

2019-2020 STUDENT HANDBOOK



Graham-Kapowsin High School

22100 108th Avenue East

Graham, WA 98338

Phone (253) 683-6100

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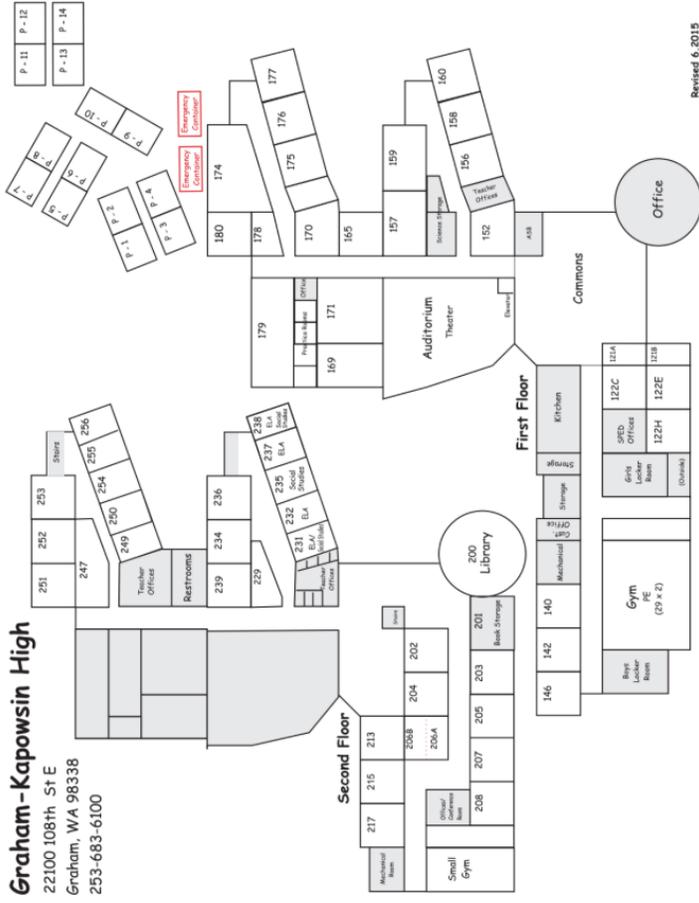
ATHLETIC DIRECTOR/ASSOCIATE ADMINISTRATOR

Graham-Kapowsin High

22100 108th St E

Graham, WA 98338

253-683-6100



MESSAGE FROM THE STAFF

The staff members of Graham-Kapowsin High School welcome you. This handbook will provide you with an overview of our school expectations. **We reserve the right to add or modify school rules throughout the year on an as needed basis to ensure a safe environment at Graham-Kapowsin High School.** Using standard educational practice, Washington State law, Bethel School District Board policies, and our experience as staff, we set forth the expectations outlined in this planner as the basis of successful learning at our school. Expectations are based on the belief that all students must be challenged to learn and achieve at high levels, that all students should be responsible for their own behavior and academic performance, and that students, parents, and staff should work together for the success of all. Finally, our goal is to prepare all students for post-secondary education and to increase the numbers of students graduating and going to college, technical institutions, and careers!



We have three basic guidelines that we expect all students to abide by:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

◆ **MISSION STATEMENT**

The Mission of Graham-Kapowsin High School is to graduate responsible citizens prepared for success in college and careers.

◆ **OUR BELIEFS AT GKHS:**

- We are what we believe – what we believe unifies us.
- All students have futures.
- No one gets anywhere without a teacher.
- All students are capable of success.
- Every day is an opportunity to become the World's Greatest ME.
- Everything we do, starts with YOU
 - Y – Your personal best every day.
 - O – Own your future.
 - U – Understand we are ONE.

◆ GKHS GOALS

In accordance with the ideals set forth in our mission statement, at GK we believe that education is both a right and a privilege bestowed upon every citizen of our nation. It is with this concept in mind that we have established the following goals that provide, encourage, and promote a quality educational opportunity:

- Provide rigorous, comprehensive, and varied programs in vocational and general education with an emphasis on technology, occupational awareness, and high expectations for all students.
- Offer a multitude of college preparatory courses, which enhance intellectual development leading to success in post-secondary education.
- Assist students in developing personal qualities, such as work ethic, goal setting, responsibility, accountability, and self-discipline in school and adult life.
- Support all students in their participation in at least one co-curricular or extra-curricular activity.
- Provide an atmosphere where every student is well known by at least one adult in the building.

◆ STUDENT GOALS

- Every student will take at least one A.P. class or academically challenging class prior to graduation.
- Every student will create a post-secondary education plan and prepare themselves through coursework and activities to be successful.
- Every student will be involved in at least one co-curricular or extra-curricular activity.
- Every student will connect with at least one adult in the building.

◆ TELEPHONE DIRECTORY

Main Office.....	683-6100
ASB Office	683-6182
Athletic Office.....	683-6173
Attendance Desk.....	683-6192
Food Services	683-6194

Guidance Office683-6176
 Health Room683-6193
 Library.....683-6195
 Registrar683-6184
 Career Center.....683-6120

SCHOOL CALENDAR 2018-2019

Subject to change * Indicates no school

September 5..... First Day of School
 September 26..... Open House
 October 10*Waiver Day
 October 11*Staff PD Day
 October 18Homecoming Game
 October 19 Homecoming Dance
 October 30-November 1 Conferences
 November 11*Veterans Day
 November 27 - 29* Thanksgiving Break
 December 5..... End of Trimester One
 December 6*Staff PD Day
 December 23 – January 3*Winter Break
 January 6 School Resumes
 January 20* Martin Luther King, Jr. Day
 January 29*Staff PD Day
 February 14Snow Makeup or No School
 February 17* Presidents Day
 February 18*Waiver Day
 March 11*.....Staff PD Day
 March 20..... End of Trimester Two

March 25-27..... Conferences
 March 30-April 3*.....Spring Break
 May 22* Snow Make Up or No School
 May 25* Memorial Day
 June 18 End of Trimester Three/ Last Day of School

◆ GENERAL SCHOOL INFORMATION

School Colors: Royal Blue, Orange and White

School Mascot: Eagle

Student Enrollment: Approximately 2000 students

Participant in 4A South Puget Sound League

Established in 2005

POLICIES AND PROCEDURES

Version 1.0 see www.bethelsd.org/gkhs for most current version

◆ ACTIVITIES

All students are encouraged to participate in music, drama, student publications, athletics, student government, and the many co-curricular and extra-curricular activities and clubs sanctioned by the school. Non-ASB, student-initiated groups are permitted at GKHS, and students interested in forming such groups should contact an administrator for information. Students who are involved in ASB clubs, activities and/or athletics are required to purchase an ASB card prior to participation.

Activities are subject to school authority and disciplinary action: At all times on any school district property; On district owned and operated or chartered vehicles; During any school-sponsored activity whether held on Bethel School District property or elsewhere; Away from school grounds if the activity would directly affect the good order, efficiency, management and/or welfare of the school’s staff or students. (policy 3240)

Reward Activities

Reward activities (i.e. all dances, field trips, assemblies, excused pre-arranged absences, etc.) are a privilege. Therefore, students

who have fines, are failing classes (determined by the most recent progress report posted to Family Access), or have an unexcused absence the day of the event will not be allowed to participate. Students failing two or more classes may create a plan with the teacher to improve the grade, and get it approved by an administrator.

