



# FAMILY & STUDENT



2025-2026

# HANDBOOK

**OUR MISSION IS TO ENSURE LEARNING WHILE CHALLENGING AND  
SUPPORTING EACH STUDENT TO ACHIEVE FULL POTENTIAL**

America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator, Assistant Superintendent, (509) 332-3144, [compliancecoord@psd267.org](mailto:compliancecoord@psd267.org), and Section 504/ADA Coordinator, Director of Special Services (509) 332-3144, [dventresco@psd267.org](mailto:dventresco@psd267.org), 240 SE Dexter Street, Pullman, WA 99163. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584. Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html>. Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: [https://www.pullmanschools.org/families/hib-and-discrimination/discrimination\\_sexual\\_harassment](https://www.pullmanschools.org/families/hib-and-discrimination/discrimination_sexual_harassment).

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Dear Parents and Guardians:

Welcome to Pullman Public Schools! This is a community that takes a great deal of pride in the quality of life it has to offer. We believe you will find its residents friendly and ready to lend a hand when needed.

One of the key assets of the Pullman area is its public schools. The quality of our schools is the result of the many strong partnerships that exist among parents, students, community agencies and organizations, and the high value the whole community places on quality education for all its children and youth.

The public schools in Pullman offer rich academic programs. As well, there are tremendous opportunities for children to extend classroom learning through curricular and co-curricular enrichment. All of the arts, in particular music, visual arts, and drama offer thriving and vibrant programs in the Pullman schools from elementary through the high school level. Many team experiences are available to students through athletics and academic programs. Understanding that students engaged in their schools are more apt to be successful, we are proud that a large majority of our students at the secondary level are involved in some co-curricular activities throughout the school year.

The academic success of our students, on average, is among the top-performing school districts in our state. We are also committed to doing whatever we can to help students who struggle find success. The best results with any student are those that happen when we are able to build strong partnerships with parents who take a strong interest in their child's learning and educational program. We look forward to the opportunity to serve you and your child in the Pullman Public Schools in the coming school year!

Sincerely,



*Bob Maxwell*  
Robert Maxwell, Ed.D  
Superintendent



*Ryan Mulvey*  
Ryan Mulvey  
Assistant Superintendent



## DISTRICT MISSION & CULTURAL BELIEFS

### Mission Statement

Ensuring learning while challenging and supporting each student to achieve full potential.

### Cultural Beliefs

The Pullman Public Schools Cultural Beliefs are a set of six beliefs that are a reflection of the values of our entire district:

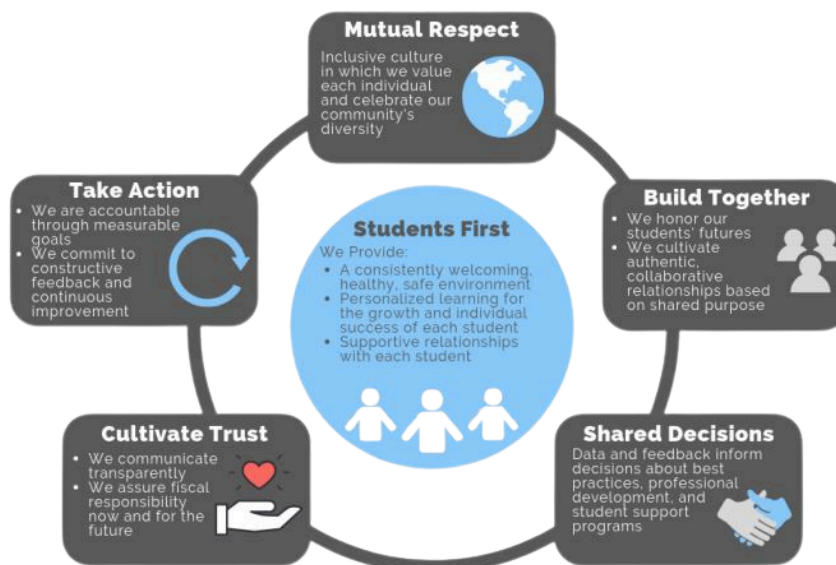
- **Students First** - I prioritize resources based on what is needed for the success of every student.
- **Mutual Respect** - I recognized and value the beliefs and experiences of ALL.
- **Cultivate Trust** - I value, trust, and respect ALL.
- **Build Together** - I collaborate and compromise to accomplish shared goals
- **Shared Decisions** - I provide and accept input to guide decisions and influence policies.
- **Take Action** - I actively address concerns, seek solutions, and give timely feedback in a constructive manner.



## STRATEGIC PLAN

### The Pullman Promise - Our Priorities Plan

The Pullman Public School District commits to these priorities and the six Cultural Beliefs that serve as the foundation of our educational excellence.



## DISTRICT INFORMATION

240 SE Dexter Street Pullman, WA 99163  
P: (509) 332-3581 F: (509) 336-7202  
Email: [info@psd267.org](mailto:info@psd267.org)

SCHOOL	ADDRESS	PHONE	FAX	EMAIL
Franklin Elementary	850 SE Klemgard St	(509) 334-5641	(509) 332-0864	<a href="mailto:fes-info@psd267.org">fes-info@psd267.org</a>
Jefferson Elementary	1150 NW Bryant St	(509) 332-2617	(509) 332-0680	<a href="mailto:jes-info@psd267.org">jes-info@psd267.org</a>
Sunnyside Elementary	425 SW Shirley St	(509) 334-1800	(509) 332-0329	<a href="mailto:ses-info@psd267.org">ses-info@psd267.org</a>
Kamiak Elementary	1400 NW Terre View Dr	(509) 336-7205	(509) 336-7206	<a href="mailto:kes-info@psd267.org">kes-info@psd267.org</a>
Lincoln Middle School	315 SE Crestview	(509) 334-3411	(509) 336-7203	<a href="mailto:lms-info@psd267.org">lms-info@psd267.org</a>
Pullman High School	510 NW Greyhound Wy	(509) 332-1551	(509) 332-6868	<a href="mailto:phs-info@psd267.org">phs-info@psd267.org</a>

## BOARD OF DIRECTORS



**ARRON CARTER**  
**Director District No. 1**  
Term Expires 2027  
1830 NW Deane Street  
[acarter@psd267.org](mailto:acarter@psd267.org)  
Ph: (509) 339-3874  
Board Liaison for LMS



**NATHAN ROBERTS, PRESIDENT**  
**Director District No. 4**  
Term Expires 2025  
2120 NW Friel Street  
[nroberts@psd267.org](mailto:nroberts@psd267.org)  
Ph: (903) 818-0986  
Board Liaison for Kamiak & PHS



**LISA WAANANEN JONES**  
**Director District No. 2**  
Term Expires 2027  
360 NW Irving Street  
[lwaananejones@psd267.org](mailto:lwaananejones@psd267.org)  
Ph: (509) 499-9249  
Board Liaison for Jefferson

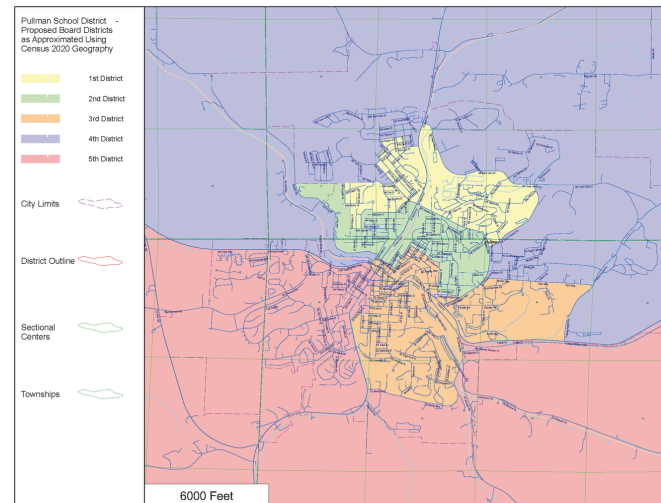


**AMANDA TANNER, VICE PRESIDENT**  
**Director District No. 5**  
Term Expires 2025  
960 SW Crestview Street  
[atanner@psd267.org](mailto:atanner@psd267.org)  
Ph: (509) 592-6425  
Board Liaison for Sunnyside



**CRAIG NELSON**  
**Director District No. 3**  
Term Expires 2027  
920 SE Kamiaken Street  
[cnelson@psd267.org](mailto:cnelson@psd267.org)  
Ph: (208) 301-1908  
Board Liaison for Franklin

### Board Districts



**“ OUR MISSION**  
“Ensuring learning while  
challenging and supporting  
each student to achieve  
full potential”



# ADMINISTRATIVE POLICIES & PROCEDURES

***All Pullman School District Policies can be found on the  
[www.pullmanschools.org](http://www.pullmanschools.org) website***

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## ATTENDANCE POLICY

Regular and punctual attendance is a habit that is indicative of a student's attitude toward school and which will follow into the student's career and other responsibilities throughout life. The school and parents must work cooperatively by making regular and punctual attendance a top priority. The responsibility for school attendance belongs with parents and guardians. The following shall govern the development and administration of attendance procedures within the district. Students involved in extracurricular activities are responsible for picking up assignments from their instructors when leaving early for school-related activities. [Policy 3122: Excused and Unexcused Absences](#) is located in [Appendix A](#) of this handbook.

### Excused Absences

Absences due to the following reasons shall be excused: 1) physical health or mental health symptoms, illness, health condition, and medical appointments; 2) family emergencies and death/illness or a family member; 3) religious or cultural purposes; 4) court-ordered activity or jury service; and 5) as required by law and outlined in policy 3122. All specific instances for excused absences are outlined in [policy and procedure 3122](#). An excused absence shall be verified by the parent or school authority responsible for the absence.

### Unexcused Absences

***Unexcused absences fall into two categories:***

1. The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined previously; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, email or in writing, for an absence.

Unexcused absences are a violation of school rules; therefore, a student who has an unexcused absence is subject to discipline. [RCW 28A.225.020](#) defines the school's responsibility in filing truancy petitions (*a Becca Petition*) when a student has 7 unexcused absences in one month or 15 in one year and the school can document an effort to contact parents and remedy the situation without court intervention.

Truancy petitions are filed with the Superior Court of Washington for Whitman County Juvenile Department in compliance with [RCW 28A.225](#). Students arriving late to school without an excused note or phone call are considered truant.

### Tardies

Students are tardy when they arrive to class after the bell signaling the start of class. Unexcused tardies are recorded. Any student receiving two unexcused tardies within a two-week period will receive a lunch detention. An accumulation of four tardy sanctions will result in the assignment of after school detention for each additional tardy. ***Minimum attendance thresholds are set by the Superintendent. For a student to be determined 'present', they must be present at least 50% of an attendance period.***

## STUDENT ARRIVAL & DEPARTURE

***For specific details about arrival and departure times or school schedules, please see the family handbook addendum for each school.***

After school, students need to leave school grounds. Supervision ends at 3:10. In accordance with state law, students who wish to use a school playground after school for free play need to report home before returning to the school grounds, no sooner than 3:30 pm. ***\*Supervision times vary by school. Check your school's addendum in this handbook to see specific times.***

## WALKING & BIKING

Pullman Public Schools, in collaboration with the City of Pullman, aims to support walking and biking to school by developing safe routes and path networks. Walking or biking to and from school are great strategies for kids and adults to incorporate physical activity into their lives. The benefits of walking or biking to and from school extend beyond health. Research shows that there is a connection between physical activity and academic achievement.

### Walkers

Many of our students walk to and from school. All students must abide by general safety rules when walking to and from school. Crossing guards are provided on busy corners around all of our elementary schools (contact your main school office for specific corner information). We ask all students and parents to respect our safety patrol members and follow their directions when walking to and from school.



### Bicycle Riders



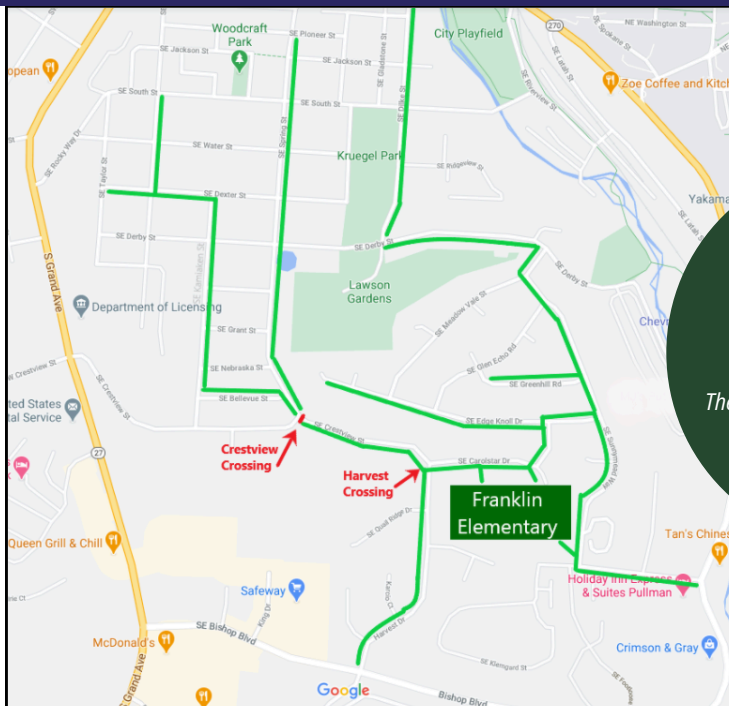
All of our elementary schools have bike racks. We recommend a bike lock for securing your bicycle. We have several safety policies for bike riders.

- Bike riders must always wear a helmet.
- Always obey general traffic and safety rules.
- Listen to staff and safety patrol members and follow their directions.
- Walk your bike on school grounds and sidewalks.



Below you will find the recommended routes to walk or bike to and from school for the safety of all students.

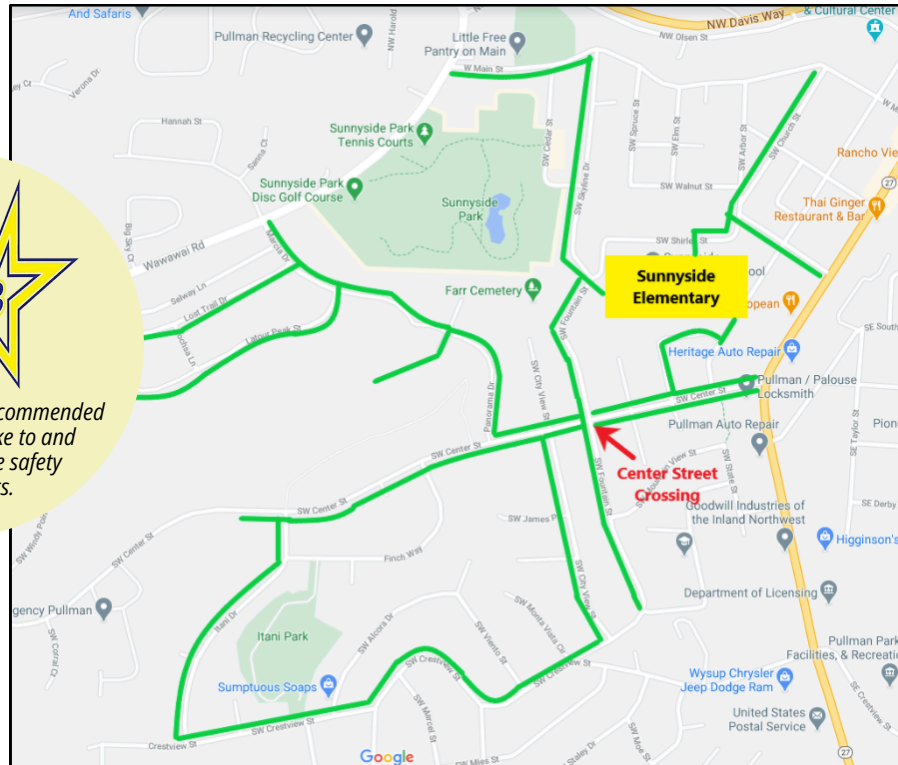
## FRANKLIN ELEMENTARY SAFE ROUTES TO SCHOOL



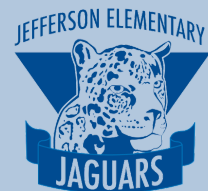
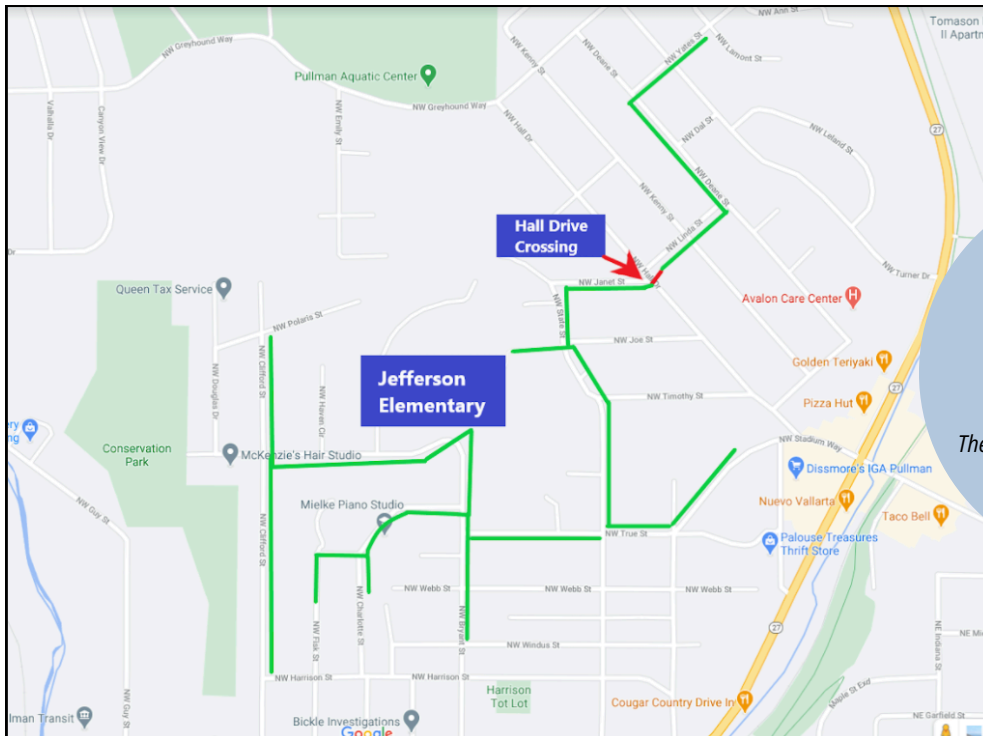
## SUNNYSIDE ELEMENTARY SAFE ROUTES TO SCHOOL



*These routes are the recommended routes to walk or bike to and from school for the safety of all students.*



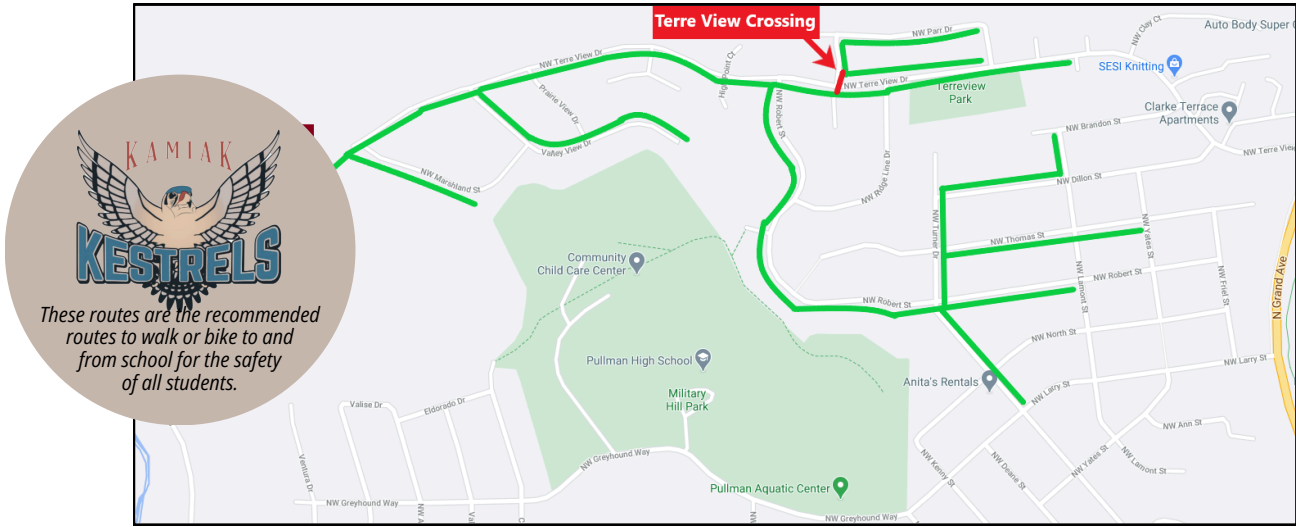
## JEFFERSON ELEMENTARY SAFE ROUTES TO SCHOOL



*These routes are the recommended routes to walk or bike to and from school for the safety of all students.*

## KAMIAK ELEMENTARY SAFE ROUTES TO SCHOOL

*These routes are the recommended routes to walk or bike to and from school for the safety of all students.*



## BUS TRANSPORTATION

***District transportation is only available for eligible elementary and students and students living more than 1 mile from school. Some exceptions are made which are explained in our policy & procedure.***

The rules of conduct, for students riding buses, were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington. If you have any questions about school bus transportation, please contact the Pullman School District transportation department at 509-334-3911.

The vehicle driver has authority and responsibility for the behavior of students using school district transportation. The students must obey the driver promptly and willingly and shall conduct themselves in accordance with the rules and regulations outlined in [Procedure 6605P Student Safety: Walking, Biking, and Riding Buses to School.](#)

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student who is scheduled to ride a school bus. A copy of the rules of conduct are available upon request at the district office.

## Enforcement of Rules & Regulations

Violation of bus-riding expectations may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor.

In order for drivers and bus supervisors to effectively maintain control on their buses, it is expected that action be exercised by principals when receiving such a report and that such action be taken within 48 hours.

**First report/ticket: Written warning mailed to parents/guardians.**

**Second report/ticket:** Three (3) day suspension from riding the bus.

**Third report/ticket:** Two (2) week suspension from riding the bus.

**Fourth report/ticket:** Permanent suspension for the remainder of the semester.

Flagrant violations (such as abuse of a driver or major violation) may result in a stronger penalty or could accelerate the suspension process.

## FIELD TRIPS

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.

***Any time students leave school grounds to attend a field trip, a signed permission slip is required in advance.***

- This includes walking field trips to any location off site.
- This includes taking a bus to another school in our district for any event.

## EMERGENCY OPERATING PROCEDURES & INCLEMENT WEATHER

During adverse weather conditions, it may become necessary to exercise one or a combination of the following emergency procedures:

*All information regarding school delays or closures will be made available to guardians, news and radio stations by approximately 6:00 a.m.*

**Announcements about school delays or cancellations are shared in the following ways:**

- Automated emails, phone calls and/or text messages will be made to all parents/guardians by approximately 6:00 a.m (automated phone broadcast notification preferences are set in your ParentSquare account. If you do not have access to ParentSquare, please request access by emailing [info@psd267.org](mailto:info@psd267.org) or notifying your school's front office)
- An announcement will be made on the District website via the ParentSquare feed widget, located on each school's homepage, as well as the district's ([www.pullmanschools.org](http://www.pullmanschools.org)).
- Weather announcements will be posted on our social media pages:
  - Facebook: [@PullmanPublicSchools](https://www.facebook.com/PullmanPublicSchools)
  - Twitter: [@PullmanSD](https://twitter.com/PullmanSD)
  - Instagram: [@PullmanPublicSchools](https://www.instagram.com/PullmanPublicSchools)
- Radio stations: KQQQ (1150 AM), KHTR (104.3 FM), KRPL (1400 AM), KZFN (106.1 FM), KWSU (1250 AM), KRFA (91.7 FM), KZZL (99.5 FM)
- TV Channels will be contacted: 2 (KREM), 4 (KXLY), 6 (KHQ), and 3 (KLEW)

## Late School Starting Time

It may be necessary to delay school starting times by one to two hours in order to take advantage of daylight hours and/or improving weather and/or road conditions. This will also allow in-town students more time to get to school and avoid heavy traffic periods. The delay will be announced using the same methods as above. Schools will be open and students may come earlier, if necessary. Schools will normally be dismissed at the regular time.

***If a delayed start time occurs on a 'Late-Start Monday', the delay time will be based on your student's normal Tuesday-Friday start time.***

## Emergency Rural Bus Routes

These schedules will be distributed to all rural bus riders by their bus drivers. When emergency bus routes will be used, you will receive a notification from our rapid notification system (ParentSquare).

Rural students who cannot be transported to their home will be returned to their applicable school where arrangements will be made for staying at their emergency in-town address.

In-town elementary students without parents/guardians at home will not be released until arrangements have been made for a babysitter and/or alternate supervision.

## School Delays

### One-Hour Delay

AM preschool programs, zero period classes, and before-school activities, programs, and clubs canceled. Rural bus route students will use emergency routes. Rural bus route students will be notified separately via our rapid notification system (ParentSquare).

- Franklin starts at 9:20 a.m.
- Sunnyside starts at 9:35 a.m.
- Jefferson starts at 9:20 a.m.
- Kamiak starts at 9:35 a.m.
- Lincoln starts at 9:30 a.m. - *start in 2nd period class*
- Pullman High starts at 9:30 a.m. - *check with PHS for delayed start schedule*

### Two-Hour Delay

AM preschool programs, zero period classes, and before-school activities, programs, and clubs canceled. Rural bus route students will use emergency routes. Rural bus route students will be notified via our rapid notification system (ParentSquare).

- Franklin starts at 10:20 a.m.
- Sunnyside starts at 10:35 a.m.
- Jefferson starts at 10:20 a.m.
- Kamiak starts at 10:35 a.m.
- Lincoln starts at 10:25 a.m. - *start in 3rd-period class*
- Pullman High starts at 10:30 a.m. - *check with PHS for delayed start schedule*

## City Transit System Operating on Snow Routes or Not Running

If Pullman Transit transitions to snow routes or stops running routes completely, Pullman Public Schools will provide alternative transportation options both before and after school. Families should go to their nearest school in the morning, with the exception of LMS students living near Franklin and PHS students living near Kamiak.

PSD families will be notified via ParentSquare in the event a Pullman Transit route, used by students in grades 6-12, is running a snow route and will include information about alternate pick-up and/or drop-off locations with pick-up times. [These times can also be found on our website.](#)

## No School Buses

Under extreme or prolonged days of bad weather it may be necessary to operate without any school buses. Under these conditions it will be necessary for parents/guardians and students to provide their own transportation to school. Normally, we will operate both morning and afternoon kindergarten under these circumstances.

## Early School Dismissal

On some occasions, weather conditions may deteriorate during the school day and necessitate early dismissal of schools. Rural students will be returned to their homes only if there is adult supervision and/or a vehicle to receive them at the point they leave the bus.

## School Closure

Closure will be announced via the above mentioned radio and television stations, by phone/email/text using our rapid notification system (School Messenger), on social media channels, and on the district website as a popup window. When school is closed, all activities and athletic events will be cancelled at home or away. This decision will be made by district administrative personnel. At the discretion of the high school principal, high school varsity sports or other major activities may hold non-required practices.

## BREAKFAST & LUNCH PROGRAMS

**Breakfast and hot lunches are served each day.** *Milk is available for students carrying cold lunches.*

Free and reduced price meals are provided for children whose family size and monthly gross income meet federal guidelines. Applications are available at any Pullman Public School or on [our website](#).

Parents may enroll their children at any time during the school year. If the student qualifies for free or reduced lunches, they automatically qualify for free or reduced breakfasts. The names of students participating in the free/reduced program are kept confidential. Applications should be returned directly to the school office.

The Food Service program is self-supporting through student participation and federal supporting terms of commodities and reimbursement. Program benefits and services are available to all students without regard to race, color, sex, disability, age, or national origin.

Meal prices and menus can be found on the Pullman Public Schools website under the [Nutrition Services](#) department.

