, Executive Director of Student Services, rquarterman@gfalls.wednet.edu

All Children are Capable of Success, No Exceptions!