◆ **ASB OFFICE**

683-6182

The Graham-Kapowsin ASB provides many opportunities for students. Co-curricular activities, clubs and sports are funded through ASB. When writing checks to pay for school activities please **make the checks payable to: Graham-Kapowsin High School.**

Go to the ASB office or pay online to:

- Pay for your ASB card
- Pay fines and fees
- Buy dance tickets
- Purchase your yearbook
- Pay to participate sports fee
- Pay for parking permit

◆ **ATHLETICS**

683-6173

GKHS competes in the south division of the South Puget Sound League and abides by the rules of the league and the Washington Interscholastic Activities Association (W.I.A.A.) with regard to sportsmanship, eligibility, and competition. To be eligible for sports at GKHS, students must meet the following requirements: Pass four of five classes and pass careers; purchase an A.S.B. Card; pay all fees or fines; have a current physical exam on file; have parent permission to participate; and be a student in good standing regarding student code of conduct. Also, a fee to participate must be paid once selected to the team and **prior to first competition.**

Participating in athletics is an excellent way to get involved at GKHS. Our coaches, student athletes, and teams have been recognized for their athletic prowess, sportsmanship, and academic excellence.

◆ ATTENDANCE

683-6192

Attendance Policy

According to Bethel School District Policy 3122, all students enrolled in the schools of the Bethel School District are expected to attend on a regular basis. Daily attendance is one of the keys to a student's success. Every subject taught in the school system requires a student's active and continuous involvement at school in order to develop skills and learning's of the particular subject. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion, and participation forever. Additionally, per Board policy, students with excessive absences (20+) may not be permitted to participate in the graduation ceremony.

The following principles shall govern the development and administration of attendance procedures:

**Excessive absences in these areas may require documentation*

Excused	Unexcused
Sick/Injury/Health*	Slept Late
Family Emergency*	Parent running behind
Doctor Appointment*	Missed the bus
Religious Observation	Car trouble/traffic
Suspension	Late night/activity
Personal reasons*	Late ride or no ride
Bereavement*	Family Vacation
School-authorized Activities	
Court/Legal Appointment	

The following consequences may be implemented for excessive absences, both excused and unexcused:

- Parking passes may be revoked without a refund
- Progressive discipline
- Community Service
- Restrictions from school sponsored events: (dances, assemblies, sporting events, etc.)
- Unable to participate in field trips
- **Seniors with 20 or more absences may not be able to participate in graduation ceremonies**

By law, parents will be notified of their student's attendance. Students may earn some privileges back through a contract and meeting with an administrator. It is the student's responsibility to be in their classes and on time. Notifications come through family

access and/or automated phone calls. It is the parent's responsibility to notify the school of address/email/phone changes to ensure proper notification.

Here at Graham-Kapowsin we recognize the direct correlation between a student's attendance and their grades. Students, who are at school on a regular basis, have shown better performance in their classes. In order help ensure student success, we are doing everything we can to encourage our students to maintain a good attendance record. Thank you for your help and support in making sure our students are receiving the highest quality education available.

On the day of return from an absence, students must obtain an Admit Slip from the Attendance Office. Parents must provide student name, dates, and a contact number. The Attendance Office can be notified via:

- Family Access with Attendance Notification
- A phone call/voice mail to 253-683-6192
- Email to mlandron@bethelsd.org
- A fax to 253-683-6198
- An in-person visit
- A note or doctor/dental office slip
- Early Dismissal

Students requesting an early release from school must checkout at the Attendance Office before leaving campus. Early dismissals can be expedited if the student brings a note to the Attendance Office, or entered in Family Access, before the start of school for an early dismissal slip. Please indicate if the student is authorized to drive her or himself or specify who will be picking them up.

Pursuant to Policy 3126: The student is not permitted to be released to anyone, including the nonresidential parent, during school hours without the approval of the residential parent or an appropriate public authority.

ONLY PARENTS, GUARDIANS OR DESIGNATED INDIVIDUALS WILL BE ALLOWED TO SIGN-OUT A STUDENT. ANYONE PICKING UP A STUDENT WILL NEED TO SHOW PICTURE ID BEFORE THEY MAY SIGN A STUDENT OUT.

Students participating in any athletics/activities for GKHS:

- Expected to attend and participate on the day of the scheduled activity
- **Tryouts:** Must attend a minimum of half day of school prior and after to be eligible. Any classes missed must be for an authorized reason in order to qualify. If a competition occurs on a Friday, Monday or there is a scheduled holiday or break, the student's attendance will be expected at the previous school day and the next scheduled school day in order to be eligible.
- **Games, contests, performances:** Must attend a full day before and after to be eligible for the next competition/activity

Tardies

In order to maximize instructional time students are expected to be in their seat before the tardy bell rings. If students arrive to class after the tardy bell, students will be considered tardy, and this will be recorded in Skyward. Multiple tardies in a given week will result in disciplinary consequences. **Oversleeping is not a valid excuse for coming in late and will not be accepted.**

NOTE: It is the student's responsibility to serve the disciplinary consequence. Progressive discipline will be followed in addition to detentions for students who do not complete assigned times.

Attendance discrepancies

Discrepancies in attendance are best resolved between the student and teacher. Errors can easily be corrected based upon a note from the teacher to the Attendance Office.

Make-up work

If a student has missed an assignment because of an absence, he/she is expected to approach the teacher and ask for the missed assignment on the day of the return. Students must work with teachers in order to determine due dates for work missed because of an absence. Requests for homework from teachers will be honored when a student is absent more than three days. Homework may not be gathered by the school for the following reasons: students who are absent for less than three days, who are absent because of personal choice, or who are absent because of truancy. Students in any of these situations are personally responsible for collecting their own homework.

◆ AUTOMOBILES AND PARKING

Parking and driving on the campus is a privilege, not a right. Violators are subject to loss of parking privileges, fines, or towing at the owner's expense. Permits will be sold for parking in the student lot on a first come, first served basis. One permit will be issued to each student who follows the process and expectations below. **All GKHS fines must be paid before a parking permit will be issued.**

All vehicles parked on school property must be registered in the main office and a \$40 registration fee paid to GKHS. Parking permits are non-transferable, and non-refundable. Misrepresentation (i.e., parking permits cannot be sold, lent or given away by students) may result in the loss of parking privileges and other discipline including, but not limited to, suspension. In order to register any vehicle, which is driven to school regularly or occasionally, the following are required:

- Be in good standing (No suspensions)
- Have a 2.5 cumulative GPA
- The student must pick up the vehicle registration form available in the front office
- The vehicle must meet definition of "safe and legal" as defined by Washington State Law
- The student must provide proof of insurance and current registration
- The student must possess a valid Washington State driver's license
- The student must return the completed form and pay a \$40 fee to receive a parking permit

Students not meeting the above criteria may request a waiver from administration. Waivers will be reviewed and granted on a case-by-case basis.

Students may drive their own vehicles to school if they purchase a parking permit and follow all of the school district's and high school's regulations.