## FREE & REDUCED-PRICE MEALS

**If your family qualifies for free or reduced-price meals, the district can facilitate fee waivers for school programs.** Fee waivers can be applied to optional non-credit based activity fees, ASB card fees, sports/athletics fees, field trip fees, summer school fees, testing fees (ACT, SAT, etc.), course fees, and/or lab fees for students that are eligible for free or reduced-price meals. Schools may disclose children's free and reduced-price eligibility information to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA).

**We encourage all families to complete the Consent to Share Child Nutrition Program Eligibility Form** through Skyward Family Access for all students in each family as part of the annual registration for returning students or as part of the new student enrollment process, whichever is applicable. This is an optional form and submitting/not submitting this form will not affect your child's eligibility for free or reduced-price meals. After the completed Consent to Share Eligibility Form has been received, the fee waivers will be automatically applied, where applicable. ***You can get a Consent form from your school's front office or the district.***

# IT'S MORE THAN A MEAL APPLICATION

We strongly encourage all parents/guardians to submit a Meal Application. Completing an application takes less than 10 minutes, and parents only need to complete one Meal Application.

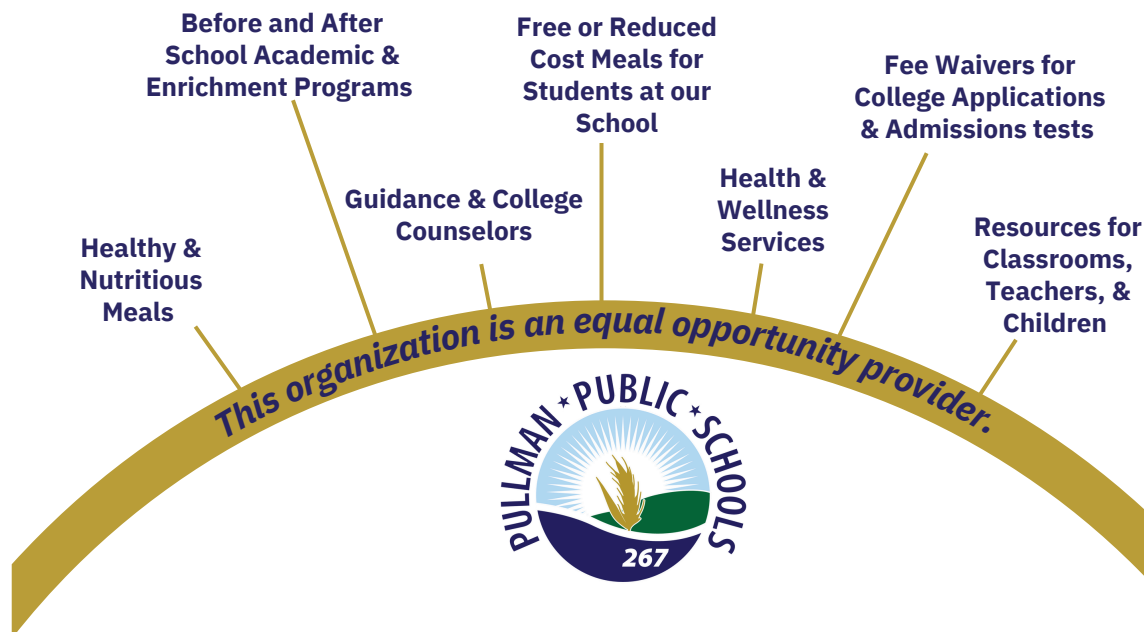
Meal Applications may be downloaded from our website at [www.pullmanschools.org](http://www.pullmanschools.org) or a paper copy may be picked up from any school or the district office. Additionally, families may complete meal applications in their Skyward Family Access account. Once you submit an application, you will receive a notice in the mail as to whether your child/children can receive free or reduced- price meals.

## EVERY ELIGIBLE FORM COUNTS!

Every eligible form that is not submitted means lost resources for our schools.

***Foster children and students receiving benefits from state programs such as Basic Food or Medicaid automatically qualify for free/reduced priced meals!***

***Filling out the School Meal Application may help provide:***



## DISTRICT SNACK POLICY

In an effort to best meet the needs of all students, our district has implemented a policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. Our policy is intended to better care for our students and was adopted as the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents.

We do not serve food on individual student birthdays. We do allow for activities that involve food up to once a month in each classroom, at the discretion of the teacher. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year.

Click the link below to view the Approved Snack List. The list of approved snacks is also available in each school office and on our website. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including:

- **Foods brought for celebrations & parties** - The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- **Classroom snacks brought by parents** - The district will provide to parents a list of foods and beverages that meet Smart Snack nutrition standards. All food must be dropped off at the school office and will be distributed to the classroom at the appropriate time.
- **Rewards & Incentives** - The district will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

For further guidance see Pullman School District Administrative [Procedure 6700P](#).

### [Pullman School District's Approved Snack List](#)

## STUDENT DRESS POLICY

The student and parent/guardian(s) may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- Create a health or other hazard to the student's safety or to the safety of others;

Examples of student dress that are prohibited include, but are not limited to clothing that:

- States or implies intimidation, discrimination, or ridicule based on a legally protected status such as race or gender;
- Displays words, pictures, or references to profanity, alcohol or marijuana, tobacco, illegal drugs, weapons, or sexual innuendo;
- Display words, pictures, or references that create an atmosphere in which a student, staff, or other person's well-being is affected by undue pressure, behavior, intimidation, overt gesture, threat of violence, gang membership or affiliation.
- Exposes torso, midriff, or backside, and clothing without sleeves or straps.

The principal, as well as the teacher, advisor, coach, or other person(s) in charge of a curricular, co-curricular, or extracurricular activity, may regulate the dress and grooming of students who participate in the curricular, co-curricular, or extracurricular activity if the principal, teacher, advisor, coach, or other person(s) reasonably believes that the student's dress or grooming:

- Creates a hazard to the student's safety or to the safety of others; or
- Will prevent, interfere with, disrupt, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Pullman School District is committed to continuing to find ways to be more sustainable. A way for the district to be more sustainable is for the temperature in school/district buildings to be set to 68 degrees for heating and 72 degrees for cooling. Please note while this is the set temperature, school and district buildings could range in temperature from 68-72 degrees. Please have your student dress accordingly.



**Pullman School District is committed to continuing to find ways to be more sustainable. A way for the district to be more sustainable is for the temperature in school/district buildings to be set to 68 degrees for heating and 72 degrees for cooling.**

**Please note while this is the set temperature, school and district buildings could range in temperature from 68-72 degrees. Please have your student dress accordingly.**

## PARENT INVOLVEMENT

### Parent Volunteers

We pride ourselves on building strong parent relationships and we encourage parent involvement. Each classroom has a parent communication plan and options for parent volunteers. Volunteers must complete and submit an application to volunteer via the district website at:

<https://www.pullmanschools.org/volunteer-opportunities>.

***Please note that in order to volunteer, you must be able to clear a background check.***

### Lunchroom Visitation

Our lunchrooms are open for parents to visit and eat with their children. This can be a special treat for children and parents on occasion, but we do not encourage parents to regularly come to our lunch room to visit their child (more than once per week). Our goal for every child is to develop independence. Lunch is one of the only times during the day where students can informally visit with their friends and work on peer-to-peer social skills. This is a very important time for students to interact independently and learn daily lessons on how to interact and problem solve with their peers. If parents are visiting the lunchroom too often, children can miss out on an important learning opportunity. If parents intend to buy a hot lunch from the cafeteria, we do request a phone call in the morning before 8:45, so we can prepare enough food for the day.

### Classroom Visitation

Along with classroom volunteering, we encourage parents to visit our schools for special events (assemblies, unique class activities, student presentations, etc.) and for special occasions (holiday parties, class parties, birthdays, etc.). We view our schools as community schools and are always looking to increase our parent partnerships. Our schools would not be the amazing places they are without our incredible PTA/PTO groups and supportive parents and community.

Outside of volunteering and special events, parents (visitors) that would like to meet with a teacher, visit their child, or observe a classroom during school hours need to be pre-approved by the school office or classroom teacher (per district [policy and procedures 4200P](#)). Instructional time is very important, so parent visits that are unplanned can take away from planned instructional activities and can cause distractions to the learning environment. The teacher may request to meet with the parent (visitor) before and/or following the visitation.

Teachers are available and willing to schedule parent meetings during non-student times (FES/JES: 7:50- 8:20 or 2:50-3:20; SES/KES: 8:00-8:35 or 3:30-4:00). You can schedule a teacher meeting by either calling the main school office or emailing your child's teacher directly.

### Playground Visits

Recess is an extension of the classroom and school day. As such, all playground visits need to be pre-approved by the building principal. Students need informal social time with their peers to develop social skills and develop a sense of being independent. Safety is our top priority. We must ensure that all adults that are visiting our schools are safe to be around other children and we are unable to do that if visits are not pre-arranged.


## WHEN TO STAY HOME FROM SCHOOL

Deciding when to keep a sick child home from school is not always easy. Below are some guidelines to help families decide when to keep students at home:









- **Diagnosed Strep Throat or Bacterial Conjunctivitis (Pink Eye):** Must stay home 24 hours after the first dose of antibiotics.
- **Diarrhea:** Three or more loose or watery stools in a 24-hour period, especially if the student feels ill. Students should stay home for 24 hours after the last watery stool.
- **Eyes:** Draining mucus or pus or that have unusual redness, itchiness or pain not due to injury or allergy.
- **Fatigue:** Students who are unusually tired, pale, lack appetite, or who are difficult to wake, confused, or unusually irritable.
- **Fever:** Temperature 100 degrees Fahrenheit or over. Students need to stay home for 24 hours after their temperature has returned to normal without the help of fever-reducing medications such as Ibuprofen or Acetaminophen.
- **Live Lice:** Students may return to school once treatment has begun.
- **Persistent Coughing:** Students who are unable to participate in classroom activities due to persistent coughing should stay home.
- **Rash:** Unknown origin or those known to be contagious such as ringworm, impetigo or scabies. Students may return to school as soon as treatment has begun.
- **Vomiting:** Two or more times during the last 24 hours, especially if the student feels ill. Students should stay home for 24 hours after the last time they vomited.


If your student shows any of the above symptoms at school you may be called to pick him/her up. We suggest that you also consult your health care provider. **Please consult your school nurse or health care provider if you are unsure whether or not your student should miss school due to health conditions.**

*Check out our [Health & Wellness](#) page for more tips!*



## WHEN TO STAY HOME FROM SCHOOL

 <p><b>Persistent Coughing</b> Students who are unable to participate in classroom activities due to persistent coughing should stay home.</p>	 <p><b>Fever 100°F or Higher</b> Students need to stay home for 24 hours after their temperature has returned to normal without the help of fever-reducing medications, such as Ibuprofen/Tylenol.</p>	 <p><b>Extreme Fatigue</b> Students who are unusually tired, pale, lack appetite, or who are difficult to wake, confused, or unusually irritable.</p>	 <p><b>Vomiting</b> If student vomits 2 or more times during the last 24 hours, they should stay home. Students should stay home for 24 hours after the last time they vomited.</p>
 <p><b>Diarrhea</b> Student should stay home if they have three or more loose or watery stools in a 24-hour period, especially if the student feels ill. They should stay home 24 hours after the last watery stool.</p>	 <p><b>Rash</b> Rash has an unknown origin or is known to be contagious such as ringworm, impetigo, or scabies. Students may return to school as soon as treatment has begun.</p>	 <p><b>Eye Symptoms</b> If student's eyes are draining mucus or pus or have an unusual redness, itchiness or pain not due to injury or allergy, they should stay home.</p>	 <p><b>Live Lice</b> Students may return to school once treatment has begun.</p>



**Diagnosed Strep Throat or Bacterial Conjunctivitis (Pink Eye):** Student must stay home 24 hours after first dose of antibiotics

If your student shows any of the above symptoms at school, you may be called to pick them up. We suggest that you also consult your healthcare provider. Please consult your school nurse or health care provider if you are unsure whether or not your student should miss school due to health conditions.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### Contacting the School



#### **What do I do if I need to contact the school?**

Please contact our schools by calling the main school office. If you call either before or after school hours, you may leave a message on the answering machine, or opt to email.

#### **What do I do if I need to speak with my child's teacher?**

The best way to communicate with your student's teacher is through e-mail. If you have an emergency, please call their school office and talk to the Office Manager.

### Student Drop-Off & Pick-Up

#### **May someone else pick up my child?**

Students may be released to persons other than parents or legal guardians only if:

- The student's school has been notified in advance by the parents or guardian that the pupil is to be released to a specific person or persons (identity to be verified by the school).
- The student can correctly identify the designated guardian.

*Students are not allowed to leave school for any reason without permission of the parent or guardian.*



### Missing School



#### **What do I do if my child is going to miss school for the day?**

- If you know of the absence in advance, please send a note to the student's school.
- If the absence is unexpected, please call the school's main office by 8:30 AM. Messages before or after school hours will be recorded on the answering machine.

#### **What do I do if my child needs to miss just part of the day?**

- If you know of the absence in advance, please send a note to the student's school.
- If the absence is unexpected, please call the schools' office to notify the Office Manager.

#### **What do I do if our family is going to leave for a vacation?**

Excused absences due to family trips/vacations need prior approval by the school principal.

#### **How do I get classwork my child may have missed while absent?**

Please email the student's teacher for guidance regarding missed work



## Visitation

### May my child bring a friend to school?

Visits are discouraged because the children tend to focus on the visitor and valuable instructional time is lost. Lunch time visits can be arranged through each school's main office. **Please call the school's office by 8:45 am if you would like to order a lunch.**

## Medication

### What do I do if my child needs to take medication during school hours?

Please fill out the "Authorization for Administration of Medication at School" form, as required by the state of Washington. Please note that by law the child's physician must sign this form. Turn in this form and the medication in its original container to your student's school office. The form is at:

[www.pullmanschools.org](http://www.pullmanschools.org) in the [Forms](#) section.



## Progress Reports

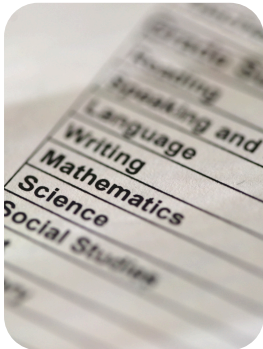
### When will I receive a report on my child's progress?

The year is separated into three reporting periods:

- 1st trimester: Parent-teacher conferences for all students in October
- 2nd trimester: Parent-teacher conferences for all students and a report card in February/March.
- 3rd trimester: A final report card for all students in June.

Informal reports are part of checking your child's daily work or by placing a call or sending an email to your child's teacher if you have any questions.

**Please avoid asking for a report on your child in a public setting.**



## STUDENT DISCIPLINE POLICY

"Discipline" means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to a behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include:

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees

The Superintendent shall establish and make available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of the district's rules of student conduct, including behavior standards that respect the rights, person, and property of others. Students and staff are expected to work together to develop a positive climate for learning.

**This is not the full discipline policy! The Pullman School District Board [Policy](#) and [Procedure 3241: Student Discipline](#) can be found in [Appendix B](#)**

## HARASSMENT, INTIMIDATION, & BULLYING (HIB)

### OUR SCHOOLS PROTECT STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

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

#### What is HIB?

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

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

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

#### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district's HIB Compliance Officer is the Assistant Superintendent and they support prevention and response to HIB.

#### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

## What is the investigation process?

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

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

This response should include:

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

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

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

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

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

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

## Additional Information

### **Additional Information**

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#).

**To review the district’s Prohibition of Harassment, Intimidation, and Bullying Policy and Procedure, visit:**

- [Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying](#)
- [Board Procedure 3207P Prohibition of Harassment, Intimidation, and Bullying](#)

## HIB & DISCRIMINATION

### **OUR SCHOOLS STAND AGAINST DISCRIMINATION**

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

## What is discriminatory harassment?

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

To review the district's Nondiscrimination Policy and Procedure, visit:

- [Board Policy 3210 Non-Discrimination](#)
- [Board Procedure 3210P Non-Discrimination](#)

## What is sexual harassment?

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

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

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

To review the district's Sexual Harassment Policy and Procedure, visit:

- [Board Policy 3205 Sexual Harassment of Students Prohibited](#)
- [Board Procedure 3205P Sexual Harassment of Students Prohibited](#)

## What should my school do about discriminatory & sexual harassment?

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

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

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

**Concerns about discrimination - Civil Rights Coordinator:**

**Ryan Mulvey, Assistant Superintendent**

- 240 SE Dexter Street, Pullman
- Email: [compliancecoord@psd267.org](mailto:compliancecoord@psd267.org)
- Phone: 509-332-3144

***Concerns about sex discrimination, including sexual harassment - Title IX Coordinator:***

**Ryan Mulvey, Assistant Superintendent**

- 240 SE Dexter Street, Pullman
- Email: [compliancecoord@psd267.org](mailto:compliancecoord@psd267.org)
- Phone: 509-332-3144

***Concerns about disability discrimination - Section 504 Coordinator:***

**Dom Ventresco, Assistant Director of Special Services**

- 240 SE Dexter Street, Pullman
- Email: [dventresco@psd267.org](mailto:dventresco@psd267.org)
- Phone: 509-332-3144

***Concerns about discrimination based on gender identity - Gender-Inclusive Schools Coordinator:***

**Ryan Mulvey, Assistant Superintendent**

- 240 SE Dexter Street, Pullman
- Email: [compliancecoord@psd267.org](mailto:compliancecoord@psd267.org)
- Phone: 509-332-3144

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

### **What happens after I file a discrimination complaint?**

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

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

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

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

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

## **I already submitted a HIB complaint - what will my school do?**

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

## **Who else can help with HIB or discrimination concerns?**

### **Office of Superintendent of Public Instruction (OSPI)**

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

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

- Website: [School Safety Center](#)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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

- Website: [Equity and Civil Rights](#)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

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

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

- Website: [Washington State Governor's Office of the Education Ombuds](#)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

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

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

- Website: [File a Complaint](#)
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## **GENDER INCLUSIVE SCHOOLS**

### **OUR SCHOOLS ARE GENDER-INCLUSIVE**

Pullman School District encourages participation for all students regardless of their gender identity or expression. State rules and regulations require schools to provide transgender and other gender-diverse student-athletes with equal opportunities to participate in athletics. Pullman School District encourages a culture in which student-athletes can compete in a safe and supportive environment, free of discrimination. In Washington, all students have the right to be treated consistent with their gender identity at school. Our schools will:

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

**The district's Gender-Inclusive Schools Policy and Procedure, visit:**

- [Board Policy 3211 Gender-Inclusive Schools](#)
- [Board Procedure 3211P Gender-Inclusive Schools](#)

## ANONYMOUSLY REPORT SAFETY CONCERNS



**Safety is one of our district's top priorities and to help safeguard our school community, we utilize a reporting service called Vector LiveSafe Alert (formerly known as SafeSchools).**

Vector LiveSafe Alert is a tip reporting service that allows students, staff, and parents to submit safety concerns to our administrators in four different ways: phone, text, email, or an online form.

Anyone can easily report tips on bullying, harassment, drugs, vandalism, or any safety issue of concern, through Vector LiveSafe Alert.

Every tip Vector LiveSafe Alert receives is immediately logged and administrators are notified so that they can quickly investigate and take appropriate action. Tips may be anonymously submitted if preferred.

Together, using Vector LiveSafe Alert, we can make Pullman Public Schools a safer place to work and learn!

A link to Vector LiveSafe Alert can be found at the bottom of the District's home webpage as well as the bottom of each school's home webpage or by using this link: [SafeSchools Alert](#).

## SEXUAL HARASSMENT POLICY

The district is committed to maintaining learning and working environments that are free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities. 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.

As a first step, any individual who believes they have been sexually harassed is encouraged to directly inform the harasser the behavior is offensive, unwelcome, and must stop.

Sexual harassment may include (but is not limited to):

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Pressure for dates or sexual activity;

- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive, or inappropriate
  - sexually suggestive remarks, comments, gestures, or jokes; or
  - remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Offensive sexual graffiti, pictures, or photographs;
- Hazing, pranks, or other intimidating behavior directed toward an individual in the educational environment.
- Sexual jokes or teasing.

Any student who believes that they have been subjected to sexual harassment in the educational environment is strongly encouraged to bring their complaint to the immediate attention of any adult staff member. Third party harassment will also be disciplined under this section.

Engaging in sexual harassment will result in appropriate disciplinary action up to and including suspension or other appropriate sanctions against offending staff and contractors.

No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found knowingly reporting false allegations will also be subject to disciplinary action.

It is the policy of the Pullman School District not to discriminate against any student on the basis of sex. In keeping with that policy, sexual harassment will not be tolerated by any of its students. It is the goal of the Pullman School District to maintain an educational environment free of sexual harassment. Student initiated sexual harassment toward another student or toward an adult within the school is considered to be a major offense that will result in disciplinary action against the offender.

The district will develop and teach appropriate curriculum to address issues of sexual harassment.

- 1st offense: Warning, conference with Principal/Counselor
- 2nd offense: In-School Suspension
- 3rd offense: 3-day out-of-school suspension
- 4th offense: 10-day out-of-school suspension

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that they must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

## School Board Policies:

- [3205 Sexual Harassment](#)
- [5011 Sexual Harassment](#)

## How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer:

Ryan Mulvey, Assistant Superintendent

240 SE Dexter Street, Pullman, WA 99163-2331

P: (509) 332-3144 E: [compliancecoord@psd267.org](mailto:compliancecoord@psd267.org)

## NON-DISCRIMINATION POLICY 3210

### What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

### What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

## DISCRIMINATION COMPLAINT PROCEDURE

### How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit [www.pullmanschools.org](http://www.pullmanschools.org) or contact the school district at 509-332-3581.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, and Civil Rights Compliance Coordinator, Ryan Mulvey, Assistant Superintendent at 509-332-3581. This is often the fastest way to resolve your concerns.

### STEP 1: SUBMIT COMPLAINT TO THE SCHOOL DISTRICT

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of

the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

## **STEP 2: APPEAL TO THE SCHOOL DISTRICT**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

## **STEP 3: COMPLAINT TO OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

- E-mail: [Equity@k12.wa.us](mailto:Equity@k12.wa.us)
- Fax: (360) 664-2967
- Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit [How to File a Complaint](#) or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by email at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **Pullman Public Schools Nondiscrimination Statement**

The Pullman School District Board of Directors and the Pullman School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to the Boy Scouts of

America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator, Assistant Superintendent, (509) 332-3144, [compliancecoord@psd267.org](mailto:compliancecoord@psd267.org), and Section 504/ADA Coordinator, Director of Special Services (509) 332-3144, [compliancecoord@psd267.org](mailto:compliancecoord@psd267.org). 240 SE Dexter Street, Pullman, WA 99163. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584. Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): [How to File a Discrimination Complaint with OCR](#). Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint can be found on our website: [Guide to Reporting Discriminatory Incidents/Behavior](#).

## STUDENTS AND TELECOMMUNICATION DEVICES

Starting December 2, 2024, Pullman School District will start limiting student mobile device usage in our district in accordance with updated Board Policy and Procedure 3245 Students and Telecommunication Devices. This policy covers cellphones, smartphones, smartwatches, non-medical listening devices, headsets, earbuds, and other wearable technology that may distract from learning. Students may still bring these devices to school; however, they must be kept away and unused during instructional time/school hours.

### Elementary and Middle Schools

Elementary and middle schools will be mobile device-free during school hours, unless in an emergency or authorized by an administrator.

### High School

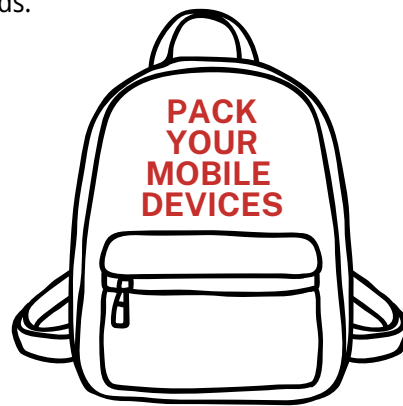
The high school will be mobile device-free during classroom time. Devices may be used before school, after school, at lunch, and during passing periods, but not during instructional time unless in an emergency or authorized by an administrator.

Students may access their mobile devices to manage their documented medical condition in accordance with the student's health care provider orders and/or other written IEP, 504, or Health Care Plans. Accommodations may be made for students with specific medical or other documented needs.

This policy and procedure aims to increase in-person social connection, minimize classroom distractions, enhance well-being, and improve your student's educational experience.

For more information about these policies in procedures:

- [Policy 3245 Students and Telecommunication Devices](#)
- [Procedure 3245P Students and Telecommunication Devices](#)



## ARTIFICIAL INTELLIGENCE (AI) GUIDELINES

Artificial Intelligence (AI) offers powerful potential to improve productivity, enhance learning outcomes, personalize instruction, and foster creativity in Pullman Public Schools. Our commitment as a district is to thoughtfully integrate AI technologies, ensuring they align with educational goals and uphold ethical standards. We aim to collaborate with our Technology Advisory Committee and other key stakeholders to evaluate AI advancements and determine their suitability within our educational setting. The following guidelines reflect our current approach to AI use in Pullman Public Schools.

### [Pullman Public Schools Artificial Intelligence \(AI\) Guidelines](#)

## REFERENCES

[Board Policy 3122 Excused & Unexcused Absences](#)  
[Board Procedure 3122P Excused & Unexcused Absences](#)  
[Board Policy 3205 Sexual Harassment of Students Prohibited](#)  
[Board Procedure 3205P Sexual Harassment of Students Prohibited](#)  
[Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying](#)  
[Board Procedure 3207P Prohibition of Harassment, Intimidation, and Bullying](#)  
[Board Policy 3210 Non-Discrimination](#)  
[Board Procedure 3210P Non-Discrimination](#)  
[Board Policy 3211 Gender-Inclusive Schools](#)  
[Board Procedure 3211P Gender-Inclusive Schools](#)  
[Board Policy 3241 Student Discipline](#)  
[Board Procedure 3241P Student Discipline](#)  
[Board Policy 4200 Parent Access & Safe and Orderly Learning Environment](#)  
[Board Procedure 4200P Parent Access & Safe and Orderly Learning Environment](#)  
[Board Policy 5011 Sexual Harassment](#)  
[Board Procedure 6605P Student Safety: Walking, Biking and Riding Buses to School](#)  
[Board Procedure 6700P Nutrition](#)  
[RCW 28A.225 Compulsory School Attendance & Admission](#)  
[RCW 28A.225.020 School's Duties Upon Child's Failure to Attend School](#)

### Policies & Procedures





# REQUIRED NOTIFICATIONS

*All Pullman School District Policies can be found on the [www.pullmanschools.org](http://www.pullmanschools.org) website*

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# ANNUAL NOTIFICATIONS

Pullman Public Schools is required to provide the following notifications to parents each school year. They can be read in their entirety on the district webpage or you can call the school district office (509.332.3581) or email [info@psd267.org](mailto:info@psd267.org) to request that a packet of all notifications be mailed to you.

