

Table of Contents

Building Control	3
Room Supervision	3
Planning.....	3
Communications.....	3,4
Classroom Phones	4
Cell Phones and Pagers	4
Long Distance Calls.....	4
Outlook Express (E-mails) and Outlook Calendar.....	4
Facilities Request (In-house).....	4
Casual Dress	4
Teacher Meetings.....	4
School Money.....	5,5
Fundraisers.....	5
Field Trips.....	5
Keys.....	5
Care of Equipment.....	5
Optional Days	6,6
Annual Leave Days	6
SIP Optional Days	6
Final Check-out	6
Attendance, Enrollment of New Students, and Withdrawals.....	6
ATTENDANCE	6
ENROLLMENT:	6
WITHDRAWALS:	6,7
CLASS ENTRANCE:	7
Posting of Classroom Lists	7
Paper Headings.....	7
First Period	7
First Period Handouts – beginning of year.....	7,8
Advisory Period (PUP Connection).....	8
Lockers and Lock Assignments	8
Noon Hour	8
Accidents	8
Insurance.....	9
Movies	9
Drug/Alcohol Program Requirements	9
Assemblies	9
Room Parties.....	9
Use of Teaching Area Other Than Own.....	9
Teacher Referral of Students.....	9,10
Corporal Punishment.....	10
Corporate Punishment.....	10
Tardy Policy.....	10
Mid-Quarter Progress Reports.....	10
Good Work Slips.....	10

Supplies.....	10
Office Security	10
Guest Speakers.....	11
Copyright Material	11
Technology-District Computers	11
Child Abuse	11
Sexual Harassment	11
Staff Absences	11
Teacher Workday	11
Textbooks.....	12
Unauthorized People on Campus.....	12
Student Visitors	12
Transportation Requests	12
Early Dismissal from Class.....	12
Requests for Homework Assignments.....	12
Grading.....	12,13
Grade Books.....	13
Report Cards	13
Posting of Grades.....	14
Athletics	14
ATHLETIC CODE	15-17
Fire Drills	18
Fire Drill Map	19
Guidelines for Caring for Red Flag Emergencies at School.....	20
DIABETES	20
SEIZURE DISORDER-EPILEPSY	20
ASTHMA	20
BEE STING ALLERGIES	21
HIVES	21
DRUG AND OTHER ALLERGIES	21
SHUNTS RELATED TO HYDROCEPHALUS	21
HEART PROBLEMS	22
SEXUAL HARASSMENT.....	23,24
SEXUAL HARASSMENT PROCEDURE	25-27

GRANDVIEW MIDDLE SCHOOL GENERAL BUILDING PROCEDURE

Building Control

Each teacher must actively participate in building supervision of a program that is to operate effectively. More problems occur during out-of-class time than during class. Therefore it is extremely important that teachers appear at their doors or be in the halls between periods and before and after school. This does not mean that each tiny infraction need be punished, but the teacher's presence will greatly facilitate passing and reduce the need for disciplinary action. Teachers should be in their assigned rooms by 7:10 in the morning and all, except coaches, should remain in their assigned rooms until 2:40 in the afternoon.

Room Supervision

While good and thorough planning generally precludes the necessity, should a teacher find it imperative to be away from an assigned group, HE OR SHE MUST MAKE PROVISIONS FOR THAT GROUP'S SUPERVISION. **Students (individual or groups) should not be left in a room without supervision.** Please be conscious of possible liability (yours especially) should you be tempted to leave students unattended. Students should not be placed in desks and/or chairs in the halls as this becomes a safety hazard in the event of fire evacuations. No student should be sent outside without a coat in cold weather (pertains mostly to portable classrooms).

Planning

Plan books are issued to each teacher at the opening of school. Plans and objectives should be kept up to date and may be subject to call on Friday afternoon, at which time lessons for the coming week should be included therein. To assist in this, our schedule provides a planning period for each teacher, making a desk and chair available to him or her. Teachers with a plan period first, fifth, or seventh period should be sure not to use this period for late arrival or early departure.

Please leave plan books, adequate for a substitute with objectives included, on the desk before leaving school on Friday. Substitute teachers can only judge the teacher by what they see in a plan book or a grade book. Keeping them in good shape is good public relations. Include any specific information (seating charts, special schedules, etc.) that a substitute might need to do the job. Substitute handbooks are provided and are expected to be complete for substitutes. **Please present plan book and grade book to evaluator at time of formal evaluation.**

Communications

Effective communication is a challenge inside our school as well as to our families. We are committed to doing the best we can to communicate clearly and frequently about information of mutual interest. We expect you to check your e-mail and voice mail messages at least once a day and, as much as possible, respond to any communications within 24 hours.