- 1) Rules for use of the parking lot:
 - All vehicles parked on school property must display a valid parking permit. No student may bring a motor vehicle to school without the permission of the principal or designee.
 - Students will park their vehicles in the STUDENT PARKING LOT and ***WILL NOT enter their vehicles during the school day without permission from an administrator or designee.*** Special permission to leave early must be approved by the principal or designee.
 - No vehicle shall be parked in or block bus loading, handicap space, emergency lanes.
 - Students may not park in the staff parking lot or the designated visitor spaces in front of GKHS.
 - Students are expected to vacate the parking lot at the end of the school day or at the conclusion of sports practices, events, and activities. Loitering in the parking lot is prohibited.
- 2) All student vehicles must be covered by insurance in accordance with the financial responsibility law.
- 3) Vehicles are prohibited from parking on the school grounds if the driver of the vehicle endangers life or property, or has equipment deficiencies. An administrator may refuse permission for a student to park on school grounds due to the violation(s) of school driving regulations.
- 4) The speed limit on **ALL** school grounds is **15 MPH at all times**. Students who drive unsafely, above the speed limit, operate or participate in activities which involve their vehicle that the school would consider disruptive or dangerous may be referred to police and subject to school discipline and/or losing their parking privileges.
- 5) Vehicles park on GKHS property at their own risks, and are subject to search.

Corrective action for parking/driving violations

- 1st Offense** – Warning Citation.
- 2nd Offense** – Citation and Fine*. Notification of \$25 fine* in the form of a ticket on the car. Discipline and parent notification. May lose parking permit.
- 3rd Offense**– Citation, Fine* and Vehicle wheel will be locked. A letter is sent to owner, notifying owner of action and loss of parking privileges. Permit will be removed and student will

not be permitted to purchase any further permits during their educational time at GKHS. Discipline and/or police notification.

Wheel Lock—A wheel lock may be used to immobilize a vehicle that cannot be identified or has 3 or more violations. A fee of \$25* will be assessed for the removal of the wheel lock. Damage to a vehicle as a result of trying to remove or drive with the wheel lock will not be the responsibility of the school.

***Fines** will not be waived after 60 days. Fees for removal of the wheel lock will not be waived.

NOTE: Severely disruptive/dangerous violations will result in immediate loss of parking privileges subject to administrator discretion.

◆ BULLETIN BOARDS, SIGNS, AND POSTINGS

All signs or other postings displayed at school must be approved through the administrator in charge of school activities. No signs or postings should be affixed to walls, windows, doors, or other non-bulletin board space unless specifically approved for such display.

◆ BUS CONDUCT

School bus transportation is provided to students for their convenience and safety. Students who disrupt or jeopardize the safety of bus transportation are subject to discipline and/or revocation of bus-riding privileges. Additionally, bus loading areas, bus stops, and areas around them are under the jurisdiction of the school, and disruption or misconduct by students there may result in intervention by the school. Discipline assigned by transportation is the sole discretion and authority of the transportation department. Questions about this discipline must be directed to the transportation department.

◆ BUYING/SELLING ITEMS AT SCHOOL

Do not bring items to sell to school. This includes food, drinks, candy, and other personal items. The selling of items by students at school is strictly forbidden. Purchasing items from

other students is also not allowed in school. Selling or purchasing items can result in disciplinary action.

◆ **Careers/SLC**

Each student is assigned to an advisor and will remain with the same advisor for their high school career. Careers meets during the school day weekly. Additionally, students are required to participate in a Student-Led-Conference (SLC) in the spring of each year. All students are required to pass Careers and their Student-Led Conference. Successful completion of Student Conferences each year is a requirement for graduation.

◆ **CAREER CENTER**

683-6120

The Career Center is filled with information about career paths, colleges, vocational technical schools, job shadowing, scholarships, and military careers. Stop in and talk with our career center specialist to find out more information about other incredible opportunities for “hands-on” experiences.

◆ **CHEATING**

Cheating is defined as an intentional action done by a student: to supply work for another student; turn in work done by another student; use work from another student; rely on work that is not his/her own; knowingly give/allow another student to use or benefit from their personal work other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. Cheating or plagiarism will result in disciplinary action and further cheating or plagiarism will be subject to progressive discipline up to and including suspension. Student will be expected to re-do the assignment or an alternative assignment to demonstrate proficiency.

◆ **CLASS ENROLLMENT AND SCHEDULE CHANGES**

All students are expected to enroll in five classes. No student is allowed to have a gap in his/her schedule (ex. be enrolled in periods 1,2,4,5,6 and not be enrolled in a 3rd period). Students

taking courses in other schools/running start must have their schedules approved by the principal.

Schedule changes will only be made for inappropriate placement problems. Classes may be assigned according to student skill/school need (ie. Lab or AP classes). Students are also held to schedule choices on their registration sheets. Those students requesting a change should pick up a schedule change request form from the Counseling Center. This form must be filled out, signed by a parent, and returned to the Counseling Center. A principal must approve all schedule changes. Any student wishing to change their schedule for reasons other than an inappropriate placement must meet with the principal, their parent, and the teacher of the class they wish to change out of. Before any schedule change is approved, interventions and strategies for success will be implemented in that teacher's course. No student will be allowed to change out of an AP class after enrollment. All students must follow the schedule given to them until the changes are made. Students who drop a course after the first ten school days of the semester may receive a failing grade in the course.

◆ **CLOSED CAMPUS**

GKHS is a closed campus. Closed campus is defined as students being in authorized areas **ONLY** during the school day. Authorized areas are the student in the approved area during approved time periods (ex. class during class time, lunchroom during lunch, a pass from an adult to be in another area, etc.) **The parking lot is not an authorized area during the school day.** Students not in an authorized area during the school day will be subject to search and discipline.

Once students arrive at school, they are to remain on campus until school is officially dismissed. All students **must** check in and out of the Attendance Office when arriving or leaving campus at times other than the official starting and dismissal times of the school day. A parent or guardian must check students out. Violation of closed campus will result in disciplinary action. Exceptions may only be made by the building principals.

◆ DANCES

Traditional dances include: Homecoming and Senior Ball (Formal). Additional dances may be sponsored as fund-raising activities by classes or school organizations. ALL dances are considered a reward activity; therefore, **students must be passing all of their classes** (determined by the most recent progress report posted to Family Access) to attend. Students failing a class may create a plan with the teacher to improve the grade and get it approved by an administrator.

Students must submit a guest pass one week prior the dance for administrative approval of non GKHS students. Guests may not be over the age of 20. Students absent from school the day of a dance will not be permitted to attend.

Dance Expectations

- Students **must** have student ID to enter.
- Once admitted, students may not leave and re-enter for any reason.
- All building and district policies apply during school dances.
- School dress code will apply and no clothing may be removed.
- No pelvic thrusting, groping, or simulated sex acts.
- Students may not bend or dance in a position that is suggestive or inappropriate.
- Violation of building and/or district policies will result in disciplinary action.

Money will not be refunded for students being denied entry and/or removed from the dance because they do not meet dress code or behavior standards.

◆ DELIVERIES

Graham-Kapowsin does not accept food, balloons, flowers, or other deliveries for student distribution, but will hold such items in the office until the end of the school day. This includes all food delivery services (UberEats, GrubHub, etc.).