## NOTIFICATIONS:

- [Academic Acceleration Policy \(Policy 2195\)](#)
- [Admission Requirements](#)
- [Annual Summary of Pesticide Use](#)
- [ASB Activities Reports](#)
- [ASB Opportunity Gap Reduction Plan](#)
- [ASB Financial Reports](#)
- [Asbestos Hazard Emergency Response Act \(AHERA\) Inspection Report](#)
- [Assessment Plan](#)
- [Child Find](#)
- [Community Resources for Families](#)
- [CTE Nondiscrimination Statement](#)
- [Diplomas/Transcripts Withheld on the Basis of Outstanding Fees/Fines](#)
- [District Policy for Waiving and Reducing ASB Fees \(Policy 3510\)](#)
- [Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973 \(Policy 2162\)](#)
- [Excused and Unexcused Absences](#)
- [Explanation of Roles & Responsibilities of Safety and Security Staff \(Policy 4311\)](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Federal Program Notifications](#)
- [FERPA Directory Notification](#)
- [Food and Snack Policy & Approved Snacks List for Classroom Events](#)
- [Harassment, Intimidation and Bullying \(HIB\) and Discrimination Information](#)
- [Home Language Survey](#)
- [Immunizations Required for School Attendance \(Policy 3413\)](#)
- [Language Access Plan](#)
- [Learning by Choice – Student Enrollment Options in Washington State](#)
- [Maintenance of Grounds and Integrated Pest Management \(Pesticides applied on a regular basis\) \(Policy 6510\)](#)
- [McKinney-Vento Homeless Students- Annual Notifications](#)
- [Media Opt-Out Information](#)
- [Non-Discrimination Policy 3210](#)
- [Protection of Pupil Rights Amendment \(PPRA\)](#)
- [Public Records Act \(PRA\)](#)
- [Right to Request Teacher and Paraprofessional Qualifications](#)
- [Sexual Harassment Policy 3205](#)
- [Student Accident & Sickness Insurance](#)
- [Student Mobile Device Policy](#)
- [Student Rights and Responsibilities Policy 3241](#)
- [Title I – Parental Involvement Policy](#)
- [Tobacco Free Environment – Policy Related to Use of Tobacco and Nicotine Products and Delivery Devices \(Policy 4215\)](#)
- [Washington State Office of Education Ombuds](#)
- [Water Quality in Our Schools](#)
- [Pullman School District Wellness Committee](#)

*If you have questions regarding any of these notifications, please contact your student's school office, or the district office at 509-332-3581 or [info@psd267.org](mailto:info@psd267.org)*

## MEDIA OPT-OUT NOTIFICATION

Pullman Public Schools enjoys celebrating the achievements and activities of our students. There are times when our schools, athletics, activities, or events may be featured in various media. District staff may highlight and recognize student achievements and activities with our community through school and district newsletters, the news media (may include interviews), and on the internet (may include our website or social media). News reporters, photographers and/or film crews from TV, radio stations, newspapers or magazines may wish to photograph and/or film your child in relation to a story about our schools or students. Your child's name and grade may be included in the report. Classrooms may also participate in video-conferencing on the internet.

Our schools are also visited by community organizations or partners who are providing services to students. These organizations or partners may wish to photograph your child and may want to use the photograph and/or your child's name and the name of the school in their publications and informational materials.

In addition, there may be instances when, under the guidance of instructors, student work is published online. Student achievements and activities may be published unless the parent/guardian directs otherwise.

If you choose to opt your student out of media, we will make every effort to honor your request. Please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that she/he knows if you do not want them to be photographed or filmed.

Parents have the right to exclude their student's name, photo, grade, school, and achievement/activities from publication. The [Media Opt Out Form](#) can be requested from any school office, by calling the district office at 509-332-3581, or is available on the district website ([www.pullmanschools.org](http://www.pullmanschools.org)). **Please note that this form must be re-submitted at the beginning of each school year.**

## NOTIFICATION OF RIGHTS UNDER FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception,

which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

*(Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)*

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA:



**FERPA**  
Family Educational  
Rights & Privacy Act

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

### Directory Notification

[The Family Educational Rights and Privacy Act](#) (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless the parent advised the school district to the contrary. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the [Elementary and Secondary Education Act of 1965](#) (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephone listings—unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose directory information from your child's education records without your prior written consent, please fill out the following form:

<https://form.jotform.com/pullmanschools/directory-information-optout-form>

### OSPI Data Sharing - High School Students

Starting in 2024, school districts are required to submit directory information for high school students and their parents/guardians to OSPI. OSPI is required to share the information with institutions of higher education for the purpose of informing students/families of postsecondary educational opportunities available in the state. If you do not want this information released to OSPI, and you have not already filled out an opt-out form, please fill out the following form:

[Directory Information Opt-Out Form](#)

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**\*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—**

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**\*Receive notice and an opportunity to opt a student out of—**

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use—
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum. Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## SECTION 504 & THE REHABILITATION ACT OF 1973

[The Rehabilitation Act of 1973](#), commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to ensure that students who are disabled have educational opportunities and benefits equal to those provided to students who are non-disabled.

It is the intent of the Pullman School District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Following assessment, an accommodation plan may be developed for a student who is eligible to receive services under Section 504.

***The counselor at each school site is designated as the 504 contact.***

The District Compliance Officer for Section 504 is the Assistant Director of Special Services, (509) 332-3581 or [dventresco@psd267.org](mailto:dventresco@psd267.org). If you would like further information or want to make a referral for possible services under Section 504, contact the designated counselor at your student's school.

## RIGHT TO REQUEST TEACHER & PARAEDUCATOR QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the Pullman School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraeducator(s).

***The following information may be requested for teacher(s):***

- Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
- The college major and any graduate certification or degree held by the teacher.
- Whether the student is provided services by paraeducators, and if so, their qualifications.

***The following information may be requested for instructional paraeducator(s):***

Paraeducators must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all paraeducators must meet professional qualifications. In a Targeted Assistance program, any

paraeducator who is the direct supervision of a certificated teacher must meet the professional qualifications. Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previously the apprenticeship requirements and must present a journeycard or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraeducator's qualification, please contact Dagny Myers, Human Resources Manager, at (509) 332-3584 or [dmyers@psd267.org](mailto:dmyers@psd267.org).

If you have any questions regarding any of these notifications, please contact your student's school office, or the district office at 509-332-3581.

## COMMUNITY RESOURCES

Check out lots of great sources on our [community resource guide](#)!

Are you contemplating suicide or in a crisis and need help? Call or text **988** or chat at [988lifeline.org](https://988lifeline.org).

[Report a safety concern](#)

[Suicide Prevention](#)

[Eating Disorders Help](#)

[Substance Abuse Help](#)

[Substance Abuse Trends](#)

[Access to Naloxone](#)

[Overdose Prevention, Recognition, & Response](#)

[Secure Storage of Prescription Drugs and OTC Medications](#)

[Safe Drug Disposal Locations in Whitman County](#)

[Gun Safety](#)

## REFERENCES

[Elementary and Secondary Education Act of 1965 \(ESEA\)](#)

[Family Educational Rights and Privacy Act](#)

[Media Opt-Out Form](#)

[The Rehabilitation Act of 1973](#)

## Policies & Procedures



# APPENDIX A



# LANGUAGE ACCESS



***Pullman School District Board Policy & Procedure 4218***

***All Pullman School District Policies can be found on the***

***[www.pullmanschools.org](http://www.pullmanschools.org) website***

# APPENDIX B



# FAMILY & STUDENT HANDBOOK ADDENDUM





# FRANKLIN ELEMENTARY SCHOOL FAMILY & STUDENT



2025-2026

# HANDBOOK

HOME OF THE FOXES!



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*These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites:*

[www.pullmanschools.org/families/helpful\\_resources](http://www.pullmanschools.org/families/helpful_resources)



# FRANKLIN ELEMENTARY SCHOOL

850 SE KLEMGARD PULLMAN, WA 99163 (509) 334-5641

## Welcome to the 2025-2026 school year at Franklin Elementary!

On behalf of the skilled and dedicated staff of Franklin Elementary, we would like to extend a heartfelt greeting to all of you. We are beyond excited to begin this school year. I look forward to continued time to get to know our parents, students and community this school year as we strive to deliver a high-quality education in a safe and secure environment where instructional services and programs meet the needs of each and every student.

We recognize that each child brings special attributes that are appreciated and encouraged. We create opportunities for students to work together, develop cooperative skills and take positive risks, all while respecting uniqueness and cultural differences. In addition, Franklin offers opportunities for students to participate in a variety of extracurricular group activities such as Fox Council (both Community Service and Spirit), Chess and Garden Club. We partner with community organizations and our amazing PTA to bring students and families multiple opportunities to participate before, during, and after school. It is with pride that we prioritize these family and community partnerships which are so integral to the positive and welcoming culture of our school.

Here at Franklin, we have developed core cultural beliefs as a commitment to you and our students. Our core belief is that *"Every Fox is Our Fox"*. What does that mean? It doesn't matter if you are a teacher or support professional in any role, every student here at Franklin belongs and matters to each and every one of us. Stemming from this belief, we are committed as a staff to our core values:

- Each Franklin Fox can learn and grow with MY support
- We believe all students can grow academically, socially and emotionally with the tools we provide
- We are a staff that learns, grows, and supports one another
- We are here for ALL of you and our students. Belonging is key at Franklin, and we are so excited to have you as a part of our Franklin Fox Family.

We will continue to value the support and input of parents. I look forward to continuing to foster a school environment where parents and community are actively involved partners providing support for school activities, input to school decision-making and fundraising for school projects. If you are interested in becoming involved, please contact Michelle Dunlap in our office or consult our website for more information. It is our goal at Franklin to provide a safe, positive learning environment where parents, guardians, students and staff are partners in making Franklin a wonderful place to learn and grow. We look forward to working with you this year!

Sincerely,

*Kathi Keefer*

Every Fox is Our Fox!

[kkeefer@psd267.org](mailto:kkeefer@psd267.org)

850 SE Klemgard

Pullman, WA 99163

(509) 334-5641

## FRANKLIN ELEMENTARY STAFF

POSITION	STAFF		
Administration	Kathi Keefer, Principal		
Office/Building Support	Michelle Dunlap, Secretary	Mia Seshiki, Office Para	
Kindergarten	Lonna Carrier	Ellen Kellie	
First Grade	Scott Randall	Marci Sontgerath	April Walter
Second Grade	Heather Strader	Meg Conley	
Third Grade	Malia Held	Holly Steele	
Fourth Grade	Chris Lippay	Brooke Payne	
Fifth Grade	Haley Gray	Julie Lippay	
Special Education	Jessica Anderson	Claudia Bishop-Haynes	Angela Gibson
Library	Kristen Coke-Sutton, Librarian	Annella DePaulo-Eslick	
Specialist	Desiree Greystone, Art/STEM	Ethan Johnson, Music	Haylee Fishback, P.E.
ELD	Jenny Ahn	Rosana Magoia	
Core+	Sarah Davis	Anne Lee	Robin Hevly
Occupational Specialists	Katelyn Claassen, OT		
Mental Health	Tarrin Weber, Counselor	Linda Baldeck, Psychologist	
Nurse	Michelle Hyatt		
Nutrition Services	Head Cook	Delaney Valley-Barret, Cashier	
Custodial	Cooper Jaquish, Lead	Jennifer Smith	Mikhail Pulinskii

# SCHOOL ARRIVAL & DEPARTURE

## ARRIVAL

**Students should not arrive on the grounds before 8:05 am.** Our school doors do not open to students until 8:05. Students will enter through the lunchroom doors or front doors.

## VEHICLE PICK-UP & DROP-OFF AREAS

We have two student drop-off and pick-up areas. One is located in the front of the building off of Klemgard (following the loop around the flagpole). The second is in the back of the building off of Carolstar (another pick up loop).

**When picking up or dropping off, please follow these safety guidelines...**

- Do not double park or stop in the left lane of either pick up loop.
- Find a spot that is empty and fully park on the right side of the loop.
- Drive very slowly and cautiously. Our pick-up areas are very congested with students.
- If you need to enter the building, please move your car to a safe area and park. NEVER leave smaller children or students unoccupied in your vehicle. We will contact the Pullman police department if we see any unsupervised small children left in unoccupied vehicles.

## PEDESTRIANS

Many of our students walk home within the immediate Pioneer Hill neighborhood. All students must abide by general safety rules when walking home. Crossing guards are provided on several busy corners around Franklin School (contact main school for specific corner information). We ask all Franklin students, parents, and Lincoln Middle School students to respect our safety patrol members and follow their directions when walking home.

## BICYCLE RIDERS

Franklin has two bike racks for parking student bicycles. We recommend a bike lock for securing your bicycle (one that is easy for a child to operate).

**We have several safety policies for bike riders.**

- Bike riders must always wear a helmet.
- Always obey general traffic and safety rules.
- Listen to staff and safety patrol members and follow directions.
- Walk your bike on school grounds and sidewalks where pedestrians are present.

## BUS RIDERS

These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

**When on the bus, please follow these safety guidelines...**

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).

- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students that walk an extended distance on a highway must walk on the left-hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc.).
- Each student must see that their books and personal belongings are kept out of the aisles.

If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911.

Serious and/or repeated offenses may lead to a student plan being put into place to address the behavior and/or loss of bus riding privileges.

The staff and parents of Franklin want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website, elementary handbook, or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives!

## DEPARTURE

**After school, students need to leave for home. Supervision ends at 3:00 pm.**

*In accordance with state law, students who wish to use the playground after school for free play need to report home before returning to the school grounds, no sooner than 3:20 pm*

## DAILY SCHEDULE FOR 2025-2026

Morning/Breakfast Schedule			
Grade	Lunch	Recess	End of Recess
Kindergarten	11:45 am	11:30 am	11:45 am
First Grade	11:45 am	11:30 am	11:45 am
Second Grade	11:45 am	11:30 am	11:45 am
Third Grade	11:25 am	11:45 am	12:05 pm
Fourth Grade	11:25 am	11:45 am	12:05 pm
Fifth Grade	11:25 am	11:45 am	12:05 pm

Afternoon Recess	
1:30 pm-1:45 pm	Grades K, 1, 2
1:45 pm-2:00 pm	Grades 3, 4, 5

Afternoon Departure	
2:50 pm	Closing Bell
3:00 pm	Supervision ends – students need to leave school grounds

## POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district mission is "Ensuring Learning While Supporting and Challenging each Student to Achieve Full Potential". Franklin mirrors that same mission. It is our opinion that an essential skill for persons who will live and work in the present and future world is the ability to communicate respectfully and problem-solve peacefully, even when disagreement is present.

Respectful behavior is expected of all children and adults at this school. To this end, we provide social/emotional and problem-solving learning opportunities using curricula and programs such as Second Step and DARE. We work diligently to teach expected behaviors continuously throughout the school year. Staff members engage in training opportunities and regular discussions related to this learning.

At Franklin, we stress the expectations of Respect, Responsibility and Safety through our Positive Behavioral Interventions and Supports program. We begin each year by teaching expected behaviors school-wide and we continuously reinforce and reteach those expectations. Our goal is to provide a safe environment for students to learn these very important skills. In the interest of safety and respect, we do not allow any students to engage in fighting, rough hands-on play (like shoving, hitting, kicking, or aggressive physical contact) or in any type of bullying or harassment. We work diligently to help students learn what it looks like and feels like to function in a safe, respectful and responsible society. This continuous and intentional work assists in creating a positive and safe place for all children at Franklin Elementary.

As students are progressing through their childhood years and related developmental stages, they sometimes make mistakes. While ensuring the safety of all students, it is critically important that we help students who make mistakes learn from them, and that any relationship affected by the mistake is restored. Any consequence that a student may experience is turned into a learning opportunity so that the behavior has a lower chance of being repeated. This philosophy and our related practices are designed to ensure the social and emotional safety and well-being of all students.

### ***When consequences become necessary, they may include:***

- Recess or other free time, used to process the situation that occurred
- Lunch and/or lunch recess in the office, particularly for incidents related to those activities
- A consequence that remedies damage that may have been caused

Serious and/or repeated offenses may lead to a student plan being put into place to address the behavior.

The staff and parents of Franklin want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives.

## CORE+/TITLE I/LAP READING & MATH

### TEACHER/STUDENT/PARENT LEARNING COMPACT: 2025-2026 SCHOOL YEAR

Franklin Elementary has an academic support staff that is partially funded through Title I/LAP. One of the benefits is that we create an agreement to work as a team to maximize learning for our students. The commitments below represent our current agreement.

### **School Commitment**

- Teach the necessary concepts to your child while striving to meet his/her individual needs.
- Provide a positive learning environment.
- Keep up communication between Title I and classroom teacher.
- Communicate your child's progress and program expectations.
- Monitor your child's progress and adjust teaching as necessary.

### **Student Commitment**

- Attend school regularly.
- Come to class prepared and on time.
- Pay attention and ask for help when needed.
- Complete and submit assignments on time.
- Be responsible for your own behavior and be a cooperative learner with a positive attitude.
- Read for 20 minutes daily for at least twenty days of each month.

### **Parent Commitment**

- See that my child attends school regularly and is on time.
- Encourage my child's efforts and be available for questions and support.
- Establish a place and time for homework when it is given.
- Support the school in its effort to maintain proper discipline.
- Review all school communications.
- Remind my child to read a minimum of 20 minutes daily for at least twenty days of each month

Title One annual parent notifications and Core+ (Title I & LAP) academic support services can be found on our website:

[www.pullmanschools.org/departments/teaching-and-learning/core\\_academic\\_support\\_services](http://www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services).

## **STUDENT DISCIPLINE**

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200  
[k12.wa.us](http://k12.wa.us)



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

### **IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS**

In response to significant changes to OSPI discipline rules under [Chapter 392-400 WAC](#), school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

#### **Engage Families, Students, and Staff in Discipline Decisions**

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

### **Eliminate Zero-Tolerance Discipline Policies and Practices**

- Research finds punitive practices can produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

### **Adopt Positive and Instructional Approaches to Behavior**

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

### **Disrupt Inequitable Discipline Decision-Making Processes**

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

### **Focus on the Classroom Context and Data-Informed Decision-Making**

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

### **Resources and Contact Information**

***The following resources are available on OSPI’s [Student Discipline](#) website:***

- [Student Discipline Rules Q&A: A Technical Guide](#)
- [Behavior Menu of Best Practices and Strategies](#)
- Discipline training content on [Classroom Procedures](#) and [Administrative Procedures](#)

***For technical assistance and training contact:***

Joshua Lynch, Student Discipline and Behavior Program Supervisor  
[joshua.lynch@k12.wa.us](mailto:joshua.lynch@k12.wa.us) | 360-725-4969

## **FOOD CELEBRATIONS AT SCHOOL**

Dear Parents and Guardians:

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools diagnosed with life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We will no longer serve food on individual student birthdays. We will allow for activities involving food up to once a month in each classroom, at the teacher’s discretion. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the

student's special day. These events may have different themes and purposes at each grade level and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students, and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we appreciate your help.

A list of approved snacks will be available in the school office and on our website. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

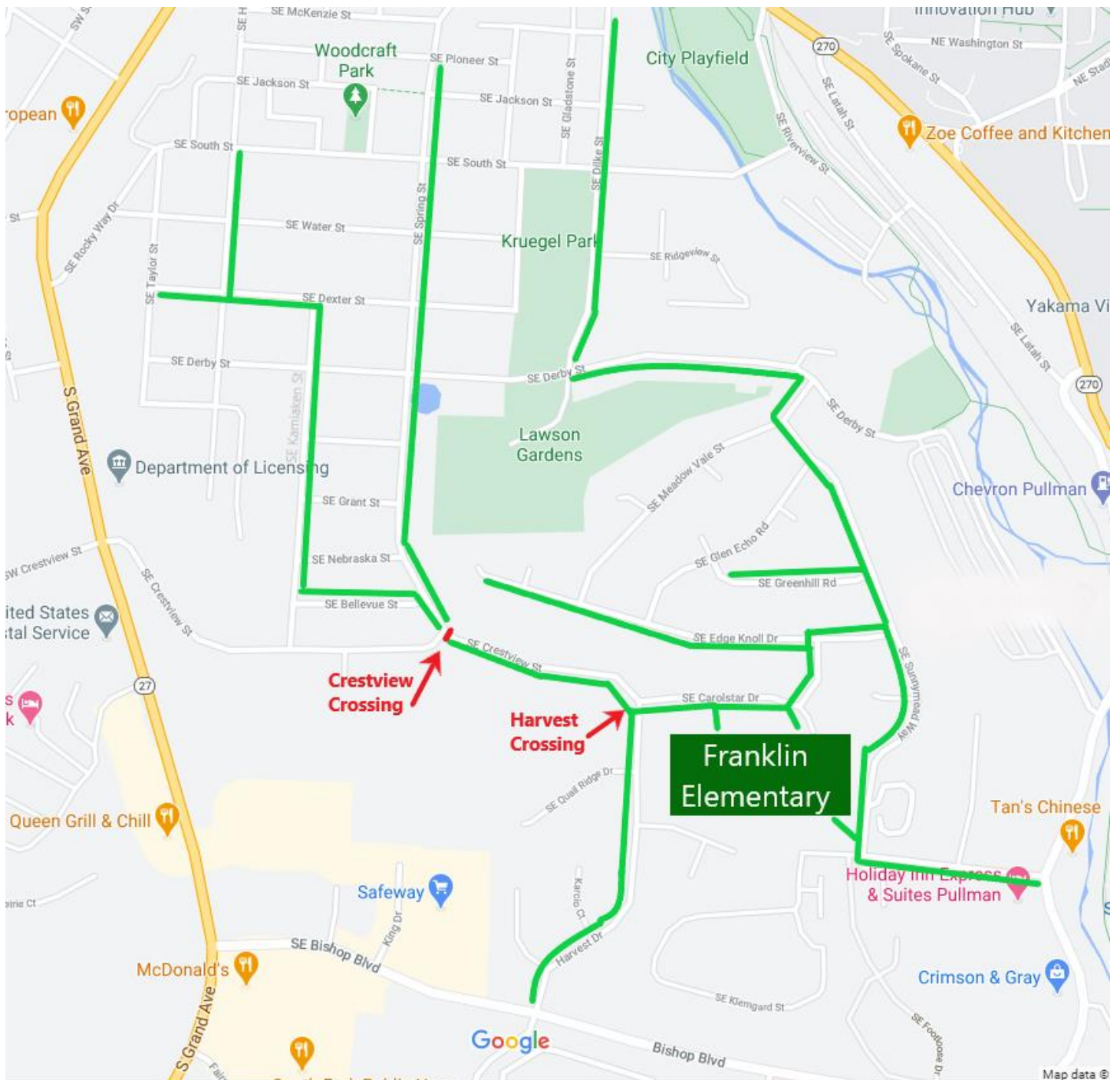
Sincerely,

*Kathi Keefer*

Kathi Keefer, Principal

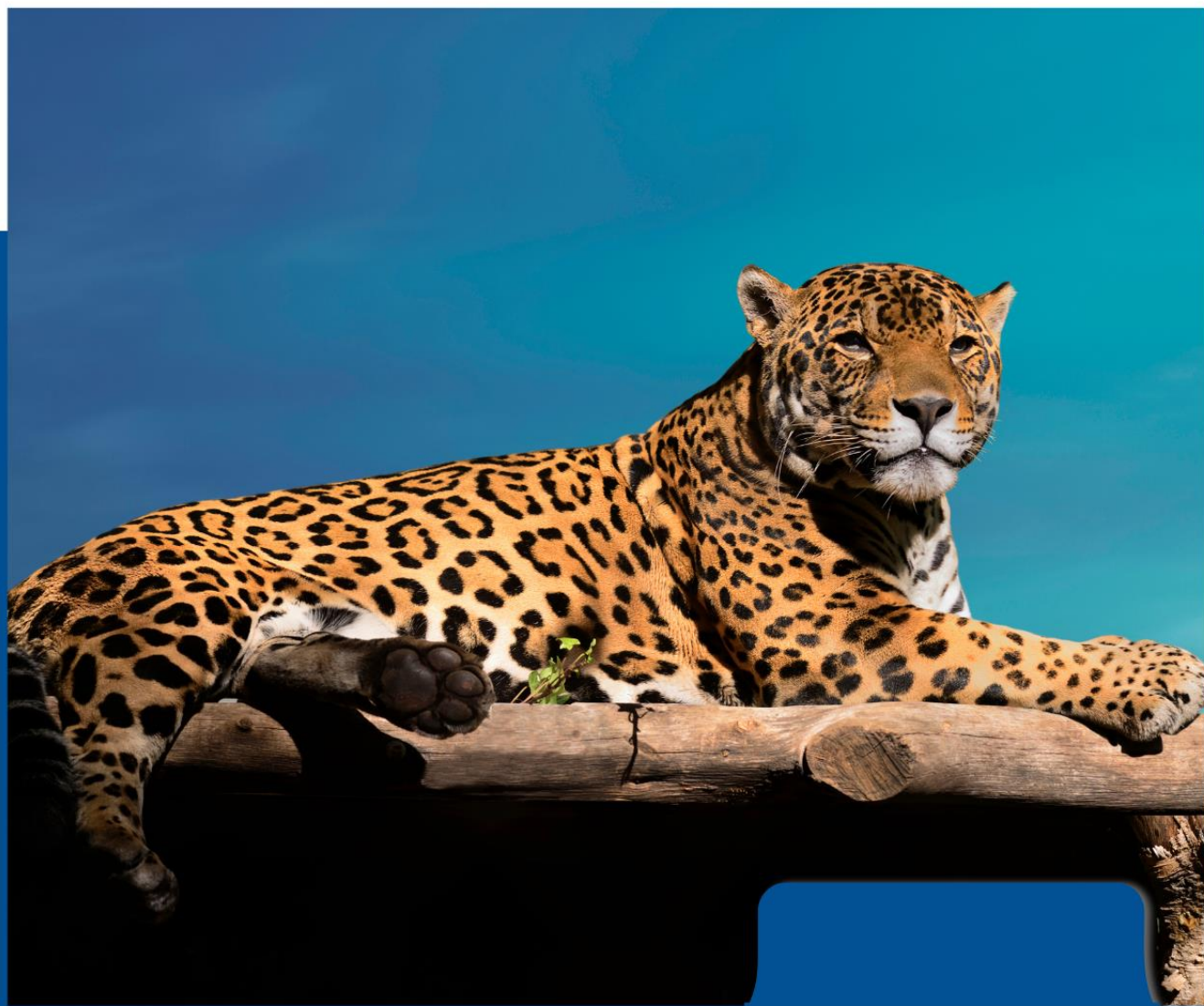
[kkeefer@psd267.org](mailto:kkeefer@psd267.org)

# SAFE WALKING ROUTES TO SCHOOL





# **JEFFERSON ELEMENTARY SCHOOL** **FAMILY & STUDENT**



# **HANDBOOK**

**HOME OF THE JAGUARS!**



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*These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites:*

[www.pullmanschools.org/families/helpful\\_resources](http://www.pullmanschools.org/families/helpful_resources)



# JEFFERSON ELEMENTARY SCHOOL

1150 NW BRYANT STREET PULLMAN, WA 99163 (509) 334-5641

## Welcome to the 2025-2026 school year at Jefferson Elementary!

Welcome to Jefferson Elementary School. Our highly dedicated and professional staff is looking forward to partnering with you and your child during the 2025-2026 school year.

Jefferson Elementary School is proud to be a “Kids at Hope” school. As a “Kids at Hope” school...

- **WE BELIEVE:** Children succeed when they are surrounded by adults who believe they can succeed. We believe that ALL children are capable of success, NO EXCEPTIONS!
- **WE CONNECT:** Children succeed when they have meaningful, sustainable relationships with caring adults. We connect with ALL children in a meaningful, sustainable way.
- **WE TIME TRAVEL:** Children succeed when they can articulate their future. We teach children to mentally time travel to their future in four destinations (Home & Family; Hobbies & Recreation; Community & Service; and Education & Career).

## Jefferson Elementary School Vision Statement

- To achieve our mission, Jefferson Elementary School staff will...
- Intentionally foster positive student relationships
- Celebrate academic growth, personal growth and cultural diversity
- Collaborate with district staff, students, families, and community members
- Consistently monitor student performance to inform all instruction
- Commit to ongoing growth in our professional learning and practice
- Believe all Jaguars are capable of success, NO EXCEPTIONS!

The Jefferson Elementary School Family Handbook is an addendum to the Pullman School District Elementary Family Handbook (Pullman School District Elementary Family Handbook). If the answer to your question cannot be answered in the Jefferson addendum please visit the above link. Thank you for allowing AND trusting us to be a part of your child’s life and education.