Remember that schools are always expected to perform at a high level. Grammar, spelling, and ideas should always be carefully examined. **Please send a copy to the office of all information going home.**

Any press releases should be cleared through the office. Please be sure to make administrators aware of any activities that you would like to plan that are out of the realm of business as usual; for example, trips away from the building, parties, fundraisers, etc. Parents often have questions and call the office for

clarification. Be sure comments and correspondence to parents is factual and within policy and your area of responsibility.

Classroom Phones

Classroom phones are a true aid in assistance with communication and assisting in making contact with parents to build partnerships. As a part of a partnership, each staff member assigned a building phone extension will be required to develop a personalized recorded message for the voice mail system. This would include an external greeting and an internal greeting. If you have misplaced your copy of directions for using the Call Pilot system, a new copy can be picked up in the office. Phones may be kept on “Forward” during the instructional period. It is expected that you will check your messages often.

Cell Phones and Pagers

Using cell phones during class time is not permitted for either staff or students. They are to remain off during class time and staff meetings.

Long Distance Calls

Personal calls should not be made from school phones during the workday. Non-school related phone calls must be billed to you.

Outlook Express (E-mails) and Outlook Calendar

Make it a point to read your e-mails daily. All Grandview events will be posted on the Outlook Calendar. If you want to make a posting to the calendar for everyone at GMS to see, you must invite GMS staff through the calendar system.

Facilities Request (in-house)

For any use of GMS facilities, requests must be made through Darcy Touchette by filling out a Building Use Form. Do not assume that the facilities are reserved for your use by posting an event to the calendar.

Casual Dress

Casual dress day is every Friday. Jeans may be worn at this time. On Monday thru Thursdays dress should be professional befitting your position.

Teacher Meetings

All teachers should arrange their personal schedules so that the first and third Wednesday of each month are free for meetings after school. Unless there is something that cannot be delayed, meetings will be limited to these times, and then subject to call. Anyone assigned to extra-curricular activities should plan on being at the meetings and it will be their responsibility to check prior to that day to ascertain if a meeting will be held so that the activity may be canceled.

School Money:

- 1) Don't order anything without prior approval and appropriate paper work (requisition, purchase orders, etc.)
- 2) Don't anticipate reimbursement for purchaser made without following #1.
- 3) Receipt books will be issued to staffers only for the finite periods of fundraisers (with a possible few exceptions).
- 4) Appropriately counted, sorted and receipted money shall be submitted to the office daily.
- 5) If in doubt on money issues, check with Lana, Jack, Carol, or Tina.

Fundraisers

Anyone wishing to conduct a fundraiser **must receive approval from the Assistant Principal** before proceeding. Thirty days notice must be given prior to a fundraiser being held. You will then be sent to the GSD **Director of Business** for an interview and final approval. (Do not communicate the activity to students until approval has been given.) You will be given the fundraiser packet to follow for accurate money-handling procedures, with a reminder that final reconciliation will be filed within 15 days after completing the fundraiser. **At no time** are any purchases, plans, etc., to be made without prior approval as above.

Field Trips

All field trips must have prior approval by the Building Principal. Before setting field trip plans in place, prior approval must have been received. You may then pick up a "Field Trip Check List" packet in the office and discuss your plans with the Building Principal. Be sure to check the school calendar for conflicting dates, etc., and notify the Secretary to log the date on the bulletin calendar. BE SURE to fill out the Field Trip Permission form well in advance, as it requires information to be returned by parents. Please send a copy of the form to the office the same day it is sent home, as there are bound to be phone calls from parents. There are two types of forms:

Local Field Trip – Anything outside school grounds

Out-of-Town – Anything requiring transportation outside Grandview

Keys

Avoid leaving unlocked valuables out where they are visible. Your keys are not to be given to other people (includes coaching key). **Loaning keys to students and non-employees will result in disciplinary measures.** Even though school employees have keys to schools, they still must get permission and schedule usage of facilities through the district office.

You are responsible for all keys issued to you. Anyone losing keys should report this to the office immediately as this could result in a breach of building security. A \$20 charge will be assessed for each incident of lost keys.

Care of Equipment

Take good care of GMS and its equipment and materials, and see that the students under your supervision do so also. Take and instill pride in GMS.

Optional Days

All Certified Staff are responsible for keeping track of the number of days they have taken and for turning in appropriate paperwork. Teachers must complete the appropriate form and submit to the principal or designee. The administrator will return the signed forms. After completing the Optional Day form, the teacher must sign it and return it to the same administrator for him/her to sign and send to payroll. Payroll provides periodic reports—on file in office, if you lose track of the days.

Annual Leave Days

Please refer to the collective bargaining agreement (Section 16, letter E). Requests for annual leave forms are available in the office (Lana). Requests must be submitted at least 5 days in advance. The first five staff members in the district are eligible for approval on a first come basis.