◆ DISCIPLINE

All students are responsible for their own behavior and actions at school and will be held accountable for the rules and expectations as set forth in this document, in Bethel School District Board Policy #3240, and in the ***Student Rights and Responsibilities*** pamphlet. Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence. Violations of school rules at school, at school-sponsored activities, or in areas under school jurisdiction will result in discipline.

Progressive discipline

Progressive discipline is a term used to describe the procedures that are followed whereby a student who has repeated offenses at school is disciplined more severely for each new offense. Likewise, progressive discipline means that a student who has committed an offense in one category may be disciplined at the second step if he/she commits an offense in another category.

Firearms and weapons

It is unlawful for any student to carry firearms and weapons onto any school premises, school provided transportation or areas with facilities being used exclusively by public schools. Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420.

Drugs/Alcohol

Students thought to be under the influence of drugs or alcohol or reasonably suspected of having drugs or alcohol on them will be searched (Policy 3230). Students who are with other students using or possessing drugs, alcohol and/or paraphernalia are subject to the same consequences as the individuals using or possessing said substance.

Nicotine/Tobacco/Electronic Cigarettes

Students found in possession of and/or using tobacco, electronic cigarettes, nicotine, vapes, juuls, and any related paraphernalia will be disciplined. Students who are with other students using or possessing tobacco/electronic cigarettes, and/or paraphernalia are subject to the same consequences as the individuals using or possessing said substance.

- 1st offense: Discipline referral, tobacco cessation conference with Social Worker and/or Intervention Specialist
- 2nd offense: Suspension with referral to Intervention Specialist
- 3rd offense: progressive discipline and/or meeting with parent and administration.

Failure to Comply

Failure to comply is insubordination and is unacceptable. It can be dangerous to the administering of day-to-day operations in the school. Students are expected to comply with adult requests. Adults include every person authorized by BSD to work/volunteer in the school. Students are expected to come to school prepared to learn and give their best effort every day. Teachers take learning seriously at Graham-Kapowsin High, and students who fail to comply with adult requests will receive discipline. Failure to comply is also defined as non-performance in class and may be subject to assigning of academic intervention.

Conspiracy/promoting

Conspiracy/promoting is subject to disciplinary action. Examples of conspiracy/promoting are: encouraging someone to break the rules, telling another student that Student A wants to beat him/her up, knowing a fight (or other illegal behavior) is being planned and not reporting it, watching a fight and not immediately walking away or taking action, or recording a fight with a phone. Students are encouraged to find an adult to break up the fight rather than personally break up the fight.

Interviewing students

School officials have the right to interview students regarding their conduct and/or the conduct of others and the right to do so without prior notification of parents. School officials have physical custody of students during the day and during hours of approved school activities. School officials stand *en loco parentis* to students and have responsibility regarding the circumstances under which access to students is allowed.

Interfering with investigations

Interfering with an investigation is subject to disciplinary action. Interfering with an investigation means knowingly withholding information or providing false information when questioned by

school staff. **Cell phones will be placed out of reach of the student, to be returned to parent or student at the conclusion of the investigation.**

Range of disciplinary consequences

It is the belief of Graham-Kapowsin High that disciplinary policies should be positive and directed toward the goal of self-discipline. The emphasis is on the benefits of good self-discipline, both for the group and the individual. Discipline strategies assist in developing responsible students and adults who respect the rights of others. Our desire is to treat each other as changing and growing individuals who value education as a life-long process.

Every staff member has the responsibility to hold students accountable for inappropriate behaviors. Discipline imposed by a staff member for minor violations of school or classroom rules is to be timely and appropriate. Discipline is progressive and any of the marked consequences may be used separately or in combination depending on the severity of the behavior.

BEHAVIOR	Consequences								
	1	2	3	4	5	6	7	8	9
Alcohol: Using, transmitting, or being in possession of any alcoholic beverage.				X	X		X	X	X
Arson: Intentionally setting/causing a fire, including fireworks and/or explosive devices.		X				X	X	X	X
Computer or Publications Abuse: Failure to follow the Computer Use and Publications policy.			X			X	X	X	
Contraband: Cigarette lighters, matches, etc.				X	X		X		
Disobedience/Insubordination Not obeying staff instructions.	X	X	X			X	X		
Disruptive Behavior: Any action that interferes w/ the educational environment; threatens safety.	X	X	X				X		X
Extortion, Blackmail or Coercion: Attempting to obtain, money, property, or favor by violence or threat; forcing anyone to do anything against their will.		X	X			X	X	X	X

Fighting: Physical confrontation with another student.							X	X	X
Firearm: Any item working or not working, including facsimiles and look-a-likes.				X			X	X	X
Forgery/plagiarism/cheating: Copying of notes, assignments, tests, etc.		X	X	X			X		
Harassment, Bullying, Intimidation: Use of words, in any form, or actions that intimidate, hurt, or humiliate others.	X	X					X		X
Illicit Drugs: Possession, use, transmission of illegal drugs or prescription drugs without proper permissions.				X	X		X	X	X

1. Warning 2. Conference 3. Detention 4. Confiscation 5. Assessment
6. Restitution 7. Suspension 8. Police Contact 9. Emergency Expulsion

BEHAVIOR	Consequences								
	1	2	3	4	5	6	7	8	9
Inappropriate Dress: Any attire that is prohibited by the dress code. Hats will be confiscated.	X	X	X				X		
Inappropriate Lunch Behavior: Food in halls, not cleaning up after eating, throwing food, etc.	X	X	X						
Obscenity: Any comments and/or gestures directed at or toward a teacher, staff member, or another student. This includes gestures and verbal obscenities.	X	X	X				X		
Public Displays of Affection: Any display of affection in the hall or on campus; includes hugging, kissing, etc.	X	X	X						
Repeated Violations: Any previous repeated offenses will result in progressive discipline.				X			X		
Theft and/or Vandalism: Removing, taking and/or destroying someone else's property.			X	X		X	X	X	X
Nicotine/Tobacco: Possession, use or transmission of tobacco, including any electronic device designed to deliver nicotine or other banned substances.				X	X		X	X	X
Unsafe Behavior: Throwing things, pushing, running, jumping, etc.	X	X	X				X		
Verbal Threats: Threats directed at students and/or staff.			X				X	X	X
Vulgar or Lewd Conduct: Acts of a sexually explicit nature; lewd, vulgar, indecent, or obscene act or expression	X	X	X				X	X	X
Weapon: Any item that could be used as a weapon, including facsimiles. Laser pens and knives are dealt with as weapons.				X			X	X	X

1. Warning; 2. Conference; 3. Detention; 4. Confiscation; 5. Assessment;
6. Restitution 7. Suspension; 8. Police Contact; 9. Emergency Expulsion

◆ DISPLAYS OF AFFECTION

School is not the place for excessive, overt displays of intimate affections. Such displays are prohibited and subject to disciplinary action. The general rule of thumb is that behavior at school should mirror that of a professional job site. *Displays of Affection* could also be considered an act of *harassment*.