Sincerely,

*Kelsey Winningham*

[kwinningham@psd267.org](mailto:kwinningham@psd267.org)

1150 NW Bryant Street

Pullman, WA 99163

(509) 332-2617

## JEFFERSON ELEMENTARY STAFF

POSITION	STAFF			
Administration	Kelsey Winningham, Principal	Cheyenne Webber, Assistant Principal		
Office/Building Support	Kelly Crossno	TBD		
Counseling/Social Emotional Support	Nikki Dehle, Counselor	Stephanie Rudd, SEL Support		
Kindergarten	Penny Zimmerman	Debbie Stone	TBD	
First Grade	Marie Wallace	Sandra Casanova	Diane Hathaway	
Second Grade	Veronica Elseroad	Jill Patera	TBD	
Third Grade	Sara King	Marlin Mangels	Mary Tumbleson	
Fourth Grade	Trisha Doumit	Colby West	Tatym Medina- Cole	TBD
Fifth Grade	Anthony Haynes	Emily VanNess	TBD	
Special Education	Erin Rodriguez	Robin Olson	Bailey Read	Keri Dockstader
Special Education Support	Martha Aguila Santana	Katie Dailey	Nathan Hascall	Lacey Robbins
Library	Kristen Coke-Sutton	Jodi Winchell		
Specialist	Heather Lohrmeyer, Art/STEM	TBD, Music	Thad Wheatley, P.E.	
ELD	TBD	Rosana Magoia		
Core+	Robin Hendrickson	Niki Wolf		
Core+ Support	Kayla Thomas	TBD	TBD	
OT/Speech/School Psychologist	Katelyn Claassen, OT	Aydan Marsh, Speech	Linda Baldeck, School Psych.	
Nurse	Janel Wright	Sheri Wadsworth		
Nutrition Services	Esther Hart	Trina Warner		
Custodial	Adam McPherson	Daniel Barbosa	Eric Robins	

## SCHOOL ARRIVAL & DEPARTURE

**School begins at 8:20 AM and student dismissal is 2:50 PM.**

### ARRIVAL AT SCHOOL

<b>Monday (Late Start 8:50 am)</b>	<b>Tuesday-Friday (Start 8:20 am)</b>
Students that eat school served breakfast may arrive at 8:30 AM	Students that eat school served breakfast may arrive at 8:00 AM.
If your child does not eat breakfast at school, please do not have them arrive at school until 8:40 AM.	If your child does not eat breakfast at school, please do not have them arrive at school until 8:10 AM.
If your child arrives before 8:30 AM, please have them go to the school café. Students will be dismissed from the café at 8:45 AM to go to their classrooms.	If your child arrives before 8:00 AM, please have them go to the school café. Students will be dismissed from the café at 8:15 AM to go to their classrooms.

### DEPARTURE FROM SCHOOL

**School dismissal is at 2:50 PM.**

- All students and siblings are expected to leave the school grounds immediately after being dismissed from school.
- The school grounds are unavailable for public use between the hours of 7:45 AM-3:20 PM.
- Students are to meet their parents, siblings or friends after school at a designated area on the play-ground. Please develop a plan where to meet your child after school.
- Please escort your child to your car. For safety reasons please do not allow your child to walk through the parking lot unescorted by an adult.

**Supervision of students ends at 3:05 PM.**

### WALKING STUDENTS

Many of our students walk to and from school each day. All students must abide by general safety rules when walking to and from school. We ask all Jefferson students and families to respect our adult or student safety patrol members and follow their directions when walking home.

### BICYCLE, SCOOTER, AND SKATEBOARD RIDERS

For the safety of all, bikes, scooters, or skateboards must always be walked when on school grounds. The school assumes no responsibility for stolen or damaged bikes, scooters or skateboards. However, provisions have been made to safeguard bikes and scooters by requiring them to be properly parked and locked in the school bike/scooter rack located at the front of the school. We ask that kindergarten students not ride a bicycle, scooter or skateboard to school. Rollerblades and/or roller skates are not to be worn on school grounds.

## SCHOOL BUS AND DAYCARE DROP-OFF & PICK-UP LOCATION

The school bus and daycare van drop-off and pick-up location is at the front of the school.

***This area will be closed to drive-thru traffic and parking between 7:45 AM-8:20 AM and 2:30 PM-3:10 PM.***

***This area will be open for visitor parking from 8:20 AM-2:30 PM.***

Any **red curbing** means “No Stopping or Parking.”

***Individuals with a disabled parking permit will be permitted to enter and park in this area during the above times.***



## FAMILY DROP-OFF & PICK-UP LOCATION



When dropping off or picking-up your child at this location please follow these guidelines:

- Do not double park or stop in the left (red curb) OR middle lane.
- Stop at the curb to the right-side of the loop.
- To keep cars moving pull ahead as the car(s) in front of you exit. Please use the “Stop, Drop-off/Pick-up and Go” method to keep cars moving.
- Have your child enter and exit the car on the right side against the yellow curb.
- Drive slowly and cautiously.
- If you need to enter the building or meet your child, please park in the upper parking lot.

## PARKING LOCATIONS

### Upper Parking Lot

- Feel free to park in the upper parking lot anytime as there are available parking spaces.
- Parking or entrance in the service lane leading to the back of the school is not permitted.
- State Street & Plum Path
- Please consider parking on State Street and either have your child walk on Plum Path to State Street to meet you OR you can walk on Plum Path to the school, meet your child and walk back to your car. Plum Path is a paved and designated path that leads from the back of the school and comes out on State Street (see right). Plum Path is approximately 200 yards in length. We have an adult crossing guard where Plum Path comes out onto State Street. There is a tremendous amount of curbed parking, with sidewalks, on both sides of State Street. Several of our student walk on Plum Path on a daily basis.

## BUS RIDERS

These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

When on the bus, students must follow these safety guidelines...

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).
- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students who walk an extended distance on a highway must walk on the left-hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc.).
- Each student must see that their books and personal belongings are kept out of the aisles.
- If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911

## JEFFERSON POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Jefferson Elementary School encourages and teaches appropriate behavior through a proactive approach called “Positive Behavioral Interventions and Supports” (PBIS). PBIS is a school-wide approach to make our school safe and to promote positive student behavior. It’s also a way for us to decide how to respond to a child who misbehaves.

Following are a few important PBIS principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child’s behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

Keep in mind that PBIS is not a treatment or therapy. It is more like a framework for teachers, administrators and parents. It’s used with all students in our school, whether or not they receive special education services. According to several studies, PBIS leads to better student behavior. In schools with PBIS, students receive fewer detentions and suspension. There is less bullying. Students also have better grades.

### **The Focus of PBIS: Prevention, Not Punishment**

In a school with a traditional approach to discipline, teachers/staff may try to correct behavior through punishment.

By contrast, in a school using PBIS, the focus is on preventing problems. From the start, students learn about what behavior is appropriate, just like they learn math or science. Students are taught social skills, including how to act in different settings, such as the classroom, on the bus or with friends. This is done through instruction in or in our “common” areas on what appropriate behaviors should look like throughout our school community.

Your child’s teacher will be teaching their classroom behavior expectations during the first week of school and re-teaching/reviewing them during the year. Please contact your child’s teacher to find out the expected classroom behaviors.

In addition, your child’s classroom teacher will be teaching the “common area” behavior expectations during the first few weeks of school and re-teaching/reviewing them during the year.

PBIS has an emphasis on interaction and modeling by all staff members and focuses on both a child’s behavior and the child as a human being. PBIS is a pro-active approach rather than a re-active approach to discipline.

Our staff wants your child to feel safe and secure at our school. Please consult the Pullman School District School Board Policy 3241 and 3241 (F1, F2, & P) for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives.

For more information regarding the Washington state student discipline laws please visit the following link: [Washington State Student Discipline](#)

## DAILY SCHEDULE FOR 2025-2026

Breakfast/Morning Schedule			
8:00 am		Students that eat school breakfast may arrive	
8:10 am		Students that do not eat breakfast may arrive	
Morning Recess			
9:55 am-10:10 am		Grades K, 1, 3	
10:10 am-10:25 am		Grades 2, 4, 5	
Lunch Schedule			
Grade	Recess	Lunch	End of Lunch
Kindergarten	11:20 am	11:40 am	12:00 pm
First Grade	11:20 am	11:40 am	12:00 pm
Second Grade	11:20 am	11:40 am	12:00 pm
Third Grade	11:50 am	12:10 pm	12:30 pm
Fourth Grade	11:50 am	12:10 pm	12:30 pm
Fifth Grade	11:50 am	12:10 pm	12:30 pm
Afternoon Recess			
1:55 pm-2:10 pm		Grades K, 1, 2	
1:40 pm-1:55 pm		Grades 3, 4, 5	
Afternoon Departure			
2:50 pm		Closing Bell	
3:00 pm		Supervision ends – students need to leave school grounds	

# PARENT INVOLVEMENT

## TEACHER/STUDENT/PARENT LEARNING COMPACT: 2025-2026 SCHOOL YEAR

### JEFFERSON ELEMENTARY TITLE I PARENT INVOLVEMENT POLICY

Jefferson Elementary School is committed to ensuring each child makes academic progress. For those students who are having difficulties learning in reading and math we have additional interventions and support through the Title I Program. Their progress is monitored frequently and instruction is based on scientifically validated strategies, with a goal of getting the students to their grade level performance levels as quickly as possible.

### HIGHLY QUALIFIED TEACHERS & PARAEDUCATORS

As a Title I school, we must meet federal rules related to teacher qualifications as defined in Every Student Succeeds Act (ESSA). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- You may also ask whether your child receives assistance from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

You may also ask whether your child receives assistance from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the school office by calling (509) 332-2617.

### INFORMATION REVIEW

Title I, Part A Parent Involvement Policy requirements and the School/Student/Parent Compact are explained to parents and reviewed during our Title I Parent Meeting and Grade Level Curriculum Night. Feedback from our Title I Parent Meeting will be considered for incorporation into the Jefferson Elementary School Title I Compact.

The commitments below represent our 2024-2025 School/Student/Parent Compact:

Title One Annual Parent Notifications and Core + (Title I & LAP) Academic Support Services can be found on our website: [www.pullmanschools.org/departments/teaching-and-learning/core\\_academic\\_support\\_services](http://www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services)

### TEACHER COMMITMENT

### ***I will....***

- Teach the necessary math and reading concepts to your child while striving to meet their individual needs
- Provide a positive learning and social/emotional environment
- Communicate class expectations to students and families
- Communicate with parents and guardians in regard to child's academic and/or social-emotional growth
- Provide challenges or resources to help your child grow academically and/or social-emotionally
- Encourage your child to read daily (\*20 minutes is the recommended amount of time for daily reading)

## **STUDENT COMMITMENT**

### ***I will...***

- Attend school regularly
- Come to class prepared and on time
- Pay attention and ask parents or teachers for help when needed
- Complete and submit assignments on time
- Be responsible for my own behavior and be a cooperative learner with a positive attitude
- Be responsible for assignments after an absence
- Communicate with teachers and parents regarding my progress in class
- Read daily

## **PARENT COMMITMENT**

### ***I will...***

- See that my child is punctual and attends school regularly
- Encourage my child's efforts and be available for questions and support
- Establish a place and time for homework when it is given
- Support the school in its effort to maintain proper discipline
- Review all school communications
- Communicate with staff regarding my child's academic and/or social-emotional growth
- Read to and with my child daily; support my child's progress toward becoming an independent reader

## **STUDENT DISCIPLINE**

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200  
[k12.wa.us](http://k12.wa.us)



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

## **IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS**

In response to significant changes to OSPI discipline rules under [Chapter 392-400 WAC](#), school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

### **Engage Families, Students, and Staff in Discipline Decisions**

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

### **Eliminate Zero-Tolerance Discipline Policies and Practices**

- Research finds punitive practices produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

### **Adopt Positive and Instructional Approaches to Behavior**

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

### **Disrupt Inequitable Discipline Decision-Making Processes**

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

### **Focus on the Classroom Context and Data-Informed Decision-Making**

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

### **Resources and Contact Information**

***The following resources are available on OSPI's [Student Discipline](#) website:***

- [Student Discipline Rules Q&A: A Technical Guide](#)
- [Behavior Menu of Best Practices and Strategies](#)
- Discipline training content on [Classroom Procedures](#) and [Administrative Procedures](#)

***For technical assistance and training contact:***

Joshua Lynch, Student Discipline and Behavior Program Supervisor  
[joshua.lynch@k12.wa.us](mailto:joshua.lynch@k12.wa.us) | 360-725-4969

## **COMMUNICATION**

Parents are encouraged to contact their child's teacher with any issues needing attention. Parents may also contact the school CORE+ teachers, Niki Wolf or Robin Hendrickson by calling (509) 332-2617.

Parents also have the option of requesting a meeting with the teacher, principal, or counselor. Jefferson has a Student Intervention Team (SIT) that meets regularly to discuss students of concern. Any staff or parent may request a SIT team meeting and the team will address those concerns.

## FOOD/CELEBRATIONS AT SCHOOL

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

*We no longer serve food on individual student birthdays.* We will allow for activities that involve food up to once a month in each classroom, at the discretion of the teacher. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we need your help.

A list of approved snacks will be available in the school office and on our school district website (Food and Snack Policy 6700P). Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

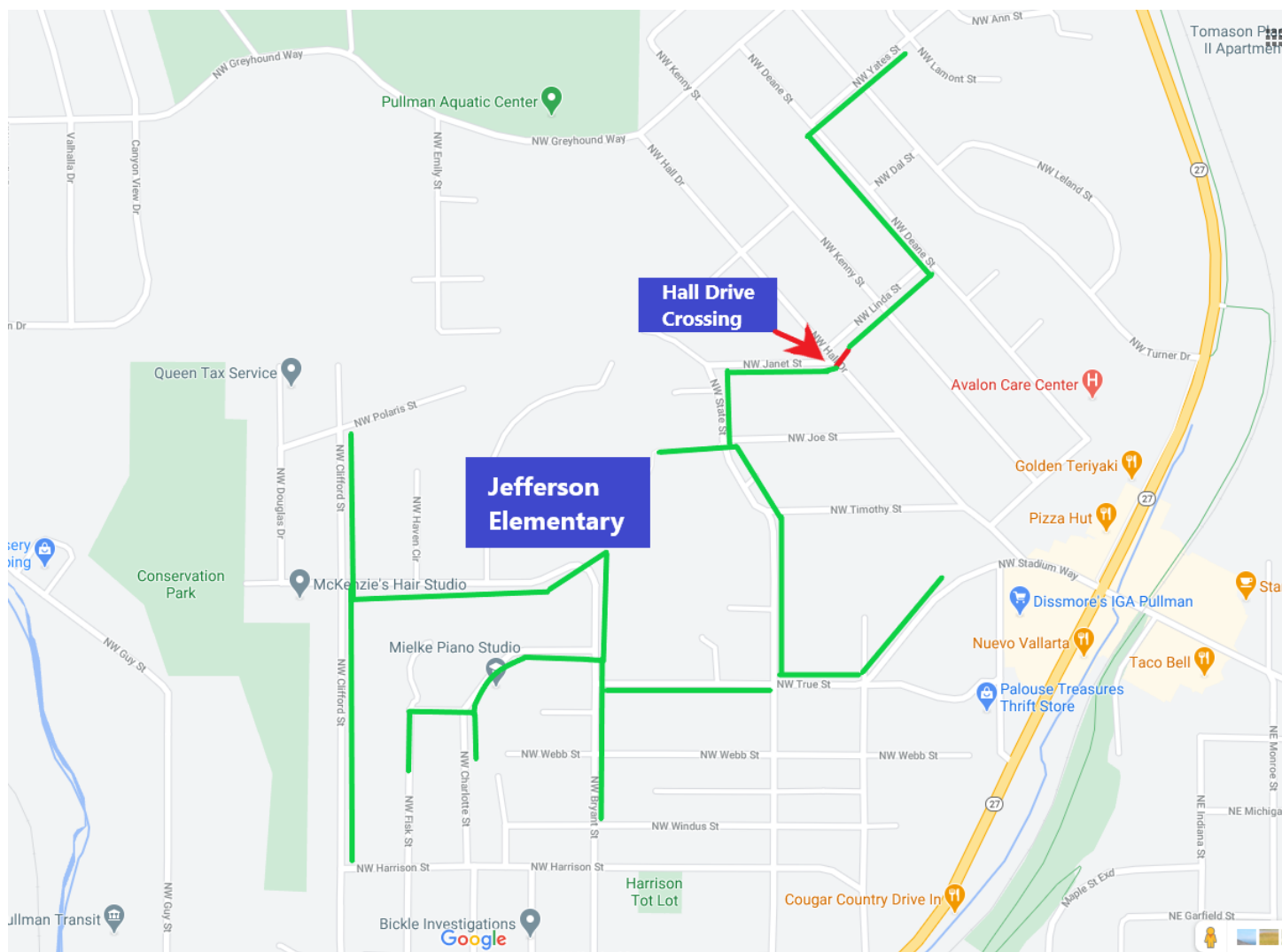
For further guidance see Pullman School District Administrative Procedure 6700P.

Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

## PERSONAL ITEMS

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We expect students not to bring extra money or other valuables to school. Personal toys or any other items that may be disruptive to the students, teachers, and/or the educational process at Jefferson Elementary School are not allowed. Neither the school nor any of its staff will be held responsible for damage to or loss of personal items brought to school.

## SAFE WALKING ROUTES TO SCHOOL





# **KAMIAK ELEMENTARY SCHOOL** **FAMILY & STUDENT**



**2025-2026**

# **HANDBOOK**

**SOAR LIKE A KESTREL TODAY!**

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*These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites:*

[www.pullmanschools.org/families/helpful\\_resources](http://www.pullmanschools.org/families/helpful_resources)



**KAMIAK ELEMENTARY SCHOOL**  
1400 NW TERRE VIEW DRIVE PULLMAN, WA 99163 (509) 334-5641

## **Welcome to the 2025-2026 school year at Kamiak Elementary!**

I am thrilled to begin our seventh year as a professional learning community! Last year, Kamiak Elementary School was recognized as a 2024-2025 Washington State Elementary and Secondary Act Distinguished School. Serving as the first principal of Kamiak Elementary has been a great honor, and I look forward to building relationship with our extraordinary students, families, and staff this year.

My wife, Carli, and I have lived in Pullman for 19 years, and we are thankful for this community. as we are raising our three children: Joseph (19), Adrian (15), and Georgia (11). Joseph just graduated from PHS and attends WSU now, Adrian attends PHS, and Georgia attends LMS.

I was drawn to education because I love the learning process. I love seeing what all students can achieve if given the opportunity to explore, to create, to problem solve, to fail, and then to try again. As the Principal of Kamiak Elementary School, one of my primary goals is to unite all school district stakeholders, and to help create a shared vision - a vision centered on creating a safe and engaging professional learning community committed to excellence and inclusion. I look forward to working with our students, families, community, and our instructional and support staff to provide the tools necessary for our students to navigate and be successful in this world.

Please don't hesitate to reach out if you or your student needs anything!

Sincerely,

*Evan Hecker*

Evan Hecker, Principal  
[hecker@psd267.org](mailto:hecker@psd267.org)

*\*Kamiak Elementary is a school-wide Title I School*

## KAMIAK ELEMENTARY STAFF

We have an incredible staff at Kamiak and they are very excited to begin this school year! I am thankful and appreciative for this wonderful group of educators! We will strive to deliver a high-quality education in a safe and secure environment where instructional services and programs meet the needs of ALL students. We will reinforce expectations that help students become responsible citizens.

Each child brings special attributes that are appreciated and encouraged. We will create opportunities for students to work together, to develop collaborative skills, and to take positive risks, all while respecting uniqueness and cultural differences. Additionally, Kamiak will offer opportunities for students to participate in a variety of extracurricular group activities such as Kestrel Council, Chess Club, Soar Squad, etc. We will partner with community organizations to bring students and families several enrichment opportunities to participate before, during, and after school.

We value the support and input of parents. Kamiak Elementary will have an active and involved parent organization that provides support for school activities, input to school decision making, and fundraising for school projects. If you are interested in becoming involved, please contact Lynda Hamilton in our office or consult our website for more information. It is a goal at Kamiak to provide a safe, positive learning environment where parents, students and staff partner together.

POSITION	STAFF			
<b>Administration</b>	Evan Hecker, Principal		Cheyenne Webber, Asst Principal	
<b>Office/Building Support</b>	Lynda Hamilton	Allison Jones	Alexa Beckett	
<b>Kindergarten</b>	Sarah Corbin	Amy Hood	Samantha Child	
<b>First Grade</b>	Sadie Boone	Taylor Ault	Kelci Gordon	
<b>Second Grade</b>	Maddi Hunt	Kassidy Oloff	Kelly Pollestad	
<b>Third Grade</b>	Trish Blehm	Shelley Opgenorth	Marisa Heitman	
<b>Fourth Grade</b>	Victoria Schoenfelder		Shiari McNeil	
<b>Fifth Grade</b>	Isayah Quituagua	Meghan McKeirnan	Emily Poston	
<b>Special Education</b>	Destiny Barker	Lexi Brantner	Marlee Jones	
<b>Sped. Ed Support</b>	Daisy Bencomo	Katelyn Cornish Laura Carmen	Raia Hotchkiss	Ujwala Ganjyal, Katie Kendrick
<b>Library</b>	Kristen Coke-Sutton		Megan Brannan	
<b>Specialist</b>	Heather Lohrmeyer, Art/STEM	Kim Stockton, Music	Kim Mowbray, P.E.	

<b>ELD</b>	Kelli Dahmen	Chisato Taylor	
<b>Core+</b>	Pat Doumit	Madison Swim Hotchkiss	
<b>Core+ Support</b>	Barb Travis	Kathryn Dodson	Kathryn Williams
<b>OT/PT/Speech</b>	Katelynn Claassen, OT		Julie Brown, Speech
<b>School Counselor</b>	Rhae Young, Counselor		
<b>Nurse</b>	Anna Burt		Michelle Hyatt
<b>Nutrition Services</b>	Anissa Terres		Carrie St. Pierre
<b>Custodial</b>	Kent Nelson	Steven Loret	Jim Dobson

## SCHOOL ARRIVAL & DEPARTURE

**School begins at 8:35 AM and student dismissal is 3:05 PM.**

### ARRIVAL AT SCHOOL

All students may arrive to school at 8:20 am when student supervision begins. Students who eat breakfast at school may arrive at 8:20 am as well.

### DEPARTURE FROM SCHOOL

After school, students need to leave for home. School ends at 3:05 pm. Supervision ends at 3:15 pm.

### PICK-UP & DROP-OFF AREAS

- **Walkers** – Many of our students walk home within the immediate Military Hill neighborhood. All students must abide by general safety rules when walking home. We ask all Kamiak students and families to respect our safety patrol members and follow their directions when walking home.
- **Bicycle and Scooter Riders** – Kamiak has two racks for parking student bicycles and scooters at the main entrance. We recommend a lock for securing your bicycle or scooter (one that is easy for a child to operate).
- **We have several safety policies for bike riders.**
  - Bike riders must always wear a helmet.
  - Always obey general traffic and safety rules.
  - Listen to staff and safety patrol members and follow their directions.
  - Walk your bike on school grounds and sidewalks where pedestrians are present.

- **Cars** – We have one student drop-off and pick-up area. It is located in the front of the building off of NW Terre View Dr. When driving south on NW Terre View Dr., take the first driveway to the school on the right and remain to the right of the yellow stripe and follow in a single file line to the flagpole.
  - **When picking up or dropping off, please follow these safety guidelines...**
    - Do not double park or stop in the left lane.
    - Fully park at the curb to the right-side of the yellow stripe
    - Have students exit the car on the right side against the curb only
    - Drive slowly and cautiously. Our pick-up areas are very congested with students.
    - If you need to enter the building, please move your car to a safe area and park.
- **Bus Lanes** – The bus lanes are also located in the front of the building off of NW Terre View Dr. The third and fourth driveways are for buses only. Please do not use the third and fourth driveways for student drop-off and pick-up, or for parking
- **Bus Riders** – These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

### SCHOOL BUS SAFETY GUIDELINES

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).
- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students who walk an extended distance on a highway must walk on the left hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc...).
- Each student must see that their books and personal belongings are kept out of the aisles.

If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911.

### KAMIAK POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district's mission is "Ensuring Learning While Supporting and Challenging Each Student to Achieve Full Potential". Kamiak will mirror this same mission. We will provide social/emotional support and problem-solving learning opportunities using curricula and programs like Second Step and D.A.R.E. Positive behavioral interventions and supports (PBIS) is a way for schools to encourage

good behavior. With PBIS, we teach kids about behavior, just as we would teach about other subjects like reading or math. The focus of PBIS is prevention, not punishment. We will work diligently to teach expected behaviors continuously throughout the school year. Staff members will engage in training opportunities and regular discussions related to this learning.

At Kamiak, we will teach the expectations of Safety, Open-mindedness, Awareness, and Respect through our PBIS program. We will begin the year teaching school-wide expected behaviors and will continuously reinforce and reteach these expectations. Our goal is to provide a safe environment for all students to learn. In the interests of safety and respect, we will not allow any students to engage in fighting, rough hands-on play (like shoving, hitting, kicking, or aggressive physical contact) or any type of bullying or harassment. We will work to help students learn what it looks like and feels like to function in a community that promotes safety, open-mindedness, awareness, and responsibility.

As students' progress through their childhood years and related developmental stages, they will sometimes make mistakes. While ensuring the safety of all students, it is critically important that we help students who make mistakes learn from them and that any relationships affected by the mistake is restored. We will tie any consequences that a student may experience to learning, so that the behavior has a lower chance of being repeated. This philosophy and our related practices are designed to ensure the social and emotional safety and well-being of all students.

When consequences become necessary, they may include:

- Recess or other free time, used to process the situation that occurred
- Lunch and/or lunch recess in the office

Our staff wants your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives!

## KAMIAK ELEMENTARY SCHOOL-WIDE EXPECTATIONS

	<b>Safe</b>	<b>Open-Minded</b>	<b>Aware</b>	<b>Respectful</b>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Mindset: ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly into the building</li> <li>• Voice level 0-2</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Be friendly &amp; smile at others</li> </ul>	<ul style="list-style-type: none"> <li>• Have a purpose</li> <li>• Help others</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in line</li> <li>• Return to class on time</li> <li>• Voice level 0-1</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>• Hands &amp; feet to self</li> <li>• Report problems to adults</li> </ul>	<ul style="list-style-type: none"> <li>• Be patient &amp; wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Go, flush, wash, leave</li> </ul>	<ul style="list-style-type: none"> <li>• Quickly return to class</li> <li>• Respect privacy</li> <li>• Voice level 0-1</li> </ul>

<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Hands &amp; feet to self</li> <li>• Eat only your food</li> <li>• Wash your hands before eating</li> </ul>	<ul style="list-style-type: none"> <li>• Listen &amp; include others at the table</li> </ul>	<ul style="list-style-type: none"> <li>• Eat in a timely manner</li> <li>• Leave clean table, chair, and floor</li> </ul>	<ul style="list-style-type: none"> <li>• Walk &amp; exit quietly</li> <li>• Use table manners – please, thank you, eat with mouth closed</li> <li>• Voice level 2</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Include others in your game</li> <li>• Try new games &amp; equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Move your body to get exercise</li> <li>• Follow game rules</li> <li>• Big emotions, talk walk break</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Share equipment</li> <li>• Return equipment</li> <li>• Listen to playground monitors</li> <li>• Voice level 0-4</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Return to your destination immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Listen respectfully of the opinions of others</li> </ul>	<ul style="list-style-type: none"> <li>• 0 voice level while waiting</li> <li>• Adults want to help</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 0-2</li> <li>• Communicate with respect</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to learn</li> <li>• Celebrate others achievements</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Clap politely</li> <li>• Listen to speaker, voice volume 0</li> </ul>	<ul style="list-style-type: none"> <li>• Enter &amp; exit quietly</li> <li>• Sit in assigned area</li> <li>• Voice level 0-1</li> </ul>

# Kamiak Elementary School

## SOAR

### Safe

- Body to self
- Use kind words
- Move with care

### Open-Minded

- Try new things
- Listen to others' ideas
- Include others

### Aware

- Aware of time
- Aware of own and others' space
- Aware of own responsibilities

### Respectful

- Follows directions
- Use polite words
- Be patient

# High-Five Card

Given to: \_\_\_\_\_

For SOAR'n like a Kestrel by showing:

- ◇ Safety
- ◇ Open-Mindedness
- ◇ Awareness
- ◇ Respect



Given by: \_\_\_\_\_

## DAILY SCHEDULE FOR 2025-2026

Breakfast & School Start	
8:20 am	Students may enter school to eat breakfast
8:35 am	First bell – school begins. <i>Tardy if not present.</i>

Morning Recess	
10:05 am-10:20 am	Grades K, 1, 2, 3
10:20 am-10:35 am	Grades 4, 5 <i>Optional</i>

Lunch Schedule			
Grade	Lunch	Recess	End of Recess
Kindergarten	11:10 am	11:30 am	11:50 am
First Grade	11:10 am	11:30 am	11:50 am

Second Grade	11:30 am	11:50 am	12:10 pm
Third Grade	11:30 am	11:50 am	12:10 pm
Fourth Grade	11:50 am	12:10 pm	12:30 pm
Fifth Grade	11:50 am	12:10 pm	12:30 pm

Afternoon Recess	
1:50 pm-2:05 pm	Grades K, 1, 2
2:05 pm-2:20 pm	Grades 3, 4, 5

Afternoon Departure	
3:05 pm	Closing Bell
3:15 pm	Supervision ends – students need to leave school grounds

## TITLE I FAMILY COMPACT

Kamiak Elementary has an academic support staff that is partially funded through Title I. One of the benefits is that we create an agreement to work as a team to maximize learning for our students. The commitments below represent our current agreement.