SIP Optional Days

To access SIP Optional Days, the employee's team's plan must relate to the four goal areas and be submitted to the building principal for approval on the Optional Day form. These days must be pre-approved by the principal, if not related to the four goal areas.

Final Check-out

Check-out at the end of the year must be completed within two days of the last contracted day unless arrangements have been made with the principal.

Attendance, Enrollment of New Students, and Withdrawals

ATTENDANCE:

1. Teachers will ACCURATELY record student attendance, including tardies, in their grade books as well as on-line. **Attendance must be taken within the first fifteen minutes of each class period.** Assigning the duty to a student is allowed as long as the teacher checks each report for accuracy. Responsibility for accuracy and promptness remains with the teacher.
2. Students are not to be admitted to class after an absence or first period tardy unless holding appropriate documentation from the office (Admit Slip).
3. See Tardy Policy, page 10.

ENROLLMENT:

1. Secretaries, Counselors, the Assistant Principal and Principal will use the prepared folders for enrolling new students.
2. Schedule changes: Teachers involved with the change of schedule will initial the student's Add/Drop slip, provide a % grade in space provided on the slip, and change their class records accordingly draw a line through name of student in grade book and date withdrawn).

WITHDRAWALS:

1. Students leaving school **MUST** check in their books and be cleared by all teachers and the Library. Teachers who know that a student is leaving should notify the office so that verification can be made

with parents. A day or two before the student's last day, send the student to the office for the Textbook Check-out Sheet, so that he/she may begin to turn in books. Please enter his/her grade on the check-out sheet and initial when the students checks in his/her textbooks. Write in amount of fine assessed, if any. Adjust your grade book accordingly, to reflect student withdrawing.

2. A student is **not officially withdrawn until the date stated in e-mail generated by counselors**. Failure to count a student absent until he is officially withdrawn results in an inaccurate attendance picture.

CLASS ENTRANCE:

No student should be accepted in a class without having appropriate documentation issued by the office (new schedule or add/drop slip, initialed by Counselor).

Posting of Classroom Lists

Many teachers post student lists outside or in close proximity to their room to assist students and parents in locating their classroom. There is some concern, however, that leaving these lists posted for long periods of time may become a safety issue for some students, especially in the case of custodial parent disputes. For this reason, please refrain from posting names outside the classroom of any other area visible from outside the building after the first two weeks.

Paper Headings

As a result of the 2002 Language Arts in-service on curriculum, a recommendation was made to adopt a consistent format for paper headings district wide for each grade level. (See "Minimum Writing Standards for Language Arts" sheet for additional instructions.) The format to be used is as follows:
(This is formatted in the student planners as well).

LEFT SIDE	RIGHT SIDE
Name	Additional information Date Subject or Class Period Assignment

First Period

First period is the designated time for the mandatory reading of the daily bulletin (this is the only way kids find out what is going on), money collections, A.S.B. functions, and the flag salute. Lockers have been assigned to 7th & 8th grade students and the locker number is listed on their schedules.

First Period Handouts – beginning of year

1. Student Handbook Planners - To go out and be discussed with each student.
2. Grandview School District Rights-Responsibilities-Regulations

3. District FERPA info sheet (rights to privacy).
4. School Insurance form
5. Free or Reduced Lunch Form
6. District Calendar
7. Internet Use Permission form

Advisory Period (PUP Connection)

Advisory period will take place on Wednesdays from 9:16 a.m. to 9:40 a.m. There will be twenty lessons (based on Navigation 101 curriculum <http://www.k12.wa.us/navigation101/curriculum.aspx>).

In addition ASB representatives' meetings will be held during PC time (approximately 7 times during the school year). There will also be four WEB lessons throughout the year, one each quarter during PC time. Student Led Conferences will be facilitated through the advisory program.

Lockers and Lock Assignments

Locks and lockers have been mass assigned to 7th and 8th grade students.

Students are discouraged from going to their lockers except before school in the morning and at the beginning and end of their lunch period. Please observe the bulletin issued with the noon hour schedule. **It is very important that teachers discuss this if our halls are to be quiet during the noon hours.**

Noon Hour

Because of the large student participation in the cafeteria facility, it is necessary to provide three lunch periods. A schedule is made at the beginning of school providing for these groups. Students may not leave the grounds at noon except to go home for lunch and must carry a pass showing they have authorization to do so. Passes are provided by the office after receiving permission from parent and/or guardian. Students with passes to go home at lunch are expected to be back and on time to their next class.

All teachers should lock their doors when leaving for lunch. **If students are returning to your room, provide them with a pass and the time they are supposed to report.** If you are keeping a student in for part of the lunch hour, arrange to have them meet you by the cafeteria. **No students** will be allowed in the rooms **without teacher supervision.** This will prevent the students from wandering outside rooms in the halls where they are not permitted. As per the building policy, it is preferred that you use the organized noon detention.