◆ DRESS AND DECORUM

Dress is defined as what students wear, and **decorum** is defined as how they behave. GKHS respects students' individuality and their rights to express themselves in the way they dress. Students attending GK are also expected to respect the school community by dressing appropriately for the K-12 educational, professional environment. Student attire should facilitate participation in learning as well as the health, safety, and security of students and the adults who supervise them. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior. **The judgment of the staff as to the appropriateness of student dress and/or decorum is final.** As prescribed in Bethel School District Policy #3224, dress and appearance must not present health or safety problems or cause disruption.

Clothing guidelines: Students are encouraged to demonstrate school pride by including orange and blue in some of their attire (especially on Fridays). Students wearing the following will be addressed and ask to change. A change of clothes will be provided if students do not have access to alternatives.

The following regulations set limits on what is permissible:

- Bizarre (including animal tails, ears, etc.) or immodest dress or grooming which disrupts the teaching-learning atmosphere will not be allowed. **Pajamas, robes, lounge pants, and blankets are not acceptable clothing for school.** A student's clothing may not be a distraction to the learning environment or create a safety hazard. Due to safety precautions, **all** jewelry must be removed for physical education and sports.
- Any clothing, grooming, or behavior that symbolizes/represents, or exhibits gang-related activities or hatred toward another person or group is not permitted. This includes any item containing the confederate flag and/or swastika and/or other hate

groups, sagging, display of gang colors, or other clothing that implies gang membership or affiliation.

- **Not allowed:** bare stomachs/midribs; excessively short garments or those with slits/holes unreasonably above mid-thigh; see-through apparel; excessively tight garments; visible undergarments; excessively low-cut garments; strapless garments; clothing with vulgar, lewd, or inflammatory content.
- **Underwear should be covered and not be seen at any time while on campus.**
- **Feet:** Footwear must be worn at all times and be appropriate to the activity. Strapless shoes, flip-flops, and high heels are discouraged for safety reasons. Soft soled slippers and house shoes are not allowed.
- **Head Wear:** All headwear (hats, hoods, head coverings, etc.) must be removed upon crossing the threshold of any building, district-wide, and remain out of sight until you exit the threshold at the end of the day. Hats worn or seen in building will be confiscated. **Any student wearing headwear will be required to take it off. Beyond warning, consequences include the following:**
 - 1st offense: Student may pick up confiscated headwear from administrator at end of day.
 - 2nd offense: Parent/guardian must pick up from administrator.
 - 3rd offense: Locked in office until June. Students may receive a disciplinary consequence for insubordination in lieu of having the item kept until the end of the school year. Parent must still pick up the item.
- Sunglasses may not be worn inside the school building.
- Markings or insignia on clothing, jewelry or the body must not be obscene, suggestive, or advocate disruptive or illegal activity.
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate images or writing is prohibited.
- Jewelry and clothing embellishments that pose a safety hazard are prohibited. (Examples include metal spikes, safety pins, hooks, chains, and suspenders that hang from clothing)

- Bandanas, headbands, and scarves are allowed as an accessory item, not as a head covering. They may not cover the entire head, or face. In addition, they may not have inappropriate prints.

◆ DRUG ENFORCEMENT DOGS

In accordance with Bethel School District policy 3420 and 3243, searches of student property, lockers, and vehicles may include the use of trained dogs to detect unlawful drugs or contraband.

◆ EIGHTEEN YEAR OLD STUDENTS

All students who attend GKHS and live with their parents or guardians are considered to be under their supervision. Students who are eighteen and still at home are expected to follow normal procedures for having notes when absent. Eighteen-year-olds who do not live with guardians and who wish to be considered emancipated can obtain the forms to do so in the Registrar's Office.

◆ ELECTRONIC EQUIPMENT

The Bethel School District provides educational digital learning devices (iPads) to all secondary students as part of a learning-forward, digital philosophy. However, personal electronic devices such as I-pods, cell phones, electronic toys/games and other assorted personal electronic devices being used for non-educational purposes are not allowed during class time.

- Students at GKHS may not use cell phones or other personal electronic devices (PED) during school hours; except for before or after school, during lunch or passing time.
- Students shall not take, possess, distribute or publish pictures, video or audio of staff or students without their permission. Distribution includes emailing, texting or showing to anyone. Publishing includes posting image, video or audio, online or in print.
- To protect student's privacy, cell phones or other PEDs may not be used or seen at any time in the locker rooms, rest rooms or any location where privacy would be expected.

- Any cell phone or other PEDs seen, heard or being used during class time may be confiscated. Appropriate disciplinary consequences will follow. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time.
- Students are not allowed to use PEDs while using hall passes. All PEDs must be checked in prior to leaving the classroom.
- If a student has a PED out, staff may call the office/campus safety to obtain the PED from the student and take it to the office.
- Repeated violations of the PED policy may result in the following:

1st offense: Student will be permitted to pick up the device in the office after the school day has ended.

2nd offense: Parent/guardian contact; student will be permitted to pick up the device in the office after the school day has ended. Student may be required to keep the device at home, or in the safe during the next school day.

3rd offense: Parent/guardian must pick up the device, and a plan created with parent and student.

4th offense: Students may receive a 2-day suspension for insubordination in lieu of having the device kept until the end of the school year. Parent must still pick up the device.

Anytime devices are used at school, staff have the right to question the specific usage. Refusal to turn over an electronic device will result in further discipline.

With permission from office staff, students may be permitted to use their cell phones in the office to contact parent/guardian.

iPad expectations:

Responsible:

- I will be a responsible user of my iPad; know where it is at all times, charge my iPad's battery daily, never leave it unattended, and always remember to bring it to school.

- I will take steps to properly save and/or submit student work completed on the iPad and make sure it is accessible when needed in class.
- I will use my iPad on a table or desktop, never in my lap, and keep it in a designated spot when not in use.
- I will download all apps required for classroom use, and acknowledge that any personal apps will be deleted if space becomes an issue and more educational apps are needed.
- I will stay on task and on app - not use my iPad as a communication device during class or as a means to communicate with anyone outside of school during the school day.
- I agree to return the iPad and case in good working condition.
- I will immediately report the theft of my device to an adult at my school.

Respectful:

- I will be respectful when using the iPad camera, obtain permission before taking or sharing photos, audio and videos, and use it in accordance with BSD rules and expectations.
- I will not attempt to bypass security settings, disassemble my iPad, remove district labels or markings, or make any modifications or repairs myself.
- I will use my iPad in ways that are appropriate, educational, and that meet BSD expectations and comply with the BSD Internet Use Agreement, both during the school day and at home.

Safe:

- I will keep my iPad safe, and acknowledge that I am responsible for all damage or loss of my iPad caused by neglect, accident, or abuse.
- I will not lend my iPad to anyone.
- I will protect my iPad by keeping it in a protective case and keep all food and liquids away.
- I will keep all passcodes and passwords for my device private and never share any personal information.
- I understand that that my iPad is subject to inspection at any time, without notice, and remains the property of Bethel School District.

***Violation of iPad expectations will result in progressive discipline.

Recording Devices

Students may not use electronic devices to record teachers and students without their permission. Students who record an event at school may have their device searched during a school investigation. Additionally, pictures may not be taken on school grounds without permission. This includes ALL social media platforms.

Additionally, laser pointers are not permitted at school and will be confiscated with progressive discipline.