### School Commitment

- Teach the necessary concepts to your child while striving to meet his/her individual needs.
- Provide a positive learning environment.
- Keep active communication between Title I and classroom teacher.
- Communicate your child's progress and program expectations.
- Monitor your child's progress and adjust teaching as necessary.

### Student Commitment

- Attend school regularly.
- Come to class prepared and on time.
- Pay attention and ask for help when needed.
- Complete and submit assignments on time.
- Be responsible for your own behavior and be a cooperative learner with a positive attitude.
- Read for 20 minutes daily for at least twenty days of each month.

### Parent Commitment

- See that my child attends school regularly and is on time.
- Encourage my child's efforts and be available for questions and support.
- Establish a place and time for homework when it is given.
- Support the school in its effort to maintain proper discipline.
- Review all school communications.
- Remind my child to read a minimum of 20 minutes daily for at least twenty days of each month.

Title One Annual Parent Notifications and Core + (Title I & LAP) Academic Support Services can be found on our website: [www.pullmanschools.org/departments/teaching-and-learning/core\\_academic\\_support\\_services](http://www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services)

# TITLE I PARENT INVOLVEMENT POLICY

## TEACHER/STUDENT/PARENT LEARNING COMPACT: 2025-2026 SCHOOL YEAR

Kamiak Elementary School is committed to the goal of providing quality education for every child. To this end, we want to establish partnerships with parents and with the community. Everyone benefits if Kamiak Elementary School and our families work together to promote high achievement by our children. Neither home nor Kamiak Elementary School can do this job alone. Parents play an extremely important role as their child's first teachers. Support for their child and of the school is critical to each child's success.

Kamiak Elementary School recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Kamiak Elementary School intends to include parents in all aspects of the Title I program. The goal is a school-home partnership that will help all students to succeed. The

### **Kamiak Elementary School Title I program will:**

- Annually develop/revise jointly with parents the Title I parent involvement/procedures and distribute it to parents of participating children. Annually develop/revise with parents the Kamiak Elementary School Teacher – Student – Home Agreement/Compact and distribute it to parents of all Kamiak children.
- Hold a program Open House during conference weeks in October and February to which all parents of participating children in the Title I program shall be invited and encouraged to attend. Parents will be given an opportunity to learn about the program and ask questions about their child's experience.
- Provide information about curriculum and forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
- Provide reports to parents on their child's progress at each district reporting period.
- Involve parents in an annual evaluation of the program.
- Use findings of the annual evaluation to design strategies for more effective parent involvement.
- Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
- Provide parents with reasonable access to staff. Encourage parents to participate in school activities to improve student academic achievement.

The Title I Teacher shall ensure that the Kamiak Elementary School Title I Parent Involvement Policy, plan and programs comply with the requirements of federal law.

### **The Title I Teacher will:**

- See that a parent survey asking for review and input of the Title I and LAP programs is distributed.
- Meet annually with a committee of parents, teachers, the principal, and paraprofessionals to review policies, procedures, and survey results.
- Provide parents with information in a variety of ways; including:
  - Informing parents of their child's placement
  - Inviting parents to sign a student/family/teacher compact
  - Inviting parents to conference with Title I / LAP staff before or after their children's' parent teacher conference

- Sending a weekly packet home with work completed in grades K-3
- Communicating electronically to inform parents of specific issues regarding their children
- Collaborating with the district in offering a yearly Title I meeting for families

## FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We will no longer serve food on individual student birthdays. We will allow for activities that involve food up to once a month in each classroom, at the discretion of the teacher. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we need your help.

A list of approved snacks will be available in the school office and on our website. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

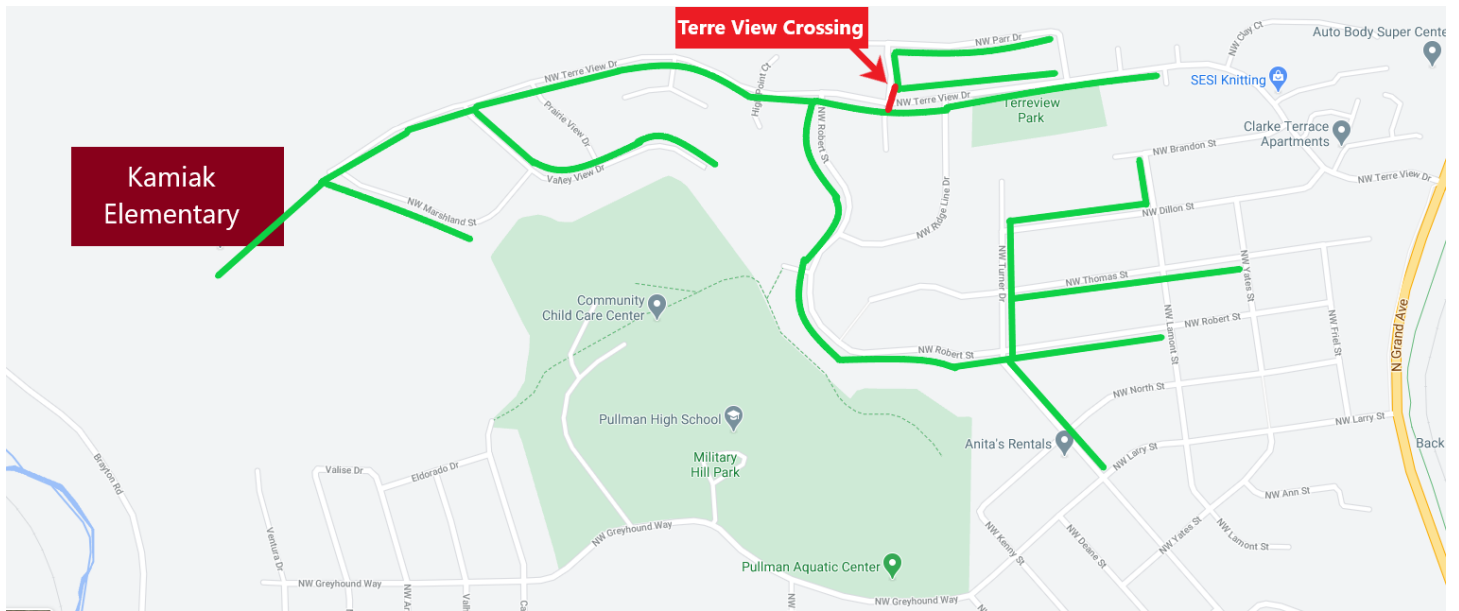
Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

Sincerely,

*Evan Hecker*

Evan Hecker, Kamiak Elementary

## SAFE WALKING ROUTES TO SCHOOL





# **SUNNYSIDE ELEMENTARY SCHOOL FAMILY & STUDENT**



**2024-2025**

# **HANDBOOK**

**HOME OF THE SUPERSTARS!**



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*These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites:*

[www.pullmanschools.org/families/helpful\\_resources](http://www.pullmanschools.org/families/helpful_resources)



# SUNNYSIDE ELEMENTARY SCHOOL

425 SW SHIRLEY PULLMAN, WA 99163 (509) 334-1800

Dear Sunnyside Elementary Families,

On behalf of the entire staff at Sunnyside Elementary, I want to extend a warm welcome to all of our students and their families as we start this exciting new year. Whether you are joining us for the first time or returning for another year of learning and growth, we are thrilled to have you as part of our community.

At Sunnyside, we believe that every child is capable of achieving great things, and we are committed to providing a nurturing and enriching environment where students can explore, grow, and develop their fullest potential. Our dedicated teachers, staff, and administration are here to support each student in their journey, offering individualized care and a rigorous curriculum that prepares them for future success.

As we embark on this year, we encourage open communication and collaboration between home and school. We value the partnership with our families, and we are excited to work together to create positive, memorable experiences for our students. Whether through classroom activities, school events, or volunteer opportunities, your involvement plays a vital role in helping our students thrive.

We look forward to the many exciting opportunities ahead, including field trips, extracurricular activities, and the development of lifelong friendships. Our goal is to make sure each student feels safe, supported, and inspired to learn.

If you have any questions or concerns, please do not hesitate to reach out to our school office or your child's teacher. We are here to help and ensure a smooth, successful year for everyone.

Also, please make sure to check the District website, ParentSquare or Instagram they will help keep you up-to-date about activities at Sunnyside and the district. If you have questions, never hesitate to phone or e-mail the school.

Thank you for choosing Sunnyside Elementary. We are excited to share this journey with you and your child, and we look forward to a wonderful year of learning, growing, and achieving together!

Sincerely,

*Pam Brantner*

Pam Brantner, Principal  
[pbrantner@psd267.org](mailto:pbrantner@psd267.org)

## SUNNYSIDE ELEMENTARY STAFF

POSITION	STAFF			
Administration	Pam Brantner, Principal			
Office/Building Support	Christa Sanford		Salina Aigner	
Kindergarten	Willma Fields	Annalisa Kiblen		
First Grade	Kimi Emerson	Sarah Zylstra		
Second Grade	Sandy Coulter	Kelly Laird		
Third Grade	Elizabeth McIntosh	Erin Thompson	Natalie Walker	
Fourth Grade	Marki Bouffiou		Cari DenHerder	
Fifth Grade	Shelby Sandvick		Stephanie Bray	
Special Education	Corina Andersen			
Library	Kristen Coke-Sutton		Tammy Storey	
Specialist	Desiree Greystone, Art/STEM	Ethan Johnson, Music	Stephanie Newman, P.E.	
ELD				
Core+	Amanda Ingram	TyAnne Roberts		
Paraeducators	Reem Nasralla		Whittney Graham	
Occupational Specialists	Katelyn Claassen, OT		Jessica Haugen, Speech	
Mental Health	Katie Vandemark, Psychologist		Kelli Cox, Student support	
Nurse	Sheri Wadsworth		Michelle Hyatt	
Nutrition Services	Christian Sanchez			
Custodial	Keith Russell, Lead	Tatiana Aleksandrova	Eric Robins	

# SCHOOL ARRIVAL & DEPARTURE

## ARRIVAL

**Students should not arrive at school before 8:20 am.** The school does not open to students until this time.

## VEHICLE PICK-UP & DROP-OFF AREAS

Sunnyside has one student drop-off and pick-up area. The pick-up area is located in the front of the building off of Shirley Street. We ask that when you enter the car zone to please pull all the way to the front of the green curbed area, or to the vehicle in front of you. Students may then only unload and load in the designated green painted curbed area from the passenger side of the vehicle.

For the safety of our students we are asking that you NOT load or unload any place other than the parking lot or drive-thru drop off zone. Instead use the designated green curbed unload/loading zone. The reason for this is that there is constant movement around the unloading/loading zone area and there is not a designated safe path. It is all of our jobs to keep students safe, so please follow these procedures.

## PARKING

If you need to speak to any Sunnyside staff we ask that you park in the lot next to the school not in the green curbed area. The parking lot next to the school will be designated for parking NOT student pick up, please use the green curbed area for this.

## SAFETY

**When picking up or dropping off, please follow these simple safety guidelines...**

- Do not park in the car zone
- Drive very slowly and cautiously. Our pick-up areas are very congested with students.
- If you need to enter the building, please move your car to a safe area and park, NEVER leave smaller children or students unoccupied in your vehicle. We will contact the Pullman Police Department if we see any unsupervised small children left in unoccupied vehicles.

## DEPARTURE

**Students are released from school at 3:05 pm.**

## DAILY SCHEDULE FOR 2025-2026

Morning/Breakfast Schedule	
8:20 am	<b>Students may enter to eat breakfast.</b> Supervision begins – <i>students go directly to classroom</i>
8:35 am	<b>First Bell – School Begins.</b> <i>Tardy if not present.</i>
Morning Recess	
9:55am-10:10am	Grades K, 1, 2, 3

Mid-day Recess			
Grade	Lunch	Recess	End of Recess
Kindergarten	11:40 am	12:00 pm	12:20 pm
First Grade	11:40 am	12:00 pm	12:20 pm
Second Grade	11:40 am	12:00 pm	12:20 pm
Third Grade	12:00 pm	11:40 am	12:00 pm
Fourth Grade	12:00 pm	11:40 am	12:00 pm
Fifth Grade	12:00 pm	11:40 am	12:00 pm

Afternoon Recess	
2:00 pm-2:15 pm	Grades K, 1, 2
2:15 pm-2:30 pm	Grades 3, 4, 5

Afternoon Departure	
3:05 pm	Closing Bell
3:10 pm	Supervision ends – students need to leave school grounds

## POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district mission is "Ensuring Learning While Supporting and Challenging each Student to Achieve Full Potential". Franklin's mirrors that same mission. It is our opinion that an essential skill for persons who will live and work in the present and future world is the ability to communicate respectfully and problem-solve peacefully, even when disagreement is present.

Respectful behavior is expected of all children and adults at this school. Toward this end, we provide social/emotional and problem-solving learning opportunities using curricula and programs such as Second Step and DARE. We work diligently to teach expected behaviors continuously throughout the school year. Staff members engage in training opportunities and regular discussions related to this learning.

At Sunnyside, we stress the expectations of Respect, Responsibility and Safety through our Positive Behavioral Interventions and Supports program. We begin each year by teaching expected behaviors school-wide and we continuously reinforce and reteach those expectations. Our goal is to provide a safe environment for students to learn these very important skills. In the interests of safety and respect, we do not allow any students to engage in fighting, rough hands-on play (like shoving, hitting, kicking, or aggressive physical contact) or in any type of bullying or harassment. We work very hard to help students learn what it looks like and feels like to function in a safe, respectful and responsible society. This continuous and intentional work assists in creating a very positive and safe place for all children at Sunnyside Elementary.

As students are progressing through their childhood years and related developmental stages, they sometimes make mistakes. While ensuring- the safety of all students, it is critically important that we help students who make mistakes learn from them and that any relationships affected by the mistake is restored. Any consequences that a student may experience is tied into learning so that the behavior has a lower chance of being repeated. This philosophy and our related practices are designed to ensure the social and emotional safety and well-being of all students.

***When consequences become necessary, they may include:***

- Free time, used to process the situation that occurred
- Lunch and/or lunch recess in the office, particularly for incidents related to those activities

- A consequence that remedies damage that may have been caused

Serious and/or repeated offenses may lead to a student plan put into place to address the behavior.

The staff and parents of Sunnyside want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives.

## CORE+/TITLE I/LAP READING & MATH

### TEACHER/STUDENT/PARENT LEARNING COMPACT: 2025-2026 SCHOOL YEAR

Sunnyside Elementary has an academic support staff that is partially funded through LAP. One of the benefits is that we create agreement to work as a team to maximize learning for our students. The commitments below represent our current agreement.

#### School Commitment

- Teach the necessary concepts to your child while striving to meet his/her individual needs.
- Provide a positive learning environment.
- Keep up communication between Title I and classroom teacher.
- Communicate your child's progress and program expectations.
- Monitor your child's progress and adjust teaching as necessary.

#### Student Commitment

- Attend school regularly.
- Come to class prepared and on time.
- Pay attention and ask for help when needed.
- Complete and submit assignments on time.
- Be responsible for your own behavior and be a cooperative learner with a positive attitude.
- Read for 20 minutes daily for at least twenty days of each month.

#### Parent Commitment

- See that my child attends school regularly and is on time.
- Encourage my child's efforts and be available for questions and support.
- Establish a place and time for homework when it is given.
- Support the school in its effort to maintain proper discipline.
- Review all school communications.
- Remind my child to read a minimum of 20 minutes daily for at least twenty days of each month

Title One annual parent notifications and Core+ (Title I & LAP) academic support services can be found on our website:

[www.pullmanschools.org/departments/teaching-and-learning/core\\_academic\\_support\\_services](http://www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services).

# STUDENT DISCIPLINE

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200  
[k12.wa.us](http://k12.wa.us)



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

## IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS

In response to significant changes to OSPI discipline rules under [Chapter 392-400 WAC](#), school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

### Engage Families, Students, and Staff in Discipline Decisions

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

### Eliminate Zero-Tolerance Discipline Policies and Practices

- Research finds punitive practices produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

### Adopt Positive and Instructional Approaches to Behavior

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

### Disrupt Inequitable Discipline Decision-Making Processes

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

### Focus on the Classroom Context and Data-Informed Decision-Making

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

## Resources and Contact Information

*The following resources are available on OSPI's [Student Discipline](#) website:*

- [Student Discipline Rules Q&A: A Technical Guide](#)
- [Behavior Menu of Best Practices and Strategies](#)
- Discipline training content on [Classroom Procedures](#) and [Administrative Procedures](#)

*For technical assistance and training contact:*

## FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We will no longer serve food on individual student birthdays. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we need your help.

A list of approved snacks will be available in the school office and on our website. If you are providing food for an event, we ask that the food items are taken directly to the main office at least one week prior to the event and then will be checked for proper adherence to the food policy. Any food item that does not adhere to the policy cannot be served and will be sent home with the students or parent. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

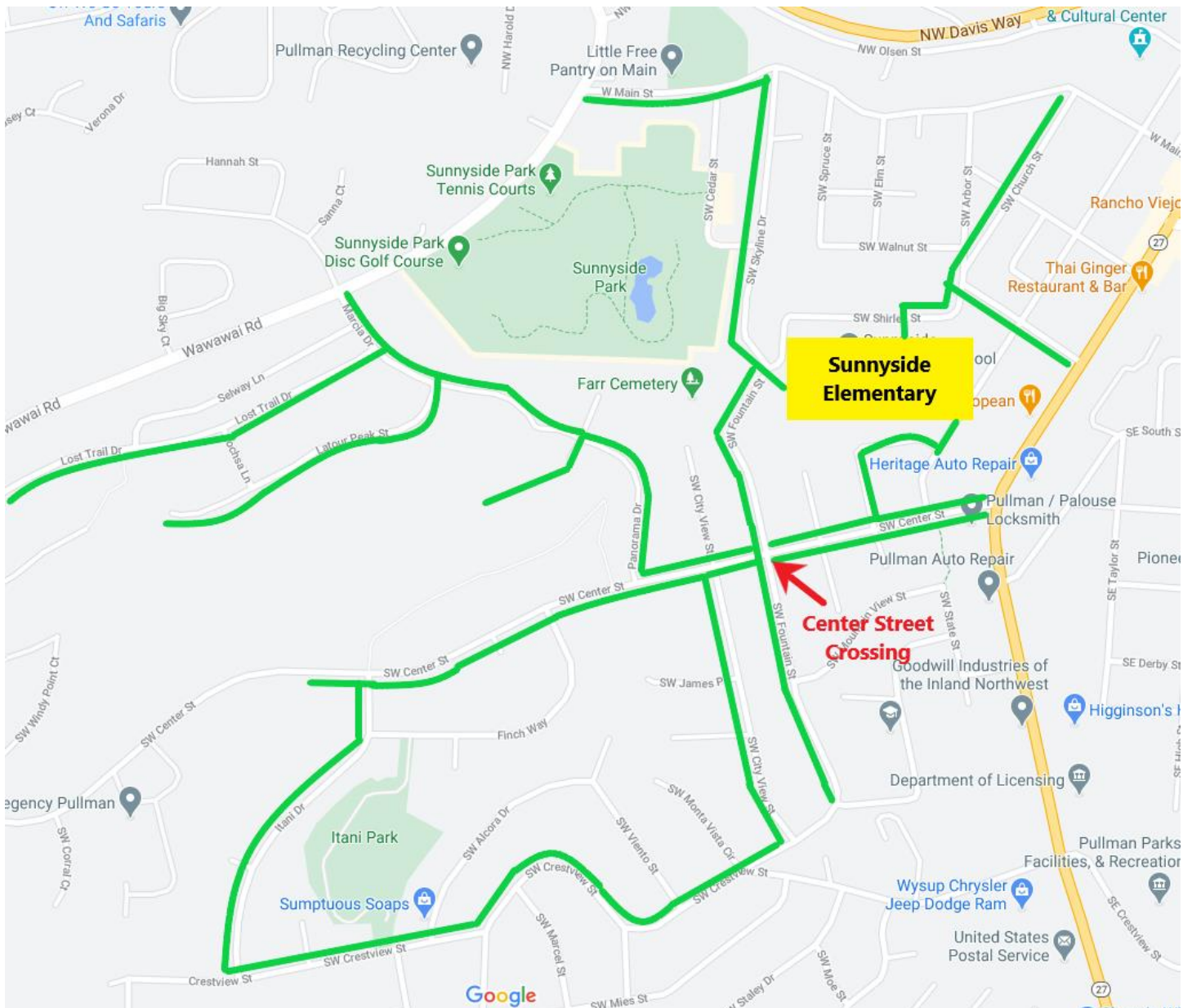
Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

Sincerely,

*Pam Brantner*

Pam Brantner, Principal

## SAFE WALKING ROUTES TO SCHOOL





# Lincoln Middle School Family Handbook

*\*\*\*Addendum to Pullman Public Schools  
Family & Student Handbook*

2024-2025



**Lincoln Middle School**  
*315 SE Crestview St.  
Pullman, WA 99163  
(509) 334-3411*



**Pullman School District**  
*240 SE Dexter St.  
Pullman, WA 99163  
(509) 332-3581*



# **Greetings LMS Spartans and Spartan Families!**

WELCOME to the new school year! You are a significant member of the Spartan family – some of the best middle school people in the state of Washington.

As a student at Lincoln Middle School, this should be a year of exploration, learning and growth. It will hopefully be exciting, challenging, fun, and packed full of opportunity and positive experiences.

Our goal is to make your school experiences memorable and enjoyable. We care about each of you! We will do our best and ask you to do the best you can for yourself, for others, and for your school. This means you can and should feel proud of everything you do.

To help you become informed of policies and expectations, this Spartan Family Handbook is provided for you. In order to help you become organized and improve your study skills, this handbook includes a Middle School Agenda with space for daily assignments and communication between home and school. You are expected to keep this handbook in your three-ring binder and to use it throughout the school year. Information is provided here for nearly every situation. Following rules and procedures is required; appropriate behavior and respect for others is expected at all times.

**YOU ARE AN LMS SPARTAN!**  
**Best wishes to you for a great school year!**

Sincerely,

*Lincoln Middle School Faculty and Staff*

## **LINCOLN MIDDLE SCHOOL**

315 SE Crestview St.  
Pullman, WA 99163

(509) 334-3411  
Fax (509) 336-7203

**Cameron Grow, *Principal***  
**Tammy Sewell, *Assistant Principal***

**[LMS.PullmanSchools.org](http://LMS.PullmanSchools.org)**

*The Pullman School District Board of Directors and the Pullman School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator, Assistant Superintendent, (509) 332-3144, and Section 504 Coordinator, Director of Special Services, (509) 332-3144. 240 SE Dexter Street, Pullman, WA 99163. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584.*

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# Lincoln Middle School

*#LMS Proud*

*“Our **MISSION** is to embrace exciting learning opportunities through meaningful exposure to knowledge and safe exploration of the unknown.”*

*“Our **VISION** is to apply these experiences to develop identity within ourselves, school, families, community, and world.”*

**At LMS, we show we are  
*P.R.O.U.D.*  
to be a Spartan in all that we do!!**

It is expected that all students will follow directions of all staff, at all times, in all areas.

## **Positive:**

- Interact positively with everyone.

## **Respectful:**

- Respect the property of others and the rights other students have to learn and to be safe.
- Respect the rights of adults to do their jobs.
- Take full responsibility for your own actions.
- Leave no trace – pick up after yourself.

## **On Time:**

- Be where you are supposed to be, on time and ready to learn.

## **Unified:**

- Support all LMS students and staff in being the best they can be.
- Be considerate of everyone.

## **Daring:**

*Take positive risks. For example:*

- Answer a question, even if you are unsure your answer is correct.
- Say hello to someone you do not know.
- Help those in need.
- Stand up for what is right.

# LINCOLN MIDDLE SCHOOL

## STUDENTS' RIGHTS AND RESPONSIBILITIES

### STUDENT GUIDELINES FOR BEING AT SCHOOL

1. Arrive on time! Students are allowed in the halls at 8:10 a.m. Tuesday through Friday, and at 8:40 a.m. on late start Mondays. Students may enter the commons at 7:45 a.m. Tuesday through Friday, and at 8:20 a.m. on late start Mondays. School begins at 8:30 a.m. on Tuesday through Friday, and at 9:00 a.m. on late start Mondays. Students attending before-school activities may enter through the front or library entrances.
2. Leave on time! Students should be clear of the halls by 3:15 p.m. unless they are participating in a supervised activity. The building will be locked at 4:00 p.m. unless there are scheduled activities.
3. After school activities require adult supervision at school and are scheduled in specific locations. Students are expected to remain in the assigned locations.

### BEHAVIOR EXPECTATIONS

Lincoln Middle School students are expected to act in such a manner as to enable themselves to acquire the best education possible while attending Lincoln Middle School. Lincoln Middle School students should avoid any behavior that is disruptive to the educational process and harmful to themselves, fellow students, or the order of the school.

**All students have a right to learn at Lincoln Middle School, and all teachers have the right to teach. Violent threats or such behavior will result in emergency expulsion from Lincoln Middle School.**

### RIGHTS, AUTHORITY, AND RESPONSIBILITIES OF TEACHERS AND STAFF

All school district staff shall have the right to expect students to comply with school rules and maintain good order in the classroom, in the school, on the playgrounds or other common areas of the school while riding on the school buses, on field trips, and at all school sponsored activities. All school employees of the school district shall possess the authority to impose discipline upon a student for misconduct which is within the established building procedures.

### STUDENTS' RIGHTS AND RESPONSIBILITIES

#### **A summary of Pullman School District board [Policy 3241](#):**

The Pullman School District provides students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others. As citizens of the school community, students are expected to comply with the rules and regulations of the school. Students and staff are expected to work together to develop a positive climate for learning, consistent with Board Policy [3112 – Social Emotional Climate](#).

### STUDENTS' RIGHTS

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, pregnancy, marital status, sexual orientation, previous arrest, previous incarceration or physical, mental or sensory handicap. Subject to reasonable limitations upon the time, place and manner of exercising such rights, and the recognized needs of the

educational process, students shall have the right to:

- Expect the maintenance of high educational standards in the district.
- Have physical and emotional safety while at school.
- Have safe buildings and sanitary facilities.
- Consult with teachers, counselors, and administrators.
- Be informed of rules and regulations as related to the rights and corresponding responsibilities.
- Be involved in school activities provided that all qualifications are met.
- Have the right of expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law.
- Have the freedom of speech and press, peaceably assemble, petition the government, free exercise of religion, and have their schools free from sectarian influence.
- Expect fair and just treatment from school employees.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures.
- Gain an education consistent with stated district goals.
- Know the requirements of the course of study and know on what basis grades will be determined.
- Obtain citizenship as delineated in the United States Constitution and its amendments.