Accidents

For any student injured, an accident form must be filled out. These forms are available in the office. (Note difference between "Student/Outside Visitor" and "Employee/Volunteer" forms). The teacher in charge of the student at the time of the accident will fill out the form.

Teachers who are injured on the job need to fill out an incident report. If you need to see a doctor, there are additional forms that need to be completed and taken with you when you see the doctor.

Insurance

School insurance may be obtained by students, if desired. It is the responsibility of the person supervising any interscholastic sport to be sure that all students have proper insurance before permitting them to practice or participate. All students should also be advised that when they have received an injury and will need medical claim, it is their responsibility to request the form from the office. **School insurance does not cover all costs. This should be emphasized to students.**

Movies

Movies shown in class must be directly related to the course curriculum and the unit of study. This includes any type of reward projects. **Showing of a commercial film, video, or DVD will need prior approval by the principal or assistant principal.** Any film, video, or DVD shown must be age appropriate and reflect the standards we set for our students. Films, videos, or DVD's of a controversial or sensitive nature must have pre-approval by the principal.

Drug/Alcohol Program Requirements

All instructional drug and alcohol programs must address:

- a) legal consequences
- b) social consequences
- c) health consequences
- d) resisting peer pressure
- e) need to distribute information on resources available for drug/alcohol counseling and rehabilitation

Assemblies

Unless otherwise assigned, teachers will escort their classes to school assemblies and sit with the group they bring. Teaching appropriate assembly manners will be the responsibility of every teacher. For full school assemblies, 8th graders designated seating is the center section with the 6th graders on the east (parking lot) side and the 7th graders on the west (main hall) side.

Room Parties

Should be infrequent, low key, and minimize lost instructional time.

Use of Teaching Area Other Than Own

If you need to use a teaching station other than your own, please make every effort to give ample notice to the staffer who's normally in charge of the space.

Teacher Referral of Students

(Refer to "Time to Teach" Policies)

Written documentation must accompany or precede students referred to the office for disciplinary reasons. For the immediate and severely abhorrent infraction, a simple, though specific, statement of the facts is usually sufficient; especially when entering information into Skyward.

For cumulative-type infractions of lesser magnitude, attributable more to poor training and or immaturity please include the number and type of interventions already attempted in conjunction with your classroom management plan. These may include but are not limited to such consequences as parent conferences, loss of privileges for varying amounts of time, written assignments, loss of reward others will receive, isolation, counselor referral. Referrals of this nature without credible previous intervention documentation will be returned to point of origin.

Corporal Punishment

In conjunction with state law, corporal punishment is not used in Grandview Middle School.

Corporate Punishment

Please avoid meting out consequences to an entire class for the improprieties of individuals. This becomes impossible to support, is educationally unsound, and is grounds for evaluation reprimand.

Tardy Policy

Teachers will hold students accountable to be punctual to class. Please accurately record and track pupil tardies and initiate action for unexcused tardies according to the following schedule.

- 1st offense – Lunch Detention
- 2nd offense – Lunch Detention/ After school Detention
- 3rd offense – Letter sent home requiring parents to contact the attendance office / Lunch detention, / and Academy.
- 4th offense – Parent Conference / Lunch detention / and Academy. (NOTE: Tardies accumulate quarterly. This means that at the beginning of each quarter, students start with “0” unexcused tardies.)

Assigning high value to punctuality, reviewing this policy with students periodically, and teachers being visible in the hallways between classes should help students arrive to class in a timely fashion.

Mid-Quarter Progress Reports

Mid-quarter progress reports are sent home to all parents with the students. Progress reports may be sent home at any time during the year should it be deemed necessary by the student’s teacher due to lack of or sudden change in student performance. Lack of preparedness for class (no books, paper, pencil, and assignments) may significantly impact a student’s grade.

Good Work Slips

Slips may be sent home anytime during the school year. They are an attempt to accentuate the positive. Requests for good work slips or postcards may be made with the Secretary. Please use the phone to convey positive behavior and performance to parents.

Supplies

Supplies are very limited. Department money should be used to supply your classroom needs.

Office Security

No one is allowed in the safe or the office supply room without permission.

Guest Speakers

Guest speakers must be cleared with the building administration in advance. Do not invite a speaker to talk to your class without obtaining prior permission. When the speaker is approved, the name will be entered in a guest speaker log in the main office. When the speaker arrives on campus he/she will sign in, be given a visitor ID badge and then proceed to class.

Copyright Material

All staff members are expected to follow all laws related to copyright compliance. This includes movies or videos.

Technology-District Computers

Each staff member is expected to sign the Grandview School District K-20 internet user's agreement on an annual basis. Violation of the district's K-20 internet use policy may lead to disciplinary action. All classroom and lab computers and monitors must be shut down and turned off at the end of each business day.