◆ EMERGENCY CLOSURE OF SCHOOL

On days when weather is questionable or there is other reason why school may be closed, there is no direct notification of students. On such days, students and parents are expected to listen to local radio and television stations, or check www.schoolreport.org for information about possible closure. If school is closed, there is no staff available in the building, therefore, all activities, including athletic practices and contests are cancelled and students should not come to the campus. As a rule, school phones are not answered on emergency closure days.

◆ EVACUATION DRILLS

Fire drills/building evacuations are conducted once a month, as required by law. Two times per year, emergency lock-down and earthquake drills are practiced. Exit routes and instructions are posted in each classroom and work area, and all staff and students are required to abide by procedures for such drills. Any student who refuses to leave the building, follow instructions, or otherwise refuses to cooperate during an evacuation or emergency drill is subject to disciplinary action and will be reported to authorities.

◆ FAST PASS

Teachers are issued two Fast Passes at the beginning of each year for students to use in the hallway. Students must be accompanied with a fast pass or a note with date/time and signed

by a teacher in the hallways. Students wandering in the halls without a pass may be considered skipping and may be subject to progressive discipline. Students found with Personal Electronic Devices while out with a pass will be subject to confiscation of the device.

◆ FEES AND FINES

Optional fees may be required in some classes and for different activities at GKHS. Contact the ASB office and instructor for specific fee information. Fines or replacement costs are assessed for lost school items, damaged school property, overdue library books, unpaid fees, unreturned items from school fundraisers, stolen school property, and for other reasons determined on a case-by-case basis. Students who claim to have paid a fee or fine that still shows on school records must produce a receipt for the payment in order for the charge to be forgiven. **Students with outstanding fines will not be able to purchase dance tickets, receive diplomas/transcripts, and/or participate in athletics until fines are paid in full.**

◆ FIGHTING

Fighting is defined as any confrontation, touching, slapping, or physical contact done to intimidate, subdue, or injure another person. Also, any horseplay, mock fighting, instigation, watching or promoting fighting may result in suspension. "Stepping up", posturing or verbal confrontation is considered as fighting-like behavior thus also subject to discipline. At GKHS, any student engaged in fighting or fighting like behavior for whatever reason will be suspended for **10 days or more based on progressive discipline.**

Retaliation

Retaliation is unacceptable. At GKHS there is an adult within 25 feet of you at all times. You are to walk away and find an adult to help you solve the problem. There is a zero tolerance for fighting even if you are not the first person to throw a punch. Arguing or hitting back is disciplined at the same level as instigating or promoting fighting.

◆ FOOD PROGRAM & CAFETERIA 683-6194

Breakfast and lunch prices

Breakfast	\$1.75	F/R Breakfast	Free
Lunch	\$3.00	F/R Lunch	\$.40

Cafeteria/commons and food

Students may have food and beverage items in the Student Commons only. Food and beverages are not allowed in hallways and classrooms.

Lunchtime guidelines

Please remember to respect yourself and others during the lunch period. Students are expected to pick up their trash and wait patiently in food lines without cutting. GKHS is a closed campus. During lunch students may only be in the commons, courtyard or the library. Only the restrooms in the main hall are open during lunch.

Pre-purchase of meals

Students may put money in their account during the morning breakfast. Meals may be purchased through the Child Nutrition Office using Visa, MasterCard and Discover cards. Bank debit cards cannot be used. The Child Nutrition office will notify your student's school regarding the number of meals purchased. If you would like to pay online, go to www.PayPAMS.com, you will need the students ID number to register.

Free and reduced lunch

Applications for free and reduced lunches are online. The forms must be filled out and processed by the Child Nutrition Office before the services will be put into place. There is usually a 48-hour wait once the form is turned into the office.

◆ GRADUATION

All students are required to meet the following GKHS diploma eligibility requirements to participate in the graduation ceremony:

- Earn 24 credits (Cohorts 2019 and beyond)
- Pass all required courses by the deadline determined by the school (this includes online courses which may take longer for grades to be posted)
- All district/school fines/fees paid in full

- Have a full schedule of at least 5 classes (not including Advisory/Culminating Project) each semester at GK your Senior year. Running start courses count for this.
- Accrue less than 20 absences (excused and unexcused)
- Meet all state and district assessment requirements (for more information, go to the following website <http://www.k12.wa.us/GraduationRequirements>)
- Pass Advisory and culminating project
- Have no suspensions final month of school

Per Board policy 2410, the school reserves the right to restrict a student's participation in the graduation ceremony if he/she is not in good standing (attendance, grades and discipline) or is deemed by the staff to be a possible danger or disruption to the ceremony. Specifically, any senior suspended during the last month of school, participating in a senior prank, cheating on the advisory culminating project, or caught cheating on a final exam, may not be allowed to participate in graduation ceremonies.

5 tickets to the graduation will be distributed to each senior who is walking. An additional 5 tickets may be obtained by passing all parts of the culminating project on time. Non-graduating seniors may obtain 1 ticket. Additional tickets may be purchased in the ASB office.

See your counselor for more specific information on the graduation requirements for your specific cohort year as there are some differences.

◆ **GUIDANCE/COUNSELING CENTER** 683-6176

Our professionally trained counselors provide a comprehensive program to help all GKHS students academically, socially, and emotionally. Counselors help in areas such as understanding strengths and weaknesses, and identifying individual abilities through interest, aptitude and achievement tests. GKHS counselors are available to assist students in researching and reaching personal, vocational, college, and military goals. Counselors act as a liaison to establish effective communication between administration, teachers, parents, and students. Counselors support our GKHS mission and goals by helping students to develop appropriate personal behavior and a positive mental attitude.

Students may schedule appointments with their counselor online, before or after school, at lunch, or between classes. Students must have a pass from their teacher in order to be in the counseling center during class time.

◆ HARASSMENT, INTIMIDATION and BULLYING

Harassment and bullying are defined as unwanted putting down, pestering, taunting, touching, following, inappropriately joking about, looking at, or otherwise making another individual feel threatened or uncomfortable and is so severe, persistent, or pervasive it creates an intimidating or threatening educational environment. Many behaviors, such as isolated incidents, that do not rise to the level of harassment, intimidation or bullying may still be disciplined as disruptive conduct in the school.

Hazing is defined as doing things to or making another person do things as part of an initiation, to make him/her look silly or stupid, single him/her out, or otherwise subject him/her to ridicule or degradation by others.

Gestures, looks, and voice intonation that are intended to disrupt, put down, show aggression, or harass are not permitted. While on school property, the display of derogatory signs, symbols, or speech that demeans or promotes a specific race/ethnicity/gender will not be tolerated. The Confederate flag, and other racial slurs and/or symbols will not be tolerated.