*The enumeration of these rights shall not be construed to deny other rights set forth in the Constitution and the laws of the State of Washington or the rights retained by the people.*

## STUDENTS' RESPONSIBILITIES

**All rules apply to all active students at all times when on school grounds.** All rules apply to all students when within reasonable proximity to school grounds before regular school hours, during regular school hours and following regular school hours. The rules apply to all students on school grounds at any time when the school is being used by a school group as well as off school grounds on school buses, at a school activity, function, or event. The school rules also apply to all students off school grounds when the prohibited behavior is a consequence or is directly related to causes or events that originated on school grounds. Whenever student behavior has a real and substantial effect on the lawful maintenance and operation of the school district, including the health and safety of the students, employees and/or the process of learning, discipline may be assigned.

**Students have the responsibility to:**

- Pursue their required course of studies.
- Attend school daily and be on time for class.
- Be aware of and comply with all rules governing student behavior.
- Comply with the authority of school district personnel.
- Express their ideas in a respectful manner.
- Dress in a manner which is not disruptive to the educational process.
- Behave in a manner that will not disrupt a student's education nor deprive others of an education.
- Respect the rights of others.
- Exercise self-discipline.
- Follow established procedures in seeking to change policies, rules or regulations.
- Identify themselves upon request, to any school district personnel or authorities on school property or a school sponsored event.
- Abstain from the use/possession of tobacco products.
- Abstain from the use, possession, sale, distribution, trade, and/or transfer of alcohol, illegal and/or other mind altering drugs or substances (or that which purports to be) or paraphernalia. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision.

- Avoid possessing, handling or transmitting weapons.
- Have a hall pass at all times when walking the halls during class time, before hallways are open in the morning, or during lunch periods.
- Keep cell phones turned off and stored in lockers during the school day.
- Exhibit good digital citizenship, and use technologies in a responsible and ethical manner. Refrain from cyberbullying, inappropriate use, and other misuses of the Internet. Students must assume that none of their data is private or confidential when using the district's network or district owned equipment.

## BASIC BUILDING RULES

1. **Respect Persons and Property.** Regard for others' rights, feelings, safety, and property is expected. Disregard of persons or property will be cause for disciplinary action. Students and their parents are expected to repay and/or replace lost or damaged property.
2. **Follow All Lawful Directions and Requests of the Staff.** The staff includes teachers, paraprofessionals, administrators, secretaries, custodians, cooks, bus drivers, and any adult supervisors.
3. **All students are to be on time to class.** Promptness to every class is expected. Students who are late upon arriving to school must have a note from parents. Teachers detaining any student after class should supply the student with an admit slip to his/her next class. Students' tardies are noted. School discipline will be given to students who have more than 2 tardies in a week.
4. No hoods shall be worn in the building.
5. Music players, cell phones, smart watches, and video games may only be used before or after school.
6. Cell phones, headphones, smart watches and other communication devices must be turned off and stored in lockers during the school day. No student should use a cell phone or other technology to harass or to access inappropriate material. This includes the filming of other students with phones without their permission.
7. All backpacks and book bags are to be kept in lockers during school hours. If a locker is not available a space will be assigned to accommodate the student's belongings.
8. Profanity is neither acceptable nor permitted at LMS. Unacceptable language will result in school discipline.
9. All students must have a hall pass when in the hallways during class and during lunch times.
10. Students are to avoid public displays of affection including handholding, kissing and repetitive hugging.
11. Line cutting is not allowed (lunchroom, bus loop, etc.)
12. Students are to obey all local, state and federal laws. Failure to do so will result in a police report in addition to the listed school consequences.
13. Aerosol containers (Axe, cologne, spray paint, etc.) and glass drink bottles are not permitted on school property.
14. Food and Drink allowed in the commons only. Water bottles are allowed in halls and classes.
15. No energy drinks allowed on school campus, such as; Monster, RockStar, Redbull, etc.
16. Students should not bring toys to school.

## BASIC CLASSROOM RULES

1. Students will bring all necessary materials to class, including a charged Chromebook.
2. Students will enter the classroom in a quiet manner. Students are to be in their assigned location and ready to learn before the tardy bell rings.
3. Students are to follow directions from teachers or other staff members.
4. Students are expected to display respectful behavior at all times.
5. Students are not allowed to eat or drink in the classroom without teacher permission.
6. Students will treat substitute teachers with the utmost respect. School discipline may be given to students who do not adhere to this standard.

# LINCOLN MIDDLE SCHOOL ATTENDANCE POLICY

FROM PULLMAN SCHOOL DISTRICT BOARD [POLICY 3122](#) and [Procedure 3122P](#)

## EXCUSED AND UNEXCUSED ABSENCES FROM SCHOOL

Regular and punctual attendance is a habit that is indicative of a student's attitude toward school and which will follow into the student's career and other responsibilities throughout life. The school and parents must work cooperatively by making regular and punctual attendance a top priority. The responsibility for school attendance belongs with parents and guardians. The following shall govern the development and administration of attendance procedures within the district. Students involved in extracurricular activities are responsible for picking up assignments from their instructors when leaving early for school-related activities.

**EXCUSED ABSENCE:** Absences due to illness, health condition, medical appointment, family emergency, religious observance, family emergencies, as required by law, and as outlined in policy 3122, shall be excused. An excused absence shall be verified by the parent or school authority responsible for the absence.

**UNEXCUSED ABSENCE:** Unexcused absences fall into two categories: 1) The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined previously; or 2) The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, email or in writing, for an absence. Unexcused absences are a violation of school rules; therefore, a student who has an unexcused absence is subject to discipline. RCW 28A.225.020 defines the school's responsibility in filing truancy petitions (a Becca Petition) when a student has 7 unexcused absences in one month or 15 in the current school year and the school can document an effort to contact parents and remedy the situation without court intervention. Truancy petitions are filed with the Superior Court of Washington for Whitman County Juvenile Department in compliance with RCW 28A.225. Students arriving late to school without an excused note or phone call are considered truant.

**TARDIES:** Students are tardy when they arrive to class after the bell signaling the start of class. Unexcused tardies are recorded. School discipline will be given to students who have more than 2 tardies in a week.

**MISSED ASSIGNMENTS:** If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under established conditions and time limits as determined by the appropriate teacher. A student's regular attendance and/or participation is required to fulfill the instructional objectives and requirements of all courses.

- Excused absences up to 10 days per quarter allow the student one calendar day per absence time to make up missed assignments without reduction in grade or score.

## ABSENCES AND TARDINESS

Students are expected to attend all assigned classes each day. Teachers shall report absences and tardiness to the office where records are maintained. *Chronic excused absences are a concern especially when the student's grades are affected.* The concern will be addressed and appropriate action will be taken.

**EXCUSED ABSENCES:** The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

1. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or outpatient treatment for chemical dependency or mental health);
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or serving on a jury;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with [RCW 28A.225.055](#);
7. Absence directly related to the student's homeless, or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with [RCW 28A.705.010](#);
9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to chapter [392-400 WAC](#) if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in [WAC 392-121-107](#);
10. Absences due to student safety concerns, including absences related to threats assaults, or bullying;
11. Absences due to a student's migrant status, and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. The procedure for requesting an excused absence for a mutually agreed upon activity can be found in procedure [3122P Excused and Unexcused Absences](#).
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

**Notifying LMS about Absences:** A Parent/Guardian is expected to notify the school office at the earliest convenience by calling the LMS office, **(509) 334-3411 before 8:30 a.m.** Unless prior arrangements have been made, student homework will not be collected until the third consecutive day of an extended absence.

**Appointments** during the school day require that the student obtain a pass to leave the classroom and school building from the office prior to the beginning of first period. The student should have a note from parents (or a phone call to the office) indicating the time when the student is to be dismissed from class.

**Participation in school-approved activities** (academic competition, artistic performance, etc.) must be authorized by a school or staff member.

**Pre-Approved Absences:** When a student plans to be out of school for one or more days, he/she is to obtain an **ADVANCED NOTICE OF ABSENCE FORM** from the attendance office at least two days prior to the absence. Signatures of teachers, parents, and the principal are also requested. The absence shall be counted as excused for the purposes noted on the form, if approved by the principal. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

**Absence resulting from disciplinary actions or Short-Term Suspension:** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term or long-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

**Extended illness or health condition:** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If

the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

**Excused absence for chronic health condition:** Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The principal shall approve the recommended limited program. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

## TRANSPORTATION

### **IN CITY LIMITS ROUTES**

Students who live in Pullman city limits may sign-up for a free city bus pass. A student bus pass allows students under the age of 18 to use Pullman Transit public bus services for free at any time during the year. Bus routes can be found printed in hard copy at LMS, or on the Pullman Transit website [www.pullman-wa.gov/services/transit/index.php](http://www.pullman-wa.gov/services/transit/index.php)

### **RURAL BUS ROUTES**

Students who live outside of the Pullman city limits are assigned to a rural school bus. Bus routes are available on the district website at [www.PullmanSchools.org/departments/bus](http://www.PullmanSchools.org/departments/bus) or you may call the school district transportation office at (509)334-3911.

### **PEDESTRIANS AND BIKE RIDERS**

Students who walk to and from school should follow pedestrian walkways, sidewalks and crosswalks. Bike riders should know and obey all traffic rules related to riding a bicycle in traffic. Bikes are to be locked to the bike racks located on the west and east sides of the building. They are not allowed in the building, nor stored next to the building for any reason.

### **SKATEBOARDS/SCOOTERS**

Due to safety concerns at Lincoln Middle School, students will **not** be permitted to ride skateboards or scooters on school grounds. If a student chooses to ride to school by way of these devices they will need to walk with them, in hand, once on school grounds. School will determine a designated storage area for skateboards and scooters while at school.

## GENERAL STUDENT INFORMATION

### BREAKFAST AND LUNCH AT LMS

**Breakfast is served at Lincoln starting at 8:00 a.m. Tuesday through Friday, and at 8:30 a.m. on late start Mondays.** There are two lunch periods at Lincoln Middle School. See the Daily Schedule for lunch times. Together the students can create an enjoyable experience during breakfast and lunch time with the opportunity to socialize and become involved in recreational activities.

Students may bring sack lunches from home or purchase meals from the school. Specific lunch prices for the 2024-2025 school year were: \$3.50 for a complete student lunch, \$5 for a complete adult lunch and \$ .50 for milk. Breakfast is \$2.25 for students and \$3 for adults. **Specific lunch prices for the 2025-2026 school year are to be determined.** Students are allowed to bring carbonated soft drinks, excluding energy drinks, and only single serving sized containers, please, for lunch in non-breakable containers. Glass containers are not allowed in the lunchroom or anywhere else in the school at any time.

**LMS uses an automated system for cashiering the meals program.** Account numbers are assigned to students. Any amount of money parents choose to send for their children's accounts is processed. As each student eats, the cost of that lunch or breakfast is deducted from his/her balance. Parents may still send cash with their child each day, but are encouraged to use their students account to provide flexibility of eating breakfast or lunch depending on the menu and the student's needs. **Checks should be made to Lincoln Middle School** and include the name of the student to whom the credit should be given. Students should take all lunch money to the cooks in the kitchen. A verbal reminder will be given to students as they get to a zero balance. Parents can view their child's lunch account through the Skyward Family Access System at <http://family.pullman.wa-k12.net>. Lunch account negative balance notifications will be sent to families via email and ParentSquare. If you don't already have your login information, you can get this information from the front office. We can now process lunch payments online through [InTouch Online payment systems](#). For more information, please see our website or call our main office.

**A reduced price and free meal program is available for qualifying families.** Please ask at the LMS office for the proper forms. Any child qualifying for free lunch also qualifies for free breakfast.

**Students eat in the LMS commons.** They are expected to help keep the cafeteria clean by being responsible for putting away their own trays and picking up their litter around their lunch tables or upon being asked by a supervisor. Students throwing food, littering or not putting trays away will be assigned a lunch detention.

**LMS Composting program.** Here at Lincoln we are very proud of our composting program! The Composting Program at Lincoln Middle School collects the food waste generated from our cafeteria breakfast and lunch meals. Composting is done to: reduce the school's trash sent to the landfill; recycle natural resources which helps reduce greenhouse gas emissions; educate the students and staff about food waste and the benefits of composting; and create a useful product for soil enhancement. The removal of food wastes plus recycling of aluminum, plastic and paper products round out the daily environmental efforts of Lincoln Middle School students and staff, qualifying us as a Level 1 Washington Green School.

### RULES DURING BREAKFAST AND LUNCH

1. Students are not to consume beverages or food in the hallways or LMS grounds between classes and before or after school. Offenders who carry food or drinks into the hallways or classrooms may receive lunch detention.

2. No running in the commons during breakfast and lunch.
3. Students will only be allowed on the west side of the school during lunch.
4. Students are required to remain within the area of supervision on the school grounds during lunch period. This includes the commons, library, office lobby, basketball courts and west soccer field. All other areas are off limits during the lunch break. Detention will be given to students who are in off limits areas and/or who do not have a hall pass when walking the halls. For students' safety, we must know where they are at all times.
5. When students finish eating, they may go to the library, to the basketball courts or west field; or they may remain in the commons. Students are not allowed to return to their hall lockers without specific permission. Students working in classrooms during lunch must be accompanied by a teacher or staff person. When a teacher requests a student to come to his/her classroom, the teacher must write hall passes for the students.
6. Basketballs, footballs, frisbees, soccer balls, and other games and equipment are available for check-out by staff monitoring the outside grounds during lunchtimes. Some limitations are placed on the number of specific items to help maintain a safe area for student play. Students are expected to return all items checked out before returning to class.
7. When the bell rings, all play must stop. Balls are not to be thrown or kicked after the bell.

## BOOKBAGS AND BACKPACKS

All students' book bags and backpacks are stored in their lockers during the instructional day. Please do not purchase large and/or wheeled backpacks because they will not fit in the lockers.

## DRESS CODE

Board [Policy 3224 Student Dress](#) and its accompanying procedure [3224P Student Dress](#) can be found on page 18 of the Pullman School District Family handbook and on our website under Policies and Procedures.

## EMERGENCY NUMBERS

Alcohol & Drug Help Line – 1-800-562-1240  
Child Abuse Hotline – 1-800-422-4453  
Child Protective Services – 1-800-642-5179 or 509-397-4433  
Crisis Line – 509-332-1505  
Family Help Line – 1-800-932-4673  
Palouse River Counseling Services – 509-334-1133

## FIELD TRIPS AND ACTIVITY GROUP TRIPS

Students will have the opportunity to travel with school groups to see performances, go on field trips, and represent LMS at regional and state competitions. While traveling on school district vehicles, students are reminded to be responsible for their litter, their behavior, and noise, as well as their safety. Groups who are responsible can look forward to other trips. Some longer field trips will be made on privately owned common carrier vehicles. Respectful and responsible conduct is expected from each Lincoln student. Written Parent Permission forms are required for participation on all off-campus field trips.

## OVERDUE & LOST LIBRARY BOOKS

Students receive a reminder note and automatic email from our library system when library book(s) are overdue.

Once books are over one month late they will be considered lost and fines will be added to online accounts in the amount of the cost of the books. All books that remain out at the end of the school year will also be considered lost and fines will be assessed at that time. Accounts may be cleared by returning the book, replacing the book with a copy that you buy (this is the method we prefer), or making payments online through [TouchBase](#). TouchBase may be accessed by going to the LMS website, Quick Links, and then Online payments.

**GRADE NOTIFICATION AND PARENT CONTACT**

- **FAMILY ACCESS/STUDENT ACCESS:** Pullman School District utilizes an online resource called “[Skyward Family Access/Student Access](#)” which allows parents to check their child’s grades, missing assignments and attendance from their computer at home. Parents may also e-mail teachers directly through Family Access/Student Access. Contact the office for the website address as well and to receive your user name and password. Pullman schools also uses ParentSquare for family communications.
- **REPORT CARDS:** Grade reports will be sent home with each student one to two weeks after the end of the first and third quarters of school. Second and fourth quarter reports will be mailed home one to two weeks after the close of school.

**2025-2026 Quarters**

- 1<sup>st</sup> quarter ends.....October 24th
- 2<sup>nd</sup> quarter ends..... January 23rd
- 3<sup>rd</sup> quarter ends.....March 27th
- 4<sup>th</sup> quarter ends.....June 12th

- **PARENT-TEACHER CONFERENCES:** Parent conferences will be held during the week of October 22 – October 24. Parents/guardians may attend the arena conference or request a student specific conference. Parents or teachers may request a conference at this or at any time.

**ILLNESS AT SCHOOL**

When a student becomes ill at school, they should first notify the teacher in charge and then report to the LMS office. Students will be asked to call a parent to report the illness and ask to go home. A health room is available for emergencies or for short term use until a parent or emergency designee can be reached. Students are not allowed to leave school unless parents or guardians have been contacted and have communicated with school staff members.

**IMMUNIZATION**

Students attending middle school must meet the following minimum immunization standards in order to attend school:

- **Hepatitis B** – 3 doses, 3<sup>rd</sup> dose must be on or after 6 months of age.
- **Diphtheria/tetanus/pertussis** – 3 doses with the last doses on or after the fourth birthday.
- **Polio** – 4 doses with the last dose on or after the fourth birthday or 4 doses anytime.
- **Measles/mumps/rubella** – 2 doses with the first given on or after the first birthday and at least 28 days apart.
- **Varicella** – 2 doses on or after 1<sup>st</sup> birthday.
- **Tdap** – 1 dose after age 11.

All Washington State Public Schools are required to meet the student [immunization guidelines](#) from the Washington State Department of Health. Parents are required a medically verified immunization record for their student.

Medically verified is defined as:

- A Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS) or from "[MyIR](#)" - databases that medical providers often use, OR;
- A physical copy of the [CIS form](#) with a healthcare provider signature, OR;
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by a Pullman Public Schools nurse.
- Lifetime immunization records may be attached to a hardcopy CIS for medical verification. To be acceptable, the record must come from a medical source or include the signature of a health provider or a unique healthcare provider stamp).
- If you cannot find record of immunizations, please check with our district nurse, Michelle Hyatt, who can search the WA Immunization Information System (IIS).

Reach out to your student's medical provider to request a copy of their immunization records. Immunization records are required and students will be ineligible to attend school if appropriate records are not provided.

## **MEDICATION AT SCHOOL:**

When it is necessary for a student to take any medication at school, the parents are required to contact the LMS office. Written authorization is required by law. A form regarding instructions and parent permission is available at school and at most area doctors' offices and pharmacies. This form must be signed by both the parent and physician. All medicine must be kept in the office in original containers. School personnel are not responsible for administering dosages without prior instruction and compliance to district health procedures.

## **INJURY/ILLNESS AND FITNESS/MOVEMENT/SPORTS/HEALTH CLASSES**

In order to be excused from a fitness/movement/sports class on days they are in attendance, students must bring a note from a qualified physician. Please see the LMS website and go to Documents & Forms where under forms you will find the "[Participation Limitations for PE/FMS](#)" form that you can have your doctor fill out. They must also bring a release authorizing them to re-enter the class when they are well enough to do so. Students that do not have physician's notes are expected to participate to the extent they are able. The instructors will modify and/or create activities that will help facilitate this participation.

## **LOCKERS:**

Each student will be assigned a hall locker during homeroom. Student athletes may be assigned an athletic locker to use during their sport season. In both cases, students will have a combination lock to protect personal belongings. It is the student's responsibility to guard

the combinations and keep possessions safe. **Students should not give their locker combination to anyone.** If the student's locker opens without working the combination lock or if any other disrepair develops, the problem should be reported to the office as soon as possible. School personnel may check the contents in a student's locker upon reasonable cause at any time. Students are encouraged to leave at home all valuable items not needed in school. Students are to report any missing items as soon as it is noted as missing. Students found kicking or abusing their lockers will be subject to discipline for destruction of school property. Locker clean-outs are scheduled during the school year. Students are expected to keep their lockers clean. **The school cannot assume any responsibility for items left in lockers. Lost or stolen items should be reported to the main office.**

## **LOST AND FOUND:**

Students should turn in all found items. Valuable items should be turned in directly to a staff member or the office. Students who have lost an item should check with the teacher in whose room the item was first lost and check in the LMS office as well as the lost and found. Students are asked to have all personal property and clothing marked permanently with their names. Unclaimed lost and found items will be displayed in the commons on a monthly basis with the remainder being donated to charity over school holidays and breaks.

## **VIDEO GAMES, TABLETS, EAR PODS, SMARTWATCHES, CELL PHONES:**

Students and parents must be aware that these items represent an easy target for theft. Responsibility for the security of these devices rests with the student owner. LMS supervisory personnel will only allow these items to be used before school and after school. The school will not be responsible for any thefts regardless of circumstances. Students are encouraged to leave valuables at home.

## **FEES**

Any fees paid or purchases must be for the exact amount. Checks may be made payable to Lincoln Middle School. Please do not send checks or money for amounts over the fees owed. All fines and fees must be paid before student records can be issued. Payment for each fee must be made separately, and checks must be written for the exact amount. Checks written for the incorrect amount will be returned.

## **PHYSICAL EXAMS**

**All** students participating in athletics are required to have a current physical exam from a practicing physician. Physicals are good for two years. This includes students who are new to the district and also students who are entering sixth grade. The exam form needs to be on file at the school before the student actively participates in any athletic program. Forms are available in the main office and some physicians' offices. Exams used for summer camp will satisfy this request.

## **STUDENT TELEPHONE**

A phone for student use is located in the lobby outside the office. All calls made by students should occur at a time other than class time. The telephones are to be used for local calls only. **Students that are caught making prank phone calls will receive an in-school suspension and may be subject to prosecution according to local or state law and /or federal communications law.**

## STUDENT RECOGNITION

### STUDENT OF THE MONTH:

The LMS Student of the Month program is sponsored by the Pullman Kiwanis Club. Each month one student is selected from each homeroom. Then a grade-level Student of the Month is selected by teachers and classmates. The grade-level Student of the Month is honored by the Pullman Kiwanis at a luncheon with their parents. At the luncheon, they will receive a \$50 check, half of which must be given to a charity or benefit of their choice. Criteria for the nominations and selection include good citizenship at school and in the community, regular school attendance, steady academic progress, cheerful attitude, and a person who represents Lincoln Middle School well in the community.

### 8th GRADE PROMOTION:

The 8th grade class each year will be celebrated during the last weeks of school. The exact date will be announced ahead of time, via email, newsletter, and daily announcements. All 8th grade students will receive a certificate of promotion, and have the opportunity to attend a procession at which friends and family are welcome to attend.

## TEXTBOOKS & SCHOOL DEVICES

Students will be loaned the textbooks needed for each class. The condition and number of each book will be noted when it is issued. Students are to cover each textbook. Students will be assigned a Chromebook and charger to use during the school year. The condition and number of the device will be noted when it is issued. A protection plan is available for incidents of unintentional damage to the device, excluding certain conditions and terms (see Chromebook Protection Plan form). Students are responsible for treating the device so as to keep it in working order, as well as for its whereabouts. If a textbook/device is lost or damaged, the student is responsible to pay for its replacement or repair. A fine will be placed on the student's account in our InTouch program and will need to be paid, or item returned, before the student can participate in any sports or extracurricular programs. All lost or misplaced textbooks/devices need to be reported as soon as possible.

## VALUABLES

Students should bring to school only those items needed for their classes and activities. Students are discouraged from bringing large amounts of money or valuables because the school cannot be responsible for lost or stolen items.

## VISITORS

Parent/Guardian visitors are welcome at Lincoln Middle School. We do require that all visitors report to the office upon arrival. Visitors are to sign in on the Visitors computer kiosk and obtain a Visitor's badge. Photo identification may be requested of visitors. Students from other schools, however, are not permitted to visit unless they have permission from the principal.

### Students who are hosting guests must:

1. Obtain a visitor's form
2. Seek permission from parent
3. Acquire the signatures of all teachers

4. The hosting student must go over all rules and regulations of the school. If a guest should violate any policy, the guest will be removed from the grounds and will not be granted permission to return to LMS for the rest of the year. If a hosting student should violate LMS visitation policy, he or she will be denied visitation privileges.
5. Submit the form to an administrator. THIS FORM MUST BE OBTAINED AT LEAST ONE DAY IN ADVANCE. NO VISITORS WILL BE ALLOWED DURING THE LAST WEEK OF SCHOOL. Visiting students must be middle school age and must be in the same grade as the hosting student. A visiting student must attend classes scheduled for the student with whom they are visiting. Visiting students will be given a visitor's permit at the office. The permit must be shown to each teacher whose class is visited. Teachers or administrators have a right to revoke the permit at their discretion. Visitation of other students is restricted to one day. **Guests are not included in LMS dances and after school activities that are planned and funded exclusively for LMS students.**

## STUDENT ACTIVITIES

All LMS students have the opportunity to participate in a variety of co-curricular activities. The activities include athletics, academic competition, interest groups, student government, social events, and fund raisers. The philosophy behind the LMS activity program is to encourage participation of all interested students. **Each LMS student must purchase a photo-identification Associated Student Body (ASB) card that will ensure the opportunity to participate in events planned for LMS students. ASB cards are \$30 for all students.**

### TEAMS AND CLUBS AT LINCOLN MIDDLE SCHOOL

#### ATHLETICS (6th)

Girls' Volleyball, <i>intramural</i>	1 <sup>st</sup> quarter
Boys' & Girls' Cross Country	1 <sup>st</sup> quarter
Girls' Bowling, <i>intramural</i>	2 <sup>nd</sup> quarter
Boys' Basketball, <i>intramural</i>	2 <sup>nd</sup> quarter
Girls' Basketball, <i>intramural</i>	3 <sup>rd</sup> quarter
Wrestling	3 <sup>rd</sup> quarter
Track & Field	4 <sup>th</sup> quarter

#### INTERSCHOLASTIC ATHLETICS (7<sup>th</sup> & 8<sup>th</sup>)

Football	1 <sup>st</sup> quarter
Cross Country	1 <sup>st</sup> quarter
Girls' Volleyball	1 <sup>st</sup> quarter
Girls' Bowling	2 <sup>nd</sup> quarter
Boys' Basketball	2 <sup>nd</sup> quarter
Girls' Basketball	3 <sup>rd</sup> quarter
Wrestling	3 <sup>rd</sup> quarter
Boys' & Girls' Track	4 <sup>th</sup> quarter

## ARTISTIC AND PERFORMANCE GROUPS

Art Club  
Drama Club  
Jazz Band (6<sup>th</sup>)  
Jazz Band (7<sup>th</sup> & 8<sup>th</sup>)  
Jazz Choir

## ACADEMIC COMPETITION

Math Team  
Science Bowl  
Science Olympiad

## ALTRUISTIC AND SPECIAL INTEREST CLUBS

Art Club  
Chess Club  
Cryptid Club  
Cubing Club  
E-Sports Club  
GSA Club  
Magic: The Gathering Club  
Spartan Minds Matter Club  
Spartan Sprouts Club  
Students of Color Alliance (SOCA) Club Student Council  
Washington Tech Student Association  
Yearbook Club

*New clubs can be added throughout the school year depending on interest.*

## EXTRACURRICULAR ACTIVITIES

The extracurricular activity program at Lincoln Middle School is completely voluntary. Involvement in the activities program requires extra effort and time on a voluntary basis beyond the regular school day. Those who choose to participate represent their student body and community in local, regional, and national competitions and events. The highest standards of citizenship, sportsmanship, personal conduct, and loyalty must be maintained. The total school program is reflected in the extracurricular activities program. **Those students who earn disciplinary sanctions will follow the process listed below:**

- **1<sup>st</sup> detention:** Head coach's decision on participation in next scheduled event.
- **2<sup>nd</sup> detention/1<sup>st</sup> suspension:** Automatic removal from the next scheduled event. A student may be removed from the activity for the season if the infraction is severe.
- **3<sup>rd</sup> detention/2<sup>nd</sup> suspension:** Student may be removed from the activity for the season.

In all activities, all who choose to participate will have a place on a team. Whatever a student's interest level or

abilities may be for a particular type of activity, there is a club, team or group to match. We believe there is a positive correlation between a student's performance and the student's adherence to practice and training schedules. The goal statement for Lincoln Middle School's activity program is: *"It shall be the goal for Lincoln Middle School activity programs to provide sportspersonship, cooperation, leadership, recognition, and affiliation in all activities offered for each LMS student."*

## **GUIDELINES FOR STUDENT ACTIVITIES**

**Section I: Rules and Regulations:** The following rules and regulations apply to all students participating in Lincoln Middle School extracurricular activities, and conform to the rules for each activity as defined by the Washington Interscholastic Activities Association.