Child Abuse Policy #3421

Child Abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. **The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation and are required to report this information.** Failure to do so can lead to criminal prosecution and loss of certification. Report all suspected abuse to a counselor and they will notify CPS and the building administrator.

Sexual Harassment

The Grandview School District does not tolerate sexual harassment of any kind. A copy of the district's policy is included in this notebook. Additionally, the policy is reviewed to all employees during their first faculty meeting of the year. Employees involved in the harassment of others face disciplinary actions up to termination.

Staff Absences

Whenever a staff member is absent from school, the following expectations occur. The absent teacher must leave detailed lesson plans and any necessary supplies and materials so that the person covering for you can teach the class. It is not the responsibility of the person substituting for you to make copies or get supplies. For absences occurring within five days of the current day, call the substitute line at 882-8517. Absences occurring more than five days in advance, complete the appropriate form available in the office. If you become ill at school, notify the office. We will get someone to cover your class (es) as quickly as possible. Staff members who do not require substitutes are expected to notify the building secretary (Lana) if they will be absent.

Teacher Workday

Teachers are expected to be on campus and available to meet with students, parents, or to perform other educational related duties at 7:10 a.m. The workday ends no earlier than 30 minutes after the end of the last period of the day. For the 2009-10 school year, the GMS teacher schedule will be from 7:10 a.m. to 2:40

p.m. Teachers are expected to be available to meet with parents and/or students during these times.

Textbooks

Teachers are responsible for their textbooks. This includes checkout, returns, and accounting for all books assigned. Record the number and condition of each book issued to students and check the condition of returned books. The student is liable for the cost of replacing and/or the repair of textbooks that have been lost or damaged. Teachers are expected to submit a complete inventory of textbooks and disposition in September and June.

Unauthorized People on Campus

No person is allowed on campus without first reporting to the office and obtaining a visitor's pass.

Student Visitors

Students visiting the school must call ahead and get prior permission from the teacher they are wishing to visit. The teacher is then to call the office with the names of students they are expecting to visit them.

Transportation Requests

See Mrs. Bardwell for all requests School Bus transportation requests. School Bus transportation request must be made no less than ten business days prior to the trip.

Early Dismissal from Class

Classes are not to be dismissed early without permission from a building administrator.

Requests for Homework Assignments

When requested, assignments for absent students must be sent to the office as quickly as possible on all requests sent from the office to teachers before noon. These requests are due before the dismissal of school.

Grading

When grading, please adhere to the standard building letter grade/percentage equivalents listed below:

A	= 93-100%
A-	= 90-92%
B+	= 87-89%
B	= 83-86%
B-	= 80-82%
C+	= 77-79%
C	= 73-76%
C-	= 70-72%

- D+ = 67-69%
- D = 63-66%
- D- = 60-62%
- F = 59% and below

It is prudent for teachers to constantly review their grading practices. An inordinate number of grades at either end of the spectrum may indicate inappropriate subject matter, ineffectual teaching methods, or inequitable grading systems. In spite of the many variables unique to any given class, grade distribution should bear some resemblance to what research has determined as "normal".

A "P" grade may be used for SpEd students in a regular class. S, S+, or S- (or U) is used for all Office/Library Aides/Classroom Aides. No Credit (NC) indicates the student was not enrolled in school more than 20 days, time needed to assess a grade. The grade "E" is provided for that student showing effort but unable to perform at grade level. Participation grade must be part of the overall grading process in all classes.

Be sure any incomplete grade is changed on-line to a letter grade as soon as possible. Any incomplete becomes an "F" within five days after grades are given (exceptions in special cases). The teacher is responsible for changing the incomplete marking.

Prior to assigning a failing semester grade, a teacher will need to have documentation showing that they have made parent contact. This can be completed in person, by phone and/or mail.

Grade Books

A teacher should always have a well-kept grade book with a sufficient number of recorded scores to explain marks given to a student. Include the date of assignments, if possible, and specifically mark quarter and semester final exam grades. If a point system is used, a copy should be included. These books may be subject to call in the same way as lesson plan books. **Please give plan and grade book during observation. Always print a hard copy of electronic grades at the end of each grading period.**

Report Cards

The report card is issued every nine weeks. Students must attain a 3.5 grade point average or better to qualify for Honor Roll or a 3.2 – 3.49 grade point average to receive Honorable Mention. Hard copies of all grade confirmations should be turned in to the office in a timely manner, prior to the ordering of report cards (done by office).

In computing honor roll, the following table is used:

A	=	4.0	B-	=	2.8	D+	=	1.2
A-	=	3.8	C+	=	2.2	D	=	1.0
B+	=	3.2	C	=	2.0	D-	=	0.8
B	=	3.0	C-	=	1.8	F	=	0.0

Posting of Grades

All grades need to be posted promptly at the time the grading window is opened.