Examples of Harassment, Intimidation and Bullying

PHYSICAL AGGRESSION	
<ul style="list-style-type: none"> ▪ Shoving ▪ Pushing ▪ Hitting ▪ Kicking ▪ Defacing Property ▪ Stealing 	<ul style="list-style-type: none"> ▪ Physical Acts that are humiliating but not bodily harmful (de-panting, tapping w/ pencil, etc) ▪ Physical Violence against family or friends ▪ Threatening with a weapon ▪ Inflicting Bodily Harm
SOCIAL ALIENATION	
<ul style="list-style-type: none"> ▪ Gossiping ▪ Embarrassing others ▪ Spreading Rumors 	<ul style="list-style-type: none"> ▪ Publicly Humiliating ▪ Excluding from group ▪ Social rejection

<ul style="list-style-type: none"> ▪ Setting up to look foolish ▪ Ethnic Slurs ▪ Dirty Looks/stares 	<ul style="list-style-type: none"> ▪ Setting up to take the blame ▪ Threatening with total isolation by peer group ▪ Texting rumors and/or hate messages
VERBAL AGRESSION	
<ul style="list-style-type: none"> ▪ Taunting ▪ Mocking ▪ Name calling ▪ Intimidating phone calls 	<ul style="list-style-type: none"> ▪ Teasing on clothing or possessions ▪ Teasing about appearance ▪ Verbal threats of aggression against property or of inflicting bodily harm
INTIMIDATION	
<ul style="list-style-type: none"> ▪ Graffiti ▪ Extortion ▪ Taking possessions ▪ Playing a trick ▪ Coercion ▪ Defacing property or clothing 	<ul style="list-style-type: none"> ▪ Publicly challenging to do something ▪ Threats using coercion against family or friends ▪ Threatening to reveal personal information ▪ Threatening with a weapon
RACIAL AND ETHNIC HARASSMENT	
<ul style="list-style-type: none"> ▪ Racial or ethnic slurs ▪ Verbal accusations, putdowns ▪ Public Humiliation ▪ Exclusion (ethnic, cultural group) 	<ul style="list-style-type: none"> ▪ Destroying or defacing property due to ethnic or cultural group ▪ Physical or verbal attacks due to group membership ▪ Joke telling with racial or ethnic targets
SEXUAL HARRASSMENT	
<ul style="list-style-type: none"> ▪ Sexual or “dirty” jokes ▪ Conversations that are too personal ▪ Howling, cat calls, whistles ▪ Leers and stares ▪ Wedgies ▪ De-Panting ▪ Rape 	<ul style="list-style-type: none"> ▪ Spreading sexual rumors ▪ Pressure for sexual activity ▪ Hitting/Slapping in private areas ▪ Cornering, blocking, standing too close, following ▪ Sexual Assault and attempted sexual assault ▪ Repeatedly asking someone out when he/she is not interested
Bullying	
<ul style="list-style-type: none"> ▪ Malicious Gossip ▪ Texting Malicious Gossip 	<ul style="list-style-type: none"> ▪ See harassment and bullying section above for more detail

In accordance with Bethel School District Board Policy #3207, any student engaged in harassment, bullying, intimidation or hazing for whatever reason will be subject to progressive

discipline and/or be referred for an intervention assessment. Please report any suspected harassment, bullying, intimidation or hazing telling a staff member, calling campus safety (683-6107) or online at <http://gkhs.bethelsd.org>

◆ HATS/HEADGEAR

Hats, hoods, and other headgear may not be worn once you have crossed the entry threshold of the building and must remain off until you exit the threshold at the end of the school day. This is a Bethel School District policy.

Bandanas and headbands are allowed as an accessory item, not as a head covering. They may not cover the entire head or face. In addition, they may not have paisley and other inappropriate prints.

Any students wearing a hat will be required to take it off.

- 1st offense: Student may pick it up from administrator at end of day.
- 2nd offense: Parent/guardian must pick up from administrator.
- 3rd offense: Locked in office until June. Students may receive a 1-day suspension for insubordination in lieu of having the item kept until the end of the school year. Parent must still pick up the item.

◆ HEALTH ROOM

683-6193

The health room is provided for all students requiring first aid, medication distribution, or health counseling. All injuries, however small, should be reported and cared for immediately. Parents and/or guardians have the primary responsibility for their students' health. The State Board of Health requires students to be fully immunized. A completed Certification of Immunization Status for or evidence that the student is exempt from being immunized for medical, religious, or personal reasons must be on file with the school. State regulations prohibit a student from attending school until these requirements are met. For a major health concern that may require emergency care, affect learning abilities or school participation, parents should notify the nurse in writing.

If You Feel Sick at School

Fill out a hall pass and ask your teacher to sign it and report to the health room immediately. The health clerk will check you in and phone your parents if you need to go home. Please stay home if you feel ill before school.

Emergencies and First Aid

Care will be given up to the limits of state law. An ambulance will be summoned for injuries or illnesses, which are judged to require more than basic first aid. It is very important for you to have current emergency contact and phone numbers on file in the health room.

Picking Up Sick Students

If your child becomes ill at school and needs to go home, they need to be released through the health room. They can only leave with someone listed on their emergency contact card located in the nurse's office. Students need to be signed out through the office.

Medications

Both prescription and OTC medications must be turned into the health clerk upon arrival at school. Students are not allowed to carry medication with them at school. In order to administer medication at school, whether prescription or over-the-counter (OTC) medication, **state law requires:**

- Written instructions from a doctor and from the parent.
- Medications must come to school in the **original** container with the student's name clearly printed on the container.
- The permission and instructions are good for one school year.
- A physician must specifically order medications that need to be carried by the student, such as an inhaler or Epi-Pen.

◆ HOURS OF OPERATION

GKHS is open each school day for parents from 6:45 a.m. until 3:00 p.m. Beyond these hours, custodial and other staff may be in the building, but formal building use must be scheduled through an administrator. Students are not to be in the building during non-school hours unless under the supervision of a staff member.

◆ I.D. CARDS/A.S.B. CARDS

All students are photographed and receive a student I.D. card that is also used as a school Library Card, as well as for access to the building at the front door. When the A.S.B. card fee is paid, the card is validated to make the student eligible for ASB activities/clubs/athletics and various discounts or free admission at GKHS events. Students are required to purchase ASB cards to participate in activities/clubs/athletics. When asked by staff, all students are required to show their I.D. card/A.S.B. card and give their correct name. **Students must have their ASB/I.D. cards on them at all times.**

◆ IMMUNIZATIONS

All students must have up-to-date shot records. Students who fail to comply with the State Immunization Law will be excluded from school. Students who have an exemption from immunization requirements may be excluded from school if exposed to a communicable disease.

◆ LETTERS

Students are able to earn both athletic, activity, and community service letters at GKHS. Letters are earned based on criteria developed by each coach, activity advisor, and ASB. In order to be eligible to earn a letter, students must have purchased an A.S.B. Card. Students purchase their letters when earned.

◆ LIBRARY

The library is open from 7:00 am to 3:00 pm. Students are welcome to use the library freely before/after school and during lunches, otherwise, students must have a written pass signed by their teacher. The GKHS ID Card/ASB Card is required to check out books or use computers. Books are due every two weeks; damaged or unreturned books will result in fines.