1. Each student participant is expected to adhere to the Pullman School District Students' Rights and Responsibilities Policy #3200, in all matters of individual conduct while representing Lincoln Middle School.
2. Each student participant is expected to follow the advice and directions of the activity coach, director, or sponsor in matters of performance while representing Lincoln Middle School.
3. Each student participant is expected to be a good citizen in school, in the community, and in all contests and activities. Specific activity related consequences occur when detention and in-school suspensions are assigned. **Students may not continue participation in ANY extracurricular activity while a sanction is being served or pending.**
4. Each student participant shall be in attendance at school for the entire school day on the day of an after-school activity. Each student shall also be in attendance at school on the entire day to be eligible to participate in after-school practice or rehearsal on the given day. The only exception is a signed excuse from the principal or vice principal which is presented to the coach, director, advisor, or sponsor.
5. Each student participant representing Lincoln Middle School is expected to exemplify the highest of standards of good sportsmanship. Sportspersonship consists of these qualities: courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches, and all other associated with the activity.

**Section II: Procedures for Violation:** A student participant who does not abide by the above rules and regulations shall be placed on probation, suspended, or dismissed from a team, club or group. Any disciplinary decisions, resulting from any violation, shall be subject to the hearing and appeal procedure outline in the LMS Agenda, and the Pullman School District Board of Directors' Policy #3200.

### **Section III: Student Activity Eligibility:**

1. LMS Athletes are only allowed 1 F reported for each grading period to remain eligible for athletics and activities. If an LMS student has more than 1 F, they are ineligible for competitions until their grades improve to having 1 or less F's.  
Ineligible students are expected to practice, BUT CANNOT travel, play, compete, or perform with the team/activity. All students are expected to participate in practice during the period grade checks if they wish to resume as a full member of the squad when they become grade eligible.
2. Incomplete grades may be made up for credit during the first five weeks of the subsequent semester. The student shall be ineligible for school activity groups until the incomplete grades are cleared.

3. In the event a student was not absent from school, yet missed practice or an event, a written excuse signed by the parent or guardian must be given to the coach, director, advisor, or sponsor. If a student participant has several excused absences, he/she will be provided limited performance time from those students who have regular attendance. If a note is not given to the coach, director, advisor, or sponsor, the absence will be considered unexcused. **A student who has two unexcused absences during an activity season may be dismissed from the team, club, or group.**
4. Each student who participates in athletics must have on file a current physical examination. The statement from the examining physician certifies that the student's physical condition for the activity in which he/she is participating. Each student must also have a WIAA Insurance Waiver Form and PSD Emergency Contact Form on file prior to participation.

**Section IV: Equipment and Facilities:** School equipment checked out by the student becomes the responsibility of the student during the time of the loan. Students are expected to keep and return all equipment clean and in good condition. Lost or damaged equipment or uniforms will be the student's financial obligation. Fines will be assessed in our InTouch program for unreturned or damaged items.

1. Students are prohibited from using school issued equipment while participating in any event outside the school activity program.
2. Misuse or abuse of dressing room facilities, lockers, benches, gym, classroom, or field facilities will not be permitted. Violations of the trust put in students using the school facilities and equipment during the course of their activities may result in the student's dismissal from the team, club, or group.

**Section V: Travel for Lincoln:**

1. Many student groups from LMS travel to and from contests with their teams, clubs, and groups. School district vehicles are provided for this purpose. Student participants are expected to ride with their team, club, or groups while traveling for LMS. Only in the case of personal contact between the coach, director, advisor, or sponsor and the student's parent can exceptions be made. If possible, permission for a student to ride with their parent should be obtained one day in advance. Students are not allowed to ride with anyone other than parent or guardian without express written consent of a school administrator.
2. Each student participant is expected to obey all school bus regulations (see Student Agenda pages 11-13).
3. Each student participant will be conscious of what constitutes appropriate dress for home and away contests and events. See [LMS Dress Code](#) on page 13 of this addendum.

**Section VI: Amateur Standing:** An amateur student athlete is one who engages in athletics for the physical, mental, social, and educational benefits and for whom athletics is an avocation not a source of financial reward. In order to maintain his/her amateur standing, they may not:

1. Accept merchandise of more than \$100 in value.
2. Accept cash awards.
3. Enter competition under a false name.
4. Accept payment of excessive expense allowances.

## WASHINGTON INTERSCHOLASTIC ASSOCIATION (WIAA) CODE OF ETHICS

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical, conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game—not a matter of life or death for players, coaches, schools, officials, fans, community, state, or nation.

### ACTIVITY CARDS:

Students may receive a unique holepunch in their photo ID for a fee of \$30 for sixth, seventh and eighth graders to indicate ASB membership. Financial waivers are available for families who qualify for Free or Reduced meal assistance. This one-time fee will provide students admittance to all home LMS athletic events, LMS dances (discounted admittance), and other school activities, as well as membership on LMS teams and clubs. **When students attend any LMS function, they must show their ASB cards.** Activity cards will be on sale at any time during the school year. Replacement of lost cards will be \$5.

### FUNDRAISER

In order to carry on a full extracurricular activity program, it is necessary for the students to help with expenses for these activities. At LMS we will host an annual fundraiser to raise funds for our student activities. This plan has been efficient and profitable. Information in regards to the fundraiser will be sent out to students prior to the start of the fundraiser.

## DISCIPLINARY PROCEDURES

### **SANCTIONS DEFINED**

Discipline is earned by making an inappropriate choice. All forms of corrective action will be administered to each student individually to best provide for the student's effective learning opportunities.

Please refer to Board Policy 3241 Student Discipline and accompanying procedures and forms outlining disciplinary procedures for Pullman School District.

[3241 Student Discipline](#)

[3241P Student Discipline](#)

[3241F1 District Discipline Matrix](#)

[3241F2 District Continuum of Discipline Responses](#)

**Board Policy 3241 Student Discipline** can also be found in [Appendix B](#) of the Pullman School District Family handbook.

## LINCOLN MIDDLE SCHOOL ACADEMIC PROGRAM

Middle school is a transitional program leading from the self-contained elementary classroom setting to the more departmentalized high school model. The table below identifies the classes most students might expect depending upon their grade level.

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	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
<b>1</b>	English/Literature	English/Literature	English/Literature
<b>2</b>	Mathematics	Mathematics	Mathematics
<b>3</b>	Science	Life Science	Earth Science
<b>4</b>	Social Studies	World History/ Washington State History	US History (1 term) Computer Applications (1 term)
<b>5</b>	Music Elective	Elective Choice (term or yearlong)	Elective Choice (term or yearlong)
<b>6</b>	Fitness, Movement, Sport & Health (3 terms) Art Fundamentals (1 term)	Fitness, Movement, Sport & Health	Fitness, Movement, Sport & Health

## GRADE 6 REQUIRED COURSE DESCRIPTIONS School Year: 2025-2026

**ENGLISH/LITERATURE:** This English Language Arts course teaches reading and writing standards through the lens of literature and informational structures. Throughout the course of the year, students will focus on comprehension and critical thinking in relation to a variety of different text structures. Students will also develop and establish writing skills while creating argumentative, expository, and narrative projects.

### **MATHEMATICS OPTIONS:**

- **MATH 6:** This course teaches in-depth the 6th grade mathematical standards that are aligned with the Common Core Standards. Instructional time will be focused on four critical areas: (1) connecting ratio and rate to whole number multiplication and division and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing an understanding of statistical thinking.
- **MATH 6/7:** This class is offered to qualifying 6th grade students using assessment data collected in 5th grade along with teacher input. This course teaches all 6th grade and some 7th grade math standards that are aligned with the Common Core Standards. The instructional time for this class will focus on the four critical areas described for Math 6 (above) and the following from Math 7: (1) analyzing and representing proportional relationships and (2) performing rational number arithmetic. Solving multi-step equations and working with probability will also be introduced in this class.

**SOCIAL STUDIES:** This course is designed to lay the foundations for understanding the development of societies and civilizations from early human social groupings to more advanced societies and the rise of first empires. As such, students will be exposed to, and become familiar with, different people, places, and cultures from around the world. Early civilizations, cultures and geography are studied from Meso-America to pre-Mesopotamia, ancient Egypt, Greece, and Rome.

**SCIENCE:** Sixth Grade Science covers physical science topics including light & matter and thermal energy. Earth science topics include weather systems, plate tectonics & rock cycling, and natural hazards. Life science topics include cells & cell systems. We take a phenomenon-based approach to discovering more about each topic and practice “being a scientist” by utilizing scientific practices throughout the year. These are all aligned with Next Generation Science Standards as adopted by Washington State.

**CHOIR:** Sixth grade choir is open to all students regardless of experience or ability. Time in class is primarily spent exploring vocal technique through song while practicing beginning part-singing and advancing in rhythm and note reading. Students sing music of varying styles from a variety of cultures. Goal setting and home practice are required as students prepare for performances, including a choral festival. Students are expected to participate in evening performances periodically throughout the year, which are counted as a percentage of their grades. **\*\*STUDENTS WHO OPT TO JOIN THE JAZZ CHOIR, WHICH MEETS BEFORE SCHOOL, ARE REQUIRED TO ENROLL IN THIS CLASS.**

**GRADE 6 BEGINNING BAND:** Beginning band is open to all sixth-grade students and is designed for students who want to learn how to play an instrument that is a part of the modern wind band ensemble (see list below). The majority of the time spent in the sixth-grade band is dedicated to learning how to play a

musical instrument with an emphasis on technique, music theory, and music history. This ensemble will perform at least two concerts throughout the school year. Previous knowledge of music is not required. Band instruments from which to choose: Flute, Oboe, Bassoon, Clarinet, Bass Clarinet, Alto Saxophone, Tenor Saxophone, Baritone Saxophone, Trumpet (or Cornet), French Horn, Trombone, Baritone (or Euphonium), Tuba, Bells, (bell kit required) (limit 8). Priority for school instruments will be given to those who otherwise could not afford to rent an instrument through music stores. School rentals are offered on a first-come, first-served basis for \$75 per semester.

**ORCHESTRA:** Sixth-grade orchestra builds on the skills learned in elementary school. More advanced music and vibrato skills are introduced. This class is not designed for beginning strings students. Home practice will be required as a portion of their grade. Students who are currently enrolled in the elementary strings program are encouraged to continue in the orchestra. A limited number of instruments are available through the school. School rental fees per semester are \$50 for violins, violas, and cellos. Music stores also have rentals for a slightly higher rate.

**FITNESS, MOVEMENT, SPORT & HEALTH (FMSH) - *Three quarters taught in conjunction with Art:***

FMSH is taught in conjunction with Art. Three quarters of the year will be spent in FMSH and a single quarter in Art. The purpose of Fitness, Movement, Sport and Health at Lincoln Middle School is to create a safe environment for students to take positive risks, experience a variety of activities that promote healthy and fit lifestyles, and understand the benefit of purposeful movement. Students will also learn accurate health information that encourages positive life choices and influences, and demonstrate growth in their knowledge, understanding, and application of the Washington State Physical Education and Health Education Standards and important concepts.

**ART FUNDAMENTALS - *One quarter taught in conjunction with Fitness, Movement, Sport & Health:***

Art is taught in conjunction with FMSH. One quarter of the year will be spent on Art. In this course, students will be introduced to a variety of mediums and techniques to learn about the elements and principles of art. Students will also be exposed to art development across cultures and history, and explore how these contexts relate to their own work. Students will work in both 2D and 3D media, with an emphasis on exploration, creativity, and understanding of basic concepts. Drawing, painting, ceramics, and papier-mâché will be among the media explored throughout the quarter.

## GRADE 7 REQUIRED COURSE DESCRIPTIONS School Year: 2025-2026

### **MATH OPTIONS:**

**MATH 7:** This course teaches in-depth the 7th grade mathematical standards that are aligned with the Common Core Standards. Instructional time will be focused on four critical areas: (1) developing an understanding of and applying proportional relationships; (2) developing an understanding of operations with rational numbers and working with expressions and linear equations; (3) solving problems involving scale drawings and informal geometric constructions and working with two- and three-dimensional shapes to solve problems involving area, surface area, and volume; and (4) drawing inferences about populations based on samples.

**MATH 7/8:** This class is offered to qualifying grade 7 math students who have successfully completed math 6/7 in 6th grade. The instructional time during this class will focus on 8th grade math standards. Additionally, we will complete coverage of the 7th grade math standards (those not covered in Math 6/7). See descriptions regarding Math 7 and Math 8 in the course descriptions.

**ENGLISH / LITERATURE BLOCK CLASS:** This class is designed to provide students with an integrated approach to learning language arts and literature. This program will emphasize effective communication through reading, writing, speaking, and listening as the students better understand themselves and others. Organization, study, and keyboarding skills will be reinforced throughout the year. In addition to the literature anthology, the students will read *The Outsiders* and the graphic novel *March* as special literary units.

**SOCIAL STUDIES:** This course will cover world societies from 476 CE to 1450 CE. Societies covered will include European, Middle Eastern, and African kingdoms. Additionally, this course includes exposure to Washington State History (WSH). Successful completion of WSH will comply with the Washington State High School Graduation Milestone requirement.

**SCIENCE:** Seventh-grade science is a year-long, lab-based course covering the three branches of science: Physical, Life and Earth & Space. Physical Science involves chemistry and how atoms are the building blocks of everything on Earth. Life Science explores microscopic cells and macroscopic ecosystems. Earth Science investigates how humans affect those ecosystems. While learning the science behind those topics, we strengthen our Science and Engineering Practices (SEPs) including making observations, interpreting data and asking questions. These are aligned with Next Generation Science Standards as adopted by Washington State.

**FITNESS, MOVEMENT, SPORT & HEALTH (FMSH):** The purpose of Fitness, Movement, Sport and Health at Lincoln Middle School is to create a safe environment for students to take positive risks, demonstrate their knowledge in a variety of activities that promote healthy and fit lifestyles, and to understand the benefit of purposeful movement. Students will also learn accurate health information

that encourages positive life choices and influences, and demonstrate growth in their knowledge, understanding, and application of the Washington State Physical Education and Health Education Standards and important concepts.

## GRADE 7 ELECTIVE COURSE DESCRIPTIONS School Year: 2025-2026 SEMESTER-LONG COURSES

**LEADERSHIP:** This class focuses on leadership attributes that can be identified, modeled, and taught. The class is primarily experiential-learning-based and emphasizes the importance of communication, character, personal growth, and building strong relationships and teams. Students will plan assemblies, fundraisers, and other school activities based on their interests. Class participants must be able to work independently in a manner that appropriately represents Spartan student leaders.

**MIXED MEDIA ART:** (1st semester only) This course is designed for hands-on learners who like to explore and create. This semester, we will continue to learn about the Art Elements and build our knowledge of the Principles of Design and Composition. Students will work with a variety of materials such as wood, fabric, recycled materials, collage, and more. Topics may include public art, music and visual art, environmental issues, social issues, and more. Students will develop works that help them explore their world and their creative expression.

**DRAWING & PAINTING:** (2<sup>nd</sup> semester only) This course is designed for students who like to explore and create while learning drawing and painting techniques. Students will continue to learn about the Art Elements and build knowledge of the Principles of Design and Composition. Students will work with a variety of drawing, watercolors, and acrylic paint mediums. Topics will include basic color theory, color mixing composition, and visual communication.

**COMPUTER SCIENCE FOR INNOVATORS & MAKERS:** (1st semester only) Students are challenged to creatively use sensors and actuators to develop systems that interact with their environment. Designing algorithms and using computational thinking practices, students will code and upload programs to microcontrollers that perform a variety of authentic tasks. This course will broaden students' understanding of computer science concepts through meaningful applications. Students will work in teams and work through a simulation related problem involving wearable technology, interactive art, or a mechanical device. *\*Pathway to HS courses in Digital Electronics and Computer Science*

**DESIGN AND MODELING:** (2nd semester only) Students will be provided opportunities to apply the design process to creatively solve problems. Students learn to use methods for communicating design ideas through sketches, solid models, and mathematical models. Students will understand how models can be simulated to represent an authentic situation and generate data for further analysis and observation. In a simulation, teams will design a toy or game for a child with cerebral palsy, fabricate and test the design, and make necessary modifications to optimize the design. Students will design bridges, and model using 3D software, and print designs using 3D printers. *\*Pathway to Woodshop, Drafting, Metals*

**AUTOMATION & ROBOTICS:** Students will develop skills within automation and robotics to improve daily life. Students investigate mechanical systems, motion, transfer, machine automation, and computer control systems. Students will learn about gear ratios and block-based coding to create robotic machines. Using the VEX® Robotics platform, students design, build, and program real-world devices, such as a food dispenser, a robot pet companion, and a transport system. *\*Pathway to robotics club (SEL)*

**DIGITAL DESIGN:** This Course will integrate Art, Computer Science, and Technology Skills. Students will learn the 8 elements of design, 12 principles of design, basics of industrial and graphic design, and fashion art. Students will use software including Adobe Express, Pixlr, and Canva to create business logos, fashions design, and presentation boards. *\*Pathway to Fashion and Digital design, Digital Media, Art.*

## YEAR-LONG COURSES

**CONCERT CHOIR 7/8:** Concert choir offers students choral advancement in vocal production, rhythmic style, and ensemble performance skills. For skill advancement, first year Concert Choir students are assessed on concepts that extend from 6th grade choir; second year Concert Choir students are assessed on concepts that extend from their first year. Second year students leave well-prepared to move on to the high school level. A wide selection of choral music is used throughout the year, some of which involves student input. Performances include evening concerts, festivals, and school assemblies. **\*\*STUDENTS WHO OPT TO JOIN JAZZ CHOIR, WHICH MEETS BEFORE SCHOOL, ARE REQUIRED TO ENROLL IN THIS CLASS.**

**ORCHESTRA 7:** This class is for continuing string players, and performance is the primary emphasis of the course. Rhythm, music reading and coordination, ensemble, a range of new keys, and responsible group membership are emphasized. Performances include fall, winter, and spring concerts as well as in-school assemblies and music festivals/trips. Participation in the “Disney & Desserts” fundraiser in the fall is also encouraged.

**BAND 7:** This class continues the goals and objectives of the sixth-grade band. Students will learn advanced concepts regarding tone production, rhythm, intonation, musical styles, and technical aspects of the instruments. This class is for continuing band students (no beginners), and performance is the primary emphasis of the course. Performances include fall, winter, and spring concerts as well as in-school assemblies and music festivals/trips/parades.

## GRADE 8 COURSE DESCRIPTIONS

### School Year: 2025-2026

#### **MATH OPTIONS:**

**MATH 8:** This course teaches in-depth the 8th grade mathematical standards that are aligned with the Common Core Standards. Instructional time will be focused on three critical areas: (1) formulating and reasoning about expressions and equations, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.

**ALGEBRA I:** This **high school credited** course focuses on algebraic problem-solving. The course will address: (1) formulating, reasoning and solving linear, exponential and quadratic expressions and equations; (2) deriving and modeling with linear, exponential and quadratic functions; (3) formulating and analyzing statistical questions, including questions resulting in one and two-variable data. *The grade in this class will automatically be included on the high school transcript.*

**ENGLISH / LITERATURE BLOCK CLASS:** This class focuses on a variety of reading, writing, language, and speaking and listening skills. Students will be building reading and writing stamina. In reading, students will be reading to identify narrative/elaboration/rhetorical strategies in writing and other passages (fiction and non-fiction). Reading comprehension includes inferring and analyzing text in short responses, including creating a claim, citing evidence, explaining evidence, and using transitions. Novel reading includes discussions in the form of Socratic Seminars and extended activities which aid in reviewing and mastering reading skills. In writing, students will be learning the writing process (brainstorming, narrowing a topic, organizing an essay, writing with elaboration/rhetorical strategies, writing effective introductions and conclusions).

**SOCIAL STUDIES:** In this semester-long course, students will explore American history, civics and government from the early colonial period through the Civil War and Reconstruction, examining key events, figures, and movements that shaped the nation.

**SCIENCE:** Eighth-grade science is a year-long lab-based course, where students will explore three science topics: Physical Science, Life Science, and Space Science. In Physical Science, we will explore forces such as Contact Forces, Sound Waves, and Forces at a Distance. In Life Science, we will explore Genetics, Natural Selection, and Adaptations. In Space Science, we will explore how Earth fits in the Solar System, Seasons, and Moon Phases. These are all aligned with Next Generation Science Standards as adopted by Washington State.

**FITNESS, MOVEMENT, SPORT & HEALTH (FMSH):** The purpose of Fitness, Movement, Sport and Health at Lincoln Middle School is to create a safe environment for students to take positive risks, demonstrate their knowledge in a variety of activities that promote healthy and fit lifestyles, understand the benefit of purposeful movement, learn accurate health information that encourages positive life choices and influences, and demonstrate growth in their knowledge, understanding, and application of the Washington State Physical Education and Health Education Standards and important concepts.

**COMPUTER APPLICATIONS:** This class is designed to introduce students to workplace technology. This course explores educational plan development, career exploration, and communication skills by using technology in a business setting. Using Microsoft Office 2019, students will learn introductory word processing, spreadsheets, presentations, and graphic applications. Students are also expected to master basic keyboarding skills. The class will also give students the opportunity to explore post-high school education and employment options by completing the Washington State required High School & Beyond Plan.

## GRADE 8 ELECTIVE COURSE DESCRIPTIONS School Year: 2025-2026

### SEMESTER-LONG COURSES

**LEADERSHIP:** This class focuses on leadership attributes that can be identified, modeled, and taught. The class is primarily experiential-learning-based and emphasizes the importance of communication, character, personal growth, and building strong relationships and teams. Students will plan assemblies, fundraisers, and other school activities based on their interests. Class participants must be able to work independently in a manner that appropriately represents Spartan student leaders.

**COMMUNICATIONS/MEDIA:** This class produces the Channel 3 News Program. Learned skills will include video editing, scriptwriting, anchoring, technical work, graphics, and videography. Students will gain valuable technical and leadership experience in broadcast journalism.

**MIXED MEDIA ART:** (1<sup>st</sup> semester only) This course is designed for hands-on learners who like to explore and create. Students will continue to learn about the Art Elements and build their knowledge of the Principles of Design and Composition. Students will work with a variety of materials such as wood, fabric, recycled materials, collage, and more. Topics may include public art, music and visual art, environmental issues, social issues, and more. Students will develop works that help them explore their world and their creative expression.

**DRAWING & PAINTING:** (2nd semester only) This course is designed for learners who like to explore and create while learning drawing and painting techniques. Students will continue to learn about the Art Elements and build their knowledge of the Principles of Design and Composition. Students will work with a variety of drawings, watercolors, and acrylic paints. Topics will include basic color theory, color mixing composition, and visual communication.

**COMPUTER SCIENCE FOR INNOVATORS & MAKERS:** (1st semester only) Students are challenged to creatively use sensors and actuators to develop systems that interact with their environment. Designing algorithms and using computational thinking practices, students will code and upload programs to microcontrollers that perform a variety of authentic tasks. This course will broaden students' understanding of computer science concepts through meaningful applications. Students will work in teams and work through a simulation related problem involving wearable technology, interactive art, or a mechanical device. *\*Pathway to HS courses in Digital Electronics and Computer Science*

**DESIGN AND MODELING:** (1st semester only) Students will be provided opportunities to apply the design process to creatively solve problems. Students learn to use methods for communicating design ideas through sketches, solid models, and mathematical models. Students will understand how models can be simulated to represent an authentic situation and generate data for further analysis and observation. In a simulation, teams will design a toy or game for a child with cerebral palsy, fabricate and test the design, and make necessary modifications to optimize the design. Students will design bridges, and model using 3D software, and print designs using 3D printers. *\*Pathway to Woodshop, Drafting, Metals*

**AUTOMATION & ROBOTICS:** Students will develop skills within automation and robotics to improve daily life. Students investigate mechanical systems, motion, transfer, machine automation, and computer control systems. Students will learn about gear ratios and block-based coding to create robotic machines. Using the VEX® Robotics platform, students design, build, and program real-world devices, such as a food dispenser, a robot pet companion, and a transport system. *\*Pathway to robotics club (SEL)*

**MEDICAL DETECTIVES:** (1st semester only) Students will play the role of real-life medical detectives as they collect and analyze medical data to diagnose disease. They solve medical mysteries through hands-on projects and labs, measure and interpret vital signs, dissect sheep brains, investigate disease outbreaks, and explore how a breakdown within the human body can lead to dysfunction. Students will also explore a unit on forensic science performing hands-on analysis, utilizing field-based tools to solve a simulated mystery case. *\*Pathway to Biology, Veterinary Science, Health Sciences*

**DIGITAL DESIGN:** (2nd semester only)

This course will integrate Art, Computer Science, and Technology Skills. Students will learn the 8 elements of design, 12 principles of design, basics of industrial and graphic design, and fashion art. Students will use software including Adobe Express, Pixlr, and Canva to create business logos, fashions design, and presentation boards. *\*Pathway to Fashion and Digital design, Digital Media, Art.*

**TEACHER'S AIDE, OFFICE AIDE, or LIBRARY AIDE** A limited number of aide positions are available with classroom or office staff. Teacher's Aides or Office Aides are expected to assist staff in a responsible and independent manner. Specific duties vary depending on the staff assignment. Library Aides must be comfortable with alphabetizing and shelving books. *Students must have excellent attendance in order to be considered for a TA position.*

## YEAR-LONG COURSES

**SPANISH I:** This is a class for **high school credit**. It is designed for students interested in learning to understand, speak, read, and write the Spanish language. Emphasis is on building vocabulary and introducing the basic language structure necessary to communicate in practical situations. *\*Students taking Zero Hour classes forego all before school activities, sports and clubs*

**FRENCH I:** This class is for **high school credit**. It is an introductory course for students interested in learning to understand, speak, read, and write the French language. Emphasis is on building vocabulary and introducing the basic language structures necessary to communicate in practical situations.