Athletics

All students should be encouraged to participate in one or more of the extra-curricular activities our athletic program provides but not at the expense of satisfactory academic progress.

All instructional staff is responsible for holding student/athletes academically accountable and may initiate academic eligibility checks at any time. Report card grades will be used as initial data.

A copy of the Athletic Code, of which Scholastic Eligibility standards are a part, is included on the following page.

Students using the locker room after school are to use only the outside door for leaving the building and may not be in the halls. Hall exit doors from the locker rooms will remain locked after school.

GRANDVIEW MIDDLE SCHOOL

ATHLETIC CODE 2009 - 2010

PHILOSOPHY OF ATHLETICS

At Grandview Middle School, it is our belief that interscholastic athletic competition is one of the greatest motivational forces for students. The desire to excel is fundamental in nature and finds one of its highest expressions in a wholesome and well constructed athletic program.

OBJECTIVES OF ATHLETICS

- To encourage the greatest possible number of students to take part in the program.
- To promote the health and welfare of the participants.
- To promote the physical development of the participants.
- To provide consistency and fairness in all decisions that is made.
- To provide as wide a variety of activities as possible.
- To promote good sportsmanship, clean living and good citizenship.
- To develop as high a degree of individual and team skill as possible.

ATTENDANCE

- ❖ A student athlete must be at school for the full day on days of practice and on days an event is scheduled in order to participate. The only exception would be a prearranged medical appointment with a doctor's note or attendance at a funeral.
- ❖ Students must attend all classes and not be tardy the day following a competition. This may result in limited play in the following contest.
- ❖ Individual exceptions may be approved by the principal or assistant principal.

SCHOLASTIC ELIGIBILITY

1. All student athletes and managers will pass all classes.
2. Initial grade checks will be based on the student athlete's previous-semester/trimester grades.
3. If a student athlete received an F on their previous semester/trimester grades, they will be automatically placed on Academic Probation. The suspension period for middle level students shall be from the end of the previous semester/trimester through the first three weeks of the succeeding semester/trimester. Each student is eligible on Monday of the week following the end of the suspension period. Three or more teaching days shall constitute a week. (WIAA 18.6.5) Suspension is defined as not being eligible to participate in competition.
4. The buildings athletic director will begin weekly grade checks the first week of competition.
5. Grade checks thereafter will be taken on a weekly basis for those students. The athletic director may use the current quarter's grades for the weekly grade check if the reporting period falls within a sporting season.
6. If a student athlete who was initially placed on academic probation receives an F during the weekly grade checks, they will miss one week of competition, beginning immediately.

7. The athletic director will send to all teachers a roster of players on a weekly basis. The teachers will then note any students who are receiving an F and return that roster to the athletic director, who will then place the student athlete on academic probation. Student athletes who are eligible (based on previous semester/trimester grades) will be eligible to play for the first week of

academic probation; however they will become ineligible for competition after receiving their second F during any one sports season. The student athlete will remain ineligible until they are no longer receiving an F.

8. A student athlete who is removed from a team or quits after the first competition will automatically become ineligible for the first week of competition of the next sport in which they participate.
9. A student who quits an activity may not participate in another during the same season unless mutually agreed upon by both coaches and the athletic director.
10. All student athletes on probation will be required to attend tutoring for 30 minutes before or after school. This tutoring will be arranged by the coach and/or athletic director. Mandatory Friday tutoring from the time school is out until practice starts will be required by all students on academic probation. Study Hall is provided to all athletes regardless of academic success on Friday.
11. Grade checks can only be initiated by the athletic director.

Exceptions to the above rules will be made at the discretion of the building administrators in light of unique educational and/or personal needs of the student athlete.

GENERAL REQUIREMENTS

1. Students that have outstanding fees, fines, or unreturned athletic equipment will not receive a uniform in succeeding sports seasons until these items have been returned or paid for. This policy will follow students to the high school.
2. Scheduled practices or activities do not excuse student athletes from serving detention time, and student athletes must report to detention before going to practice. Owed detention will be a consideration for coaches when choosing teams.
3. Referrals to the office for disciplinary action can result in the student being suspended from participation. Cumulative referrals will be a consideration for coaches when choosing teams.
4. Student athletes who are suspended from school or have been placed in In-School Suspension may not attend any form of practice or athletic competition for the days that the suspension is in place. This includes weekend competitions.
5. An ASB card, doctor's physical, signed Athletic Code and Communication Guidelines, and Emergency Information are required before a student may participate in a practice.
6. With the approval of administration, coaches may have additional rules which pertain to their specific season.

ATHLETIC INJURIES

Report **all** athletic injuries, regardless of how trivial, to your coach immediately.

TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES

I. USE OF ILLEGAL SUBSTANCES

The use or possession (actual or constructive¹) of alcohol, tobacco or drugs (illegal) in any amount is prohibited. Law enforcement authority may be contacted. Washington Interscholastic Activities Association (WIAA) 18.26.2 - Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, Revised Code of Washington (RCW) 69.41.020-050) and controlled substances (RCW 69.50) shall be considered a violation of the athletic code and standards, and shall subject the student to disciplinary actions. All violations accumulate with an athlete until the last day of school of the year the athlete graduates from Grandview Middle School.

1. FIRST VIOLATION

The student shall be immediately ineligible for interscholastic competition for the remainder of the season. Eligibility may be reinstated the season during which the violation occurred or was recognized if the student (with parent approval if applicable) agrees to participate and completely follow the recommendations of a Grandview School District approved assessment/assistance program. In order to be eligible to participate in interscholastic competition the next season, the student shall meet with a Grandview Middle School eligibility board (consisting of the athletic director (or designee), a school counselor (or designee), a coach who does not coach the student, and a district drug and alcohol intervention specialist). This eligibility board will recommend to the principal appropriate action and the principal (or designee) will have final authority as to the student's participation in interscholastic competition.

VOLUNTEER ADMISSION CLAUSE

If a student voluntarily comes forward and admits to a problem with drugs, alcohol, and/or tobacco and an agreement can be made between the student, parent(s)/guardian(s), and the Resource Management Team (RMT) to treat the student, it will be considered a guidance problem and not a discipline problem. The student will be referred to the RMT and must follow recommendations of the RMT. STUDENT WILL NOT BE DECLARED INELIGIBLE AND MAY CONTINUE PARTICIPATION IN INTERSCHOLASTIC COMPETITION IF RMT RECOMMENDATIONS ARE COMPLETELY FOLLOWED.

1. Constructive is defined as not actual but implied by operation of the law.

TO PARENTS AND STUDENT ATHLETES

This set of rules and regulations is for your information and guidance. Please read them carefully. Your signature as a parent will indicate that you agree that the rules are reasonable and equitable and that your son or daughter will follow them if she/he turns out for sports.

Your signature as a member of an athletic team indicates that you will abide by these rules and regulations to the best of your ability.

Student's Signature _____ Grade ____ Sport _____

Parent's Signature _____ Date _____

Fire Drills

The State guide for fire drills makes the following provision. Fire drill escape patterns are posted in each room and a building guide is provided in this handbook. Teachers are designated as room captains. They shall:

1. See that all members of respective classes form orderly lines preparatory to leaving building.
2. Remain in room until all students have left.
3. Where teachers have been designated for search duty, they should do so after joining their students to preceding lines.
4. Monitors:
 - a. More mature pupils should be assigned to assist, open doors.
 - b. Physically handicapped students should be provided for by more sturdy monitors moving independently of the regular line of march.
 - c. May be assigned as exit guards, searchers, etc. Two substitutes should be appointed for each position.
5. There shall be at least one fire drill per month.
6. Drills should be held at many varying times and obstructed drills should be used.
7. If pupils are not in regular class situations, they should be instructed to form a line and file toward the nearest exit. **THE LINE IS EXTREMELY IMPORTANT.**
8. Teachers should take their grade book with them for roll call purposes.

(See Fire Drill Map)

Guidelines for Caring for Red Flag Emergencies at School

DIABETES

The most common complaint will be weakness and/or dizziness. When this occurs, give fruit juice to student and observe for fifteen minutes. Symptoms will normally disappear in that time. If symptoms do not disappear, repeat juice adding a (1) tablespoon of sugar or honey, and wait fifteen minutes. If symptoms are not relieved, call parent to come for the student.

If the student is vomiting, be sure to send the student home with a parent or alternate. **DO NOT ALLOW HIGH SCHOOL STUDENTS** who are diabetics and ill to go home alone. **ALWAYS NOTIFY PARENT THAT THE STUDENT IS ILL AND HAVE SOMEONE COME FOR THEM.**

The only real emergency is loss of consciousness with or without convulsions. In this event, the student must be transported as quickly as possible to a hospital for medical care. Protect the airway. **DO NOT ATTEMPT TO GIVE JUICE, SUGAR, OR HONEY TO AN UNCONSCIOUS STUDENT.** Do not worry about giving too much sugar if the student is conscious, as the greater danger is from too little sugar in the blood stream.

SEIZURE DISORDER-EPILEPSY

Nearly all identified students with a seizure disorder take medication adequate to control the seizure activity.

If a student has a seizure at school, he or she must be protected from injury. **DO NOT PUT ANYTHING** in the student's mouth. Turn student to one side protecting the head and the airway. When the seizure is over, allow the student to rest if he or she so desires. **DO NOT PANIC OR SEND STUDENTS OUT OR RUNNING TO OFFICE.**

Notify the parent so that they are aware of the break in control. Question the student regarding the last dose of medication. If a student seems ill, take the student's temperature after a short rest from the seizure. Then have parent or alternate take the student home.