◆ LOCKERS

GKHS students can sign up for a locker to store their belongings. Students are required to share lockers and they will be assigned

on a first come, first serve basis. The following suggestions should help students prevent locker problems:

- Memorize your combination and do not share it. You are responsible for the contents of your locker at all times and will be subject to discipline/police intervention if your locker contains prohibited/illegal items.
- Do not tell anyone your combination. If you believe your combination has been compromised you must come and report it to the main office. You and your locker partner are both responsible for the locker contents. Please check your locker regularly for items not allowed at school. If you choose not to use your locker, you must have it unassigned to you and your name taken off the locker roster in order to remove your liability for the contents inside the locker.
- Do not store money or valuables in your locker. The school is not responsible for lost, stolen, or damaged goods belonging to students.
- Do not store items in a locker not assigned to you.
- Make sure your locker is locked when you finish using the locker.
- Report any problems with your locker to Campus Safety.
- Please do not put pictures, stickers, or pennants on lockers. Writing on lockers is not permitted. Students are responsible for the care of the locker assigned to them.
- Lockers are school property and may be inspected at any time. Locker searches are authorized under *RCW 28.600.210-240*. If the safety and welfare of school children is threatened, searches of school-issued lockers and the contents is a reasonable and necessary tool to protect the interest of the students as a whole.

◆ LOST AND FOUND

The school is not responsible for any items brought to school by students; however, the school will make every effort to help when items are lost or stolen. Stolen items should be reported to the Campus Safety Officer. A lost and found area is located in the Front Office.

◆ **NON-PERFORMANCE IN CLASS**

GKHS emphasizes the importance of learning. Improving performance requires effort and cooperation at all levels. A student may receive disciplinary action for academic non-performance, which may include one of the following:

- Failure to demonstrate consistent on task behavior
- Failure to extend sufficient effort to progress in subject matter
- Failure to turn in daily assignments on a consistent basis
- Failure to attend school on a regular basis
- Failure to put forth effort from bell to bell

◆ **OFF-LIMITS AREAS**

During school hours, students are not permitted in staff work areas, the staff lounge, parking lots, private property adjacent to the campus, unsupervised classrooms, offices other than reception areas (unless approved by a staff member), local streets, and areas within twenty feet of perimeter fences. Students in off-limits areas without permission are subject to questioning, search and disciplinary action. Frontier Middle School and Nelson Elementary campuses are off-limits during the school day. Students visiting FMS after the school day must go through the main office prior to visiting any classroom.

◆ **PLAGIARISM**

Cheating/plagiarism is defined as an intentional action done by a student: to supply work for another student; turn in work done by another student; use work from another student; rely on work that is not his/her own; knowingly give/allow another student to use or benefit from their personal work other than in circumstances clearly understood to involve collaborative or group learning; to copy and paste written works from the internet, or copy from books without proper credit being given to the original author. The judgment of the teacher or staff member who discovers cheating is final. Cheating or plagiarism may result in a one day suspension, and is subject to progressive discipline. Student will be expected to re-do the assignment or an alternative assignment to demonstrate proficiency.

◆ **PROFANITY/INAPPROPRIATE LANGUAGE**

Profanity is never acceptable at GKHS. Likewise, racist, insulting, inflammatory, and derogatory language is not tolerated. Students who use such language will be subject to disciplinary action.

◆ REPORT CARDS

Academic progress is officially reported approximately every six weeks in the form of a mid-term progress report or a trimester grade. *Progress grades* are issued to students at the mid-point of each trimester. Trimester report cards are mailed home. Parents are highly encouraged to look on Family Access to see their student's progress at any time.

◆ RETAKE POLICY

- The intent behind a redo/retake policy is to give students the opportunity to demonstrate mastery, so timeliness is important. Teachers may choose to not accept or schedule retakes during the last 5 days of a grading period. In addition, teachers may limit the time frame for scheduling an assessment to 2 weeks after an assessment was first given.
- Students will work with teachers to schedule a time to retake summative assessments.
- Students will demonstrate adequate additional learning before a retake will be scheduled.
- Please also reference the retake policy written in the teacher's syllabus.

◆ SCHOOL, STAFF AND STUDENT CONTACT

Staff contact

During school hours, staff can be contacted directly through the main office. Calls will be directed to staff member's office line. Teachers will not be interrupted during class time.

Student contact

Parents/guardians may leave messages for students through the main office. Students will not be removed from class unless it is deemed an emergency. **Please do not call or text message students' cell phones during school hours and expect them to respond. Students choosing to access a parent text/phone**

call during school hours will be considered violating the school electronic devices policy and subject to discipline.

◆ **SKATEBOARDS, SCOOTERS, BICYCLES AND TOYS**

Skateboards, scooters, and toys that move are not permitted at school at any time night or day. Bicycles are allowed but must be walked once on campus. Shoes with wheeled soles are prohibited.

◆ **STAIRWAYS AND DOOR ENTRANCES**

Except for normal traffic, stairways and door entrances are off-limits to students. Students are not allowed to sit or stand in those areas, hang over the edge of stairways, have food or beverages on stairways or in door entrances, or otherwise impede the smooth flow of movement up and down stairways and through doorways.

◆ **TECHNOLOGY**

GKHS allows students access to computers and other technology throughout the building. Bethel District Policy #2022 covers the use of district computers and access to the network. The student information system defaults to "I allow" indicating your child has access to the internet. If the first family does not want to provide this capability, see the online forms regarding Student AUP. (see also iPad policy under electronics)

Internet Code of Conduct:

- All use of the Internet must be in support of education and research and consistent with the purposes of the Bethel School District.
- Chat functions, social media networks such as Snapchat and Facebook are prohibited.
- Extensive use of the network for personal and private business is prohibited.
- Network accounts are to be used only by the authorized owner. Sharing of this information with others is grounds for deleting the individual as a user.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks or other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software is strictly prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the district's local area network is prohibited and will result in discipline and loss of computer privileges.
- The district and building administration will determine whether specific uses of the network are consistent with the acceptable use practices. We reserve the right to monitor use and reserve the right to remove a user's account at anytime. Students violating the Internet Code of Conduct will be subject to disciplinary action.

◆ **TEXTBOOKS**

Students are issued textbooks through the Book Repository in the Library. When issued a book, students are to inspect it, report any damage, and sign off on the form provided to indicate they accept that the book is in an acceptable serviceable condition and are responsible to return it without damage. Fines for lost or damaged books are assessed according to School Board Policy #2034 that lists book damage and replacement costs.

◆ **VALEDICTORIAN**

Determination of the valedictorian will be based on the cumulative GPA of students based on all grades through first semester of their senior year.

◆ **VISITORS**

Visitors are not allowed during the school day, including lunches and before and after school. Students may not have a guest accompany them to a class without pre-approval from administration. Guests at dances and other identified school functions are allowed with permission of the administrator in charge of activities and must be approved seven (7) days prior to

the event. Student age visitors (21 years of age or younger) must see the principal or principal designee for prior approval before attending any GKHS activities. Students with babies or small children are not allowed to bring them to school, if the student-parent has no babysitter, he/she should stay home with his/her child. Pets are not allowed at school.

Parents wishing to visit classrooms must receive pre-approval from administration at least 24 hours in advance.

◆ WITHDRAWAL FROM SCHOOL OR CLASSES

Students withdrawing and leaving GKHS to go to another school, are required to return all textbooks and school-owned items, pay all fines, and sign out through the Counseling Office. No student is allowed to withdraw from a class except through the Counseling Office. Any student who attempts to drop a class by simply not attending is subject to discipline for truancy.