The true emergency for those with seizure disorders is known as status epilepticus and means **CONTINUAL SEIZURE ACTIVITY.** This requires the students to be transported (usually by ambulance) to designated hospital for medical care. **EXTREME CARE MUST BE USED TO MAINTAIN AN ADEQUATE AIRWAY AS THE STUDENT WILL BE UNCONSCIOUS.** Notify parent to meet student at the hospital and arrange for transportation as quickly as possible.

ASTHMA

Students with asthma attacks may be given medications as ordered by their physician and kept at school. Allow student to rest in a sitting position until respirations are eased. Medication should relieve the attack within twenty minutes. Be sure to read the directions for giving medication carefully and repeat medications at the correct interval if so ordered by the physician.

If the attack is not promptly relieved, call parent to take student home. **DO NOT** leave student in an asthma attack alone.

BEE STING ALLERGIES

Reactions to bee stings are usually of two categories:

1. Those with violent actions who require immediate care. These students will usually have:
 - a. an anakit
 - b. medication on their person or in the office at school to be used as directed.

They are then to be transported to the nearest available physician. Call ahead to the physician to be sure the doctor is in before the student leaves school. Have someone call the parent to meet the student at the doctor and/or hospital--be sure to tell the parent the name of the doctor being used.

2. Those who will have localized swelling which may or may not develop into a more severe reaction. These students require:
 - a. an ice pack to the area of the sting
 - b. use of bite medication to the skin of the bite area
 - c. use of medication, if any, which is kept at school to control reactions

These students need to be observed for at least twenty minutes. Do not leave them by themselves. If any question arises as to the reaction, call parent to come for the student or, if no one is available, school personnel must take student to a medical facility for care.

HIVES

Parent should be notified as hives are potentially very dangerous. The student should be taken home for parent observation and/or medical evaluation. If unable to send home, the student should be checked by the nurse.

School personnel must seek medical care for the student if hives become worse or affect respiration when the parent or alternate is not available.

STUDENTS WITH DRUG AND OTHER ALLERGIES--i.e. penicillin

All that is required with these students is notification of physician or dentist of allergy when student must have emergency care and is taken for that care by persons other than parent.

STUDENT WITH SHUNTS RELATED TO HYDROCEPHALUS

Protect head and neck from injury--should not play in contact sports or tumble. Be aware of and report to parents frequent complaint of headache. Watch for seizure activity and report all seizure activity to parent promptly--many take medication to control seizure activity.

Loss of consciousness: parent should be assisted to get the student to hospital or doctor's office for immediate evaluation.

HEART PROBLEMS

Depending on the heart problem the condition may cause:

- Loss of consciousness--usually fainting
- Difficulty in breathing--cyanosis (blueness of skin)
- Irregular and/or too rapid (more than 120) or too slow (less than 40) heart rate.

Notify the parent--may require transport to physician and/or hospital with parent meeting student and school personnel at medical facility.

Police department vehicles carry oxygen and will assist within minutes if needed.

Remember a few will be having difficulty breathing and the use of an extra pillow under the chest and head will assist the student to breathe more easily.

In all emergencies, please remember that common sense and calmness help most often.

As long as a student is breathing easily and has an adequate pulse rate, and is not bleeding profusely, he or she will benefit by the calm assurance of the person dealing with him and will not be further injured by taking time to really look at the problem before taking any drastic action.

Remember to take signed red flag emergency card (at Middle School and High School) or the signed file card (from elementary school) with you when school personnel take students to a doctor and/or hospital.

PLEASE CALL THE SCHOOL NURSE FOR ASSISTANCE IN EMERGENCIES:

- **8610 – Nurse Room at GMS**
- **8602, 8603 – Secretary Desk (will contact Nurse by cell phone)**
- **Use nearest room Intercom, in case of Emergency.**

SEXUAL HARASSMENT

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

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved person from retaliation.

It is a violation of this policy to knowingly report false allegation of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigation and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross References:	Board Policy 3210	Nondiscrimination
	Board Policy 3240	Student Conduct
	Board Policy 3421	Child Abuse and Neglect
	Board Policy 5010	Nondiscrimination
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate Discrimination Scope
	WAC 392-190-056 to 058	Sexual harassment

Adoption Date: March 12, 2001
Grandview School District

SEXUAL HARASSMENT PROCEDURE

PROCEDURE 6590P

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaint of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainant and witnesses may have a trusted adult with them during any district-initiated investigator activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance office) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual Harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set for the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:

1. That the district does not have adequate evidence to conclude the harassment occurred;
2. Corrective actions that the district intends to take; and/or
3. That the investigation is incomplete to date and will be continuing.

E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint process and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information of the recognition and prevention of sexual harassment staff, volunteers, students, and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene a committee to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

Date: **March 12, 2001**