**CONCERT CHOIR 7/8:** Concert choir offers students choral advancement in vocal production, rhythmic style, and ensemble performance skills. For skill advancement, first year Concert Choir students are assessed on concepts that extend from 6th grade choir; second year Concert Choir students are assessed on concepts that extend from their first year. Second year students leave well-prepared to move on to the high school level. A wide selection of choral music is used throughout the year, some of which involves student input. Performances include evening concerts, festivals, and school assemblies. **\*\*STUDENTS WHO OPT TO JOIN JAZZ CHOIR, WHICH MEETS BEFORE SCHOOL, ARE REQUIRED TO ENROLL IN THIS CLASS.**

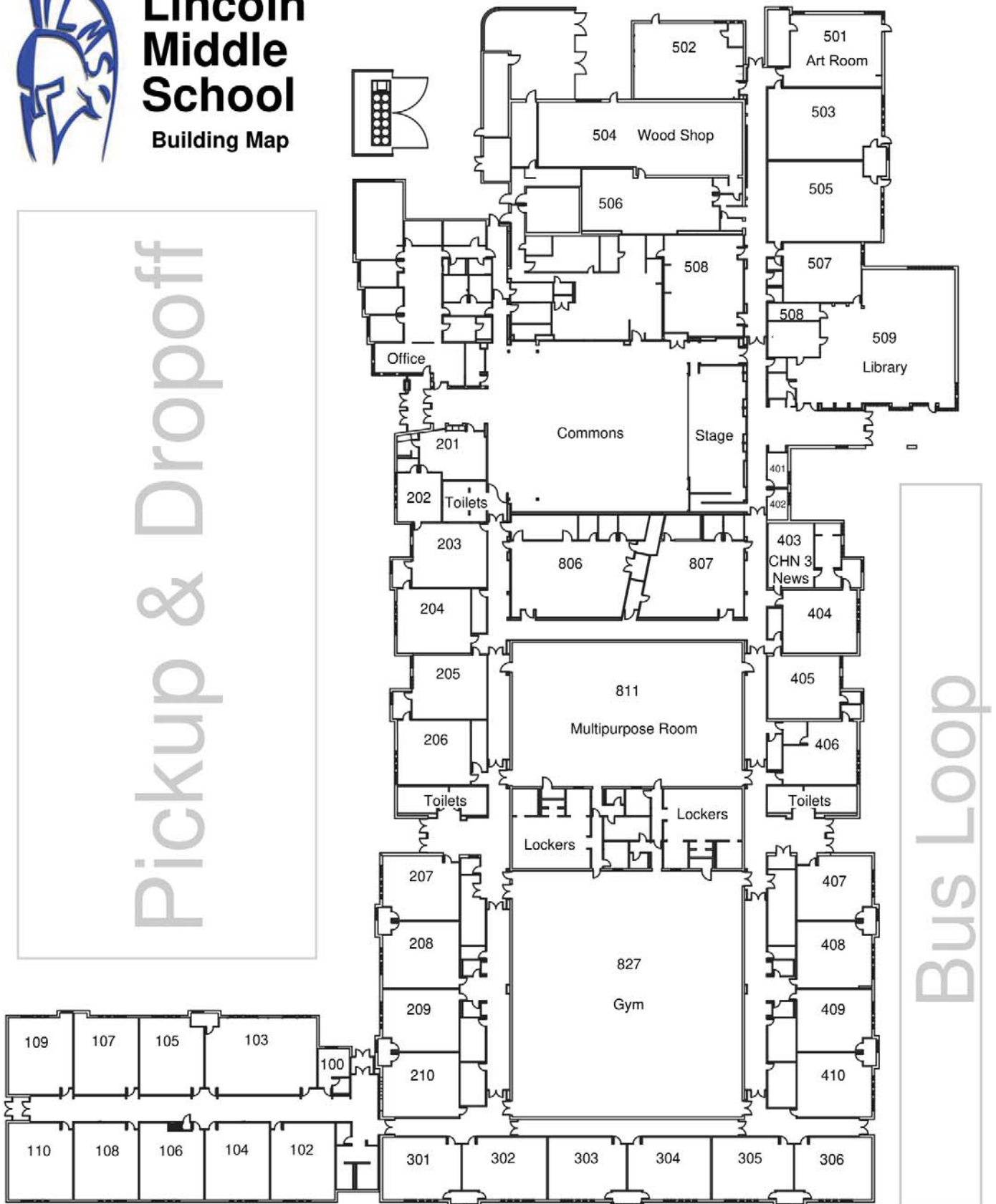
**ORCHESTRA 7/8:** This class is for continuing string players is the primary emphasis of this course. Rhythm, music reading and coordination, ensemble, a range of new keys, and responsible group membership are emphasized. Performances include fall, winter, and spring concerts as well as in-school assemblies and music festivals/trips. Participation in the "Disney & Desserts" fundraiser in the fall is also encouraged.

**BAND 8:** This class continues the goals and objectives of the seventh-grade band. Students will learn advanced concepts regarding tone production, rhythm, intonation, musical styles, and technical aspects of the instruments. This class is for continuing band students (no beginners), and performance is the primary emphasis of the course. Performances include fall, winter, and spring concerts as well as in-school assemblies and music festivals/trips/parades.

# LINCOLN MIDDLE SCHOOL BUILDING MAP



## Lincoln Middle School Building Map



# LINCOLN MIDDLE SCHOOL EVACUATION PLAN

**Office, Kitchen, Commons, Rooms 201, 202, 203**

Exit door 1 (by main office).  
Follow sidewalk to North end of front parking lot.  
Report to soccer field.

**Rooms 204, 205, 206, 207, 208, 806**

Exit door 2 (by room 207).  
Follow sidewalk between parking lot and tennis courts to North end of front parking lot.  
Report to soccer field.

**Rooms 102, 103, 104, 209, 210, 301, 302**

Exit door 3 (by room 301) at the Southwest corner of the building.  
Follow sidewalk between parking lot and tennis courts to North end of front parking lot.  
Report to soccer field.

**Rooms 105, 106, 107, 108, 109, 110**

Exit door 4 (by room 109) at the southwest corner of the building.  
Follow sidewalk parallel to soccer field to North end of front parking lot.  
Report to soccer field.

**Rooms 303, 304, 305, 306, 410**

Exit door 5 (by room 306) at southeast side of the building.  
Move to football/track area.  
Report to the track on the West side of the football field, near the goal line.

**Rooms 827 (Gym), 811 (Multipurpose Room), 405, 406, 407, 408, 409**

Exit door 6 (by room 407) on the east side of the building.  
Move to football/track area.  
Report to the football field between the goal line and the 50-yard line.

**Rooms 401, 402, 403, 404, 807**

Exit door 7, next to library.  
Move to football/track area.  
Report to the track on the East side of the football field, beyond the goal line

**Rooms 500, 503, 505**

Exit using classroom outer doors.  
Move Southward along East side of building and up the sidewalk along bus lane.  
Report to top of hill on the sidewalk.

**Rooms 501, 504, 506, 508**

Exit door 8 (by room 501), North side of the building.  
Move to the North end of the front parking lot using sidewalk.  
Report to soccer field.

**Rooms 507, 508, 509 (Library)**

Exit through library South emergency door.  
Move to sidewalk on Northwest side of bus entry.  
Report to top of hill on the sidewalk.

*\*Subject to change.*



# LINCOLN MIDDLE SCHOOL

## BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1ST PERIOD 9:00-9:45	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25
2ND PERIOD 9:50-10:34	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25
SEL TIME 10:39-11:09				
3RD PERIOD 11:14-11:58	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25
1ST LUNCH 12:03-12:47	1ST LUNCH 11:30-12:00	1ST LUNCH 11:30-12:00	1ST LUNCH 11:30-12:00	1ST LUNCH 11:30-12:00
4B PERIOD 12:03-12:47	4B PERIOD 11:30-12:25	4B PERIOD 11:30-12:25	4B PERIOD 11:30-12:25	4B PERIOD 11:30-12:25
4A PERIOD 12:38-1:22	4A PERIOD 12:05-1:00	4A PERIOD 12:05-1:00	4A PERIOD 12:05-1:00	4A PERIOD 12:05-1:00
2ND LUNCH 12:52-1:22	2ND LUNCH 12:30-1:00	2ND LUNCH 12:30-1:00	2ND LUNCH 12:30-1:00	2ND LUNCH 12:30-1:00
5TH PERIOD 1:27-2:11	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00
6TH PERIOD 2:16-3:00	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00

\*STUDENTS WITH PERIOD 4A HAVE FIRST LUNCH | STUDENTS WITH 4B HAVE SECOND LUNCH

### LINCOLN MIDDLE SCHOOL

315 SE CRESTVIEW STREET  
PULLMAN, WA 99163

### CONTACT

PHONE: (509) 334-3411  
EMAIL: LMS-INFO@PSD267.ORG



# **Pullman High School**

## **Parent and Student Handbook**

### **2025-2026**

510 NW Greyhound Way

509-332-1551

[phs.pullmanschools.org](https://phs.pullmanschools.org)



<https://www.facebook.com/PullmanHS/>



<https://twitter.com/PullmanHS>



<https://www.instagram.com/pullmanhounds/>



Jerrod Fleury  
Principal



Debbie Crabtree  
Assistant Principal



Jake Gion  
Assistant Principal



Wendy Kruger  
Athletic & Activities  
Director

Welcome to Pullman High School. We are charged to ensure learning while challenging and supporting each student to achieve full potential.

We believe we offer you a world-class education and this document is the beginning of fulfilling that commitment. Pullman High School is one of the finest schools in Washington and we plan on your experience being first rate.



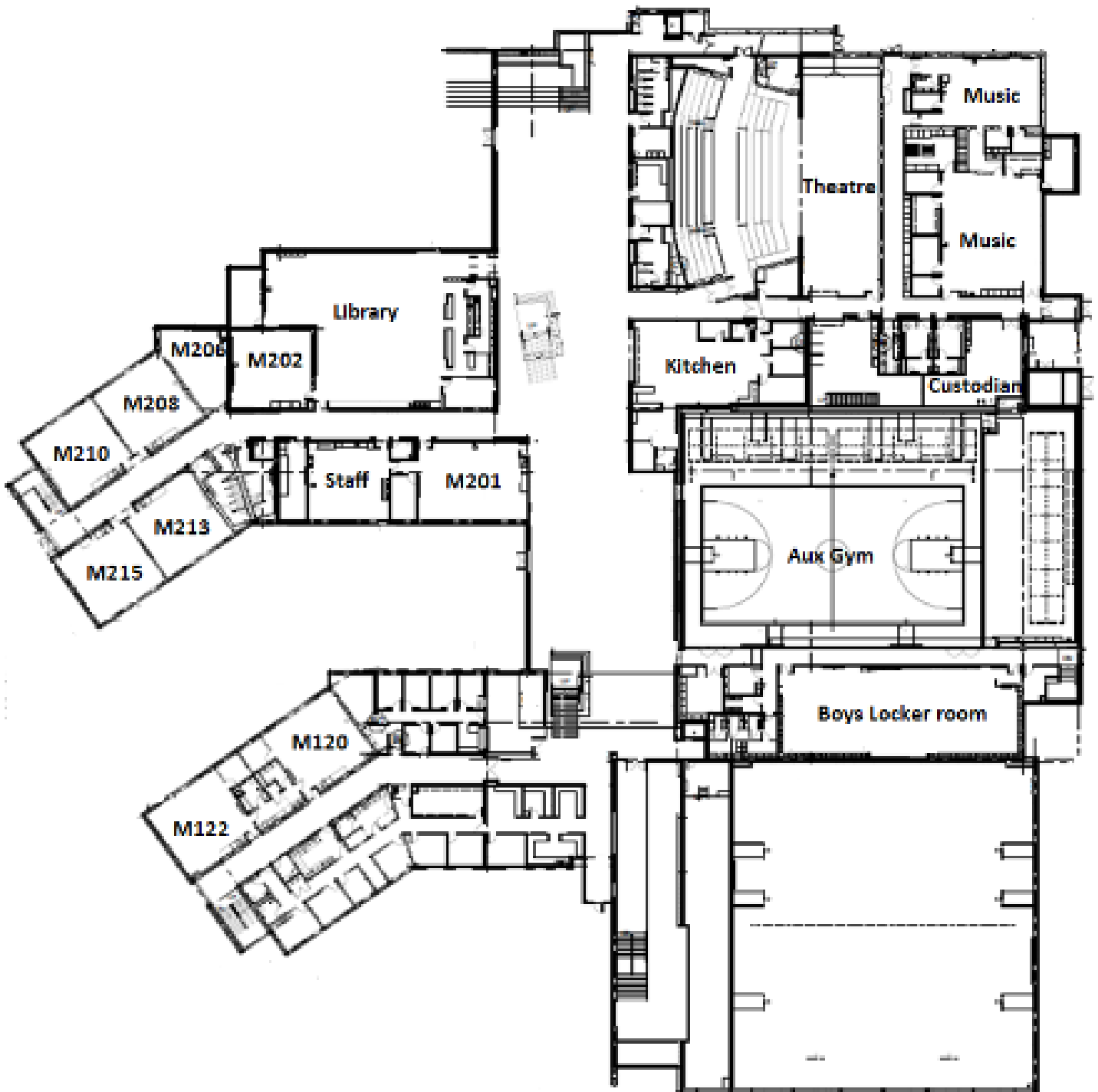
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# Building Map

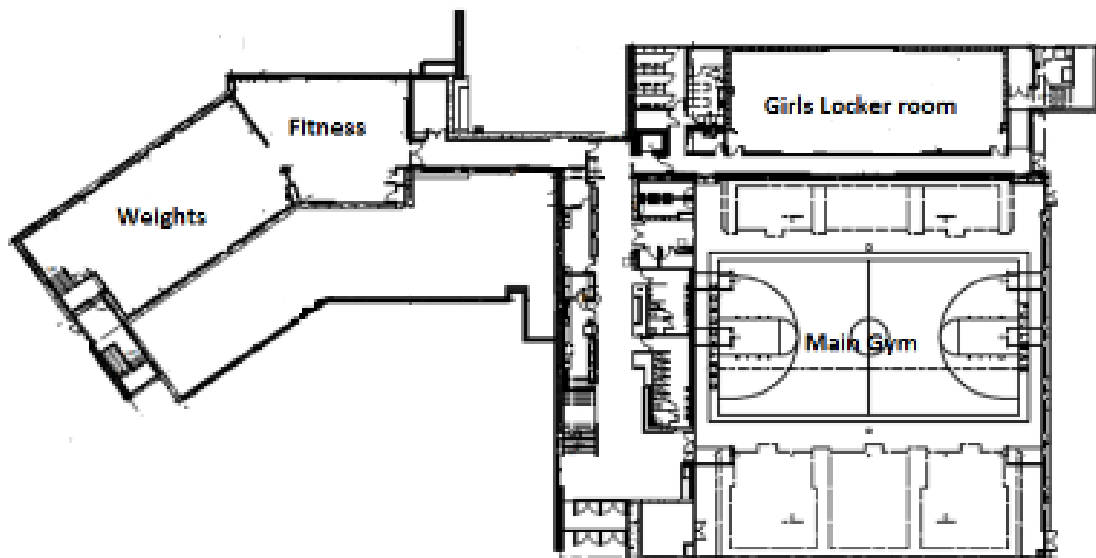
## Main Level



## Upper Level



## Lower Level



# PULLMAN HIGH SCHOOL BELL SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
<b>COLLABORATION</b> 7:50- 8:35		<b>0 PERIOD</b> 7:10 - 8:15		<b>0 PERIOD</b> 7:10 - 8:15		<b>0 PERIOD</b> 7:10 - 8:15		<b>0 PERIOD</b> 7:10 - 8:15	
<b>1st PERIOD</b> 8:50-9:45		<b>1st PERIOD</b> 8:20-9:45		<b>2nd PERIOD</b> 8:20-9:45		<b>1st PERIOD</b> 8:20-9:45		<b>1st PERIOD</b> 8:20-9:15	
<b>2nd PERIOD</b> 9:50-10:40								<b>2nd PERIOD</b> 9:20-10:10	
<b>3rd PERIOD</b> 10:50-11:40		<b>2nd PERIOD</b> 10:00-11:25		<b>3rd PERIOD</b> 10:00-11:25		<b>3rd PERIOD</b> 10:00-11:25		<b>HOUND TIME</b> 10:15-10:40	
<b>1st LUNCH</b> 11:40-12:05	<b>EARLY 4th PERIOD</b> 11:45-12:35	<b>1st LUNCH</b> 11:25-11:50	<b>EARLY 4th PERIOD</b> 11:30-12:55	<b>1st LUNCH</b> 11:25-11:50	<b>EARLY 5th PERIOD</b> 11:30-12:55	<b>1st LUNCH</b> 11:25-11:50	<b>EARLY 4th PERIOD</b> 11:30-12:55	<b>1st LUNCH</b> 11:40-12:05	<b>EARLY 4th PERIOD</b> 11:45-12:35
<b>LATE 4th PERIOD</b> 12:10-1:00	<b>2nd LUNCH</b> 12:35-1:00	<b>LATE 4th PERIOD</b> 11:55-1:20		<b>LATE 5th PERIOD</b> 11:55-1:20		<b>LATE 4th PERIOD</b> 11:55-1:20		<b>LATE 4th PERIOD</b> 12:10-1:00	<b>2nd LUNCH</b> 12:35-1:00
<b>5th PERIOD</b> 1:05-1:55		<b>2nd LUNCH</b> 12:55-1:20		<b>2nd LUNCH</b> 12:55-1:20		<b>2nd LUNCH</b> 12:55-1:20		<b>5th PERIOD</b> 1:05-1:55	
<b>6th PERIOD</b> 2:00-2:50		<b>5th PERIOD</b> 1:25-2:50		<b>6th PERIOD</b> 1:25-2:50		<b>6th PERIOD</b> 1:25-2:50		<b>6th PERIOD</b> 2:00-2:50	



# ASB Information

## ASB ADVISOR

Erin Willy

## ASB OFFICERS

ASB President	TBD	ASB Vice President	TBD
ASB Secretary	TBD	ASB Co-Treasurer	TBD
ASB Co-Treasurer	TBD	Press Secretary	TBD
Activities Liaison	TBD	Equity Officer	TBD
Chief of Staff	TBD		
Activity Liaison 9 <sup>th</sup>	TBD	Activity Liaison 10 <sup>th</sup>	TBD
Activity Liaison 11 <sup>th</sup>	TBD	Activity Liaison 12 <sup>th</sup>	TBD

## Class Officers

### SENIOR CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Treasurer	TBD
Equity Officer	TBD
Advisor	Sherree Komp

### JUNIOR CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Treasurer	TBD
Equity Officer	TBD
Advisor	Kate Agnew

### SOPHOMORE CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Treasurer	TBD
Equity Office	TBD
Advisor	Deanna Kile

### FRESHMAN CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Treasurer	TBD
Equity Officer	TBD
Advisor	Rob McPherson

## ASB Activities and Advisors

Activity	E-mails	Advisor
Art Club	rmcpherson@psd267.org	Rob McPherson
AAPL	<a href="mailto:dnakata@psd267.org">dnakata@psd267.org</a>	Debbie Nakata
ASB Executive Council	ewilly@psd267.org	Erin Willy
Black Student Union	kdahmen@psd267.org	Kelli Dahmen
Chorus/Choir	amielke@psd267.org	Andy Mielke
Cheer	ewilly@psd267.org	Erin Willy
Concert /Jazz / Pep Bands/Treble Triad	amielke@psd267.org	Andy Mielke
Computer Club	<a href="mailto:sanderson@psd267.org">sanderson@psd267.org</a>	Sam Anderson
Dance Team	skomp@psd267.org	Sherree Komp
Drama Club	amielke@psd267.org	Andy Mielke
DECA	mmayer@psd267.org	Melissa Mayer
FCCLA	jickelhaupt@psd267.org	Jill Bickelhaupt
FFA	abogle@psd267.org	Altaira Bogle
Greyhound Minds Matter	rmatthews@psd267.org	Rob Matthews
Junior Statesman	dthompsonst@psd267.org	Denise Thompson
Key Club	rcurrier@psd267.org	Raeiah Currier
Knowledge Bowl	<a href="mailto:kcokesutton@psd267.org">kcokesutton@psd267.org</a>	Kristen Coke-Sutton
Lego Club	<a href="mailto:sanderson@psd267.org">sanderson@psd267.org</a>	Sam Anderson
Math Team	bklover@psd267.org	Betty Klover
Orchestra		TBD
Origami Club	kcovill@psd267.org	Katharine Covill
Ping Pong Club		TBD
Recycling/Environmental Club	<a href="mailto:mausmus@psd267.org">mausmus@psd267.org</a>	Mike Ausmus
Rock n'Roll Club	rmcpherson@psd267.org	Rob McPherson
Science Bowl	kbrown@psd267.org	Kayla Brown
Science Olympiad	jwheatley@psd267.org	Josh Wheatley
Skills USA (welding & machining)	mhaugen@psd267.org	Marla Haugen
Skills USA (visual communications)	tferry@psd267.org	Tanner Ferry
Spirit Club	rwinchell@psd267.org	Doug Winchell
STEM Explorers	<a href="mailto:bklover@psd267.org">bklover@psd267.org</a>	Betty Klover
Table Top Club	<a href="mailto:rmatthews@psd267.org">rmatthews@psd267.org</a>	Rob Matthews
	<a href="mailto:kcance@psd267.org">kcance@psd267.org</a>	Kyle Cance
	<a href="mailto:kbrown@psd367.org">kbrown@psd367.org</a>	Kayla Brown
Yearbook	mmayer@psd267.org	Melissa Mayer

# ATHLETICS/ACTIVITIES

**ATHLETICS/ACTIVITIES  
DIRECTOR**

Wendy Kruger

## ATHLETICS/ACTIVITIES HANDBOOK

The PSD Athletics and Activities Handbook outlines the expectations for participation in PHS Athletics and Activities. This document can be found on the high school website or by [clicking here](#). A printed paper version is available upon request at the PHS office.

## GENERAL INFORMATION

### ELEVATOR USE

Elevators are for the use of students and visitors who require physical assistance getting to any designated individual floor. Students who misuse the elevators for purposes other than necessary mobility purposes may be subject to school discipline.

### GRADES

Grades will be issued to all students after 6 weeks, 12 weeks and 18 weeks for each semester. The 18-week grade will represent the semester grade. Grades may be checked at any time by Family Access. Login information and passwords for students and families are available through the office.

### HEALTH SERVICES

In the event of illness or injury at school, report to the office and contact a secretary or the school nurse. Excused absences for leaving campus or time spent in the Health Room can be obtained only if you have checked in and out with an office staff person. If a student has a temperature 100 degrees Fahrenheit or over they need to stay home for **24** hours after their temperature has returned to normal without the help of fever-reducing medications such as Ibuprofen or Acetaminophen.

### LOCKERS

Students can be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that their locker is kept locked and in order at all times. Combination locks for P.E. and athletics purchased through the school are the only locks to be used; all others will be cut and removed. The lock you purchase from the school is yours to keep, use the same lock for your entire enrollment at PHS. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Switching of lockers is not permitted.

Since lockers and desks are school property, the school has the right to make a school-wide search of these areas at any time as it is the school district's duty to protect students and ensure that school property is lawfully used.

Students are reminded that valuable items should not be stored in lockers. The school cannot assume any responsibility for items left in lockers. Lockers are issued as a convenience to students, but are not intended to provide storage for valuables. Lost or stolen items should be reported to the main office and School Resource Officer.

### PARENT/STAFF COMMUNICATION

Parents are encouraged to confer with school personnel about their students as needed throughout the year. Teachers can be contacted before 8:20 AM, after 2:50 PM or during their planning period. If visiting the school, please make an appointment with the teacher prior to your visit. Email will be responded to within two school days.

## STUDENT IDENTIFICATION CARDS

Students will receive an identification card shortly after the beginning of the school year. Lost or stolen cards/validation stickers can be replaced by contacting the ASB secretary. It may be necessary to present the I.D. card for identification at any school function or be denied access to the activity.

## VISITORS OF STUDENTS

Non-PHS students wishing to visit the PHS campus during the school day must receive prior approval at least two weeks in advance of the planned visit from a PHS administrator. All visitors must sign in at the main office and wear a visitor badge. Any visitor who fails to do so will be considered a trespasser. Visitors of students are not permitted to be in classes during the school day.

## STUDENT FEES

Students are not required to pay fees or deposits for textbooks or other instructional materials that are checked back in at the completion of a course. However, students are responsible for maintaining the condition of these materials and may be assessed fines for lost or damaged materials. Fees are assigned for some classes where consumable materials are used.

### Items and Services:

- |                               |         |
|-------------------------------|---------|
| • PHS ASB Athletics Card      | \$70.00 |
| • PHS ASB Activities Card     | \$30.00 |
| • PHS Replacement ID/ASB Card | \$5.00  |
| • Kamiakin (Yearbook)         | \$65.00 |

### Lab or Shop Fees:

Students enrolled in these special courses pay lab fees to defray costs of materials used for special projects beyond what is required for the basic program.

- |  |                                |
|--|--------------------------------|
| • Art Class                            | \$20.00 per semester/per class |
| • Metals                               | \$20.00                        |
| • Woods                                | \$20.00                        |
| • Drafting                             | \$20.00                        |
| • Fashion Design                       | \$15.00                        |
| • Foods and Nutrition/Culinary Art     | \$15.00                        |
| • Advanced Lifetime Fitness (Sr. only) | \$50.00                        |
| • Freshman P.E. Lock                   | \$5.00 (usable for 4 years)    |

\*Students are not required to use a locker, but it is highly recommended. If they do use a locker, it is required that they use a school purchased lock on PE lockers.

### Club Dues:

- |                               |              |
|-------------------------------|--------------|
| • Art Club                    | \$20.00      |
| • DECA                        | \$40.00      |
| • FFA                         | \$25.00      |
| • JSA                         | \$20.00      |
| • Key Club                    | \$16.00      |
| • Weights (Winter/Summer)     | \$50.00 each |
| • FCCLA                       | \$40.00      |
| • Science Olympiad            | \$15.00      |
| • Skills Computer Science     | \$20.00      |
| • Skills Construction/Welding | \$20.00      |
| • Skill communication         | \$15.00      |

If your family qualifies for free or reduced-price meals, the district can facilitate fee waivers for school programs. Fee waivers can be applied to optional non-credit based activity fees, ASB card fees, sports/athletics fees, field trip fees, summer school fees, testing fees (ACT, SAT, etc.), course fees, and/or lab fees for students that are eligible for free or reduced-price meals. Schools may disclose children's free and reduced-price eligibility information to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA).

We encourage all families to complete the Consent to Share Child Nutrition Program Eligibility Form through Skyward Family Access for all students in each family as part of the annual registration for returning students or as part of the new student enrollment process, whichever is applicable. This is an optional form and submitting/not submitting this form will not affect your child's eligibility for free or reduced-price meals. After the completed Consent to Share Eligibility Form has been received, the fee waivers will be automatically applied, where applicable. If you need a paper copy of the Consent to Share Eligibility Form, please contact your student's assigned school.

DRAFT

# PROCEDURES AND POLICIES

## ACCIDENTS

All injuries should be reported to the nurse's office. It is the teacher's responsibility to turn in a completed accident report to the nurse. If the nurse or office staff decide that the individual should be sent to a doctor, parents and/or emergency medical services will be contacted. Under no circumstances should a student leave school and go to the doctor for an injury sustained at school without checking out in the office.

## ASSISTANCE

Students experiencing difficulties or having concerns should contact a teacher, counselor, office personnel, or administrator to assist in resolving the matter before it becomes a problem. For students experiencing academic difficulties, the Student Learning Center, located in the library is open Monday-Thursday, 2:50-4:00. Tutors are available. Information and assistance are available to all students.

## ANNOUNCEMENTS

Announcements are made each morning at 8:20. It is the students' responsibility to ensure that they have heard announcements. If you wish to have announcements made regarding school activities, you must have the announcement signed by a teacher or advisor, and/or by an administrator. Forms are available in the main office.

## COUNSELING AND GUIDANCE SERVICES

The philosophy of the Counseling Department at Pullman High School is that each individual will be recognized and accepted as a person of worth, a person of ability, a person with rights, a person with potential and a person who can and does accept responsibility. It is the purpose of the counseling staff to pursue the fulfillment of these concepts. In so doing, it is recognized that individuals have differences and that developmental needs vary.

Pullman High School's counselors are qualified to assist students with planning an academic program, whether it leads to a college or a vocation; assisting in resolving personal problems; and to generally orient them to school and to life. In providing this assistance, the counseling staff may provide; occupational, educational and military information; consultation; coordination; orientation; referral; placement (when possible); follow-up (when possible); and research and program development. Referrals for individual and drug and alcohol issues are coordinated through the counseling office.

## DANCES

Dances are held for the enjoyment and participation of PHS students. All school rules for dress and behavior apply to all dances and activities. Students may be asked to be tested for illegal substances and/or to leave the event. Students must have a valid student ID to purchase dance tickets. This applies to the four "formal" dances: Homecoming, Winter Ball, Tolo and Prom. Any approved guest or visitor attending a PHS dance (non PHS students), must present a valid ID (ASB or License/Permit) at the door. All dances are closed-door events. Checkouts are not permitted. Once you leave you may not re-enter. Several forms of dance (i.e. bumping, freaking, grinding, and mosh pits) are not appropriate at a high school function. Discipline may be assigned for inappropriate behavior. Ask the activity chaperone for more details.

Visitors wishing to attend a PHS dance must have a registered PHS student sponsor who will obtain and turn in an approved visitor's dance pass form to the assistant principal's office by 3:00 pm at least three days prior to the event. Visitors must be under age 21 and at least in 9th grade. A PHS student may host only one guest per dance. An administrator may refuse or revoke a dance visitor pass for any reason at any time. Guest passes will only be issued for the following four dances: Homecoming, Winter Ball, Tolo, and Prom. All dances must be approved through the ASB.

## GENERAL CLASS REQUIREMENTS

All PHS students must take a minimum of six credit-producing classes per semester. Running Start students or students with extenuating circumstances may be granted an exception to this policy by the principal when it is determined that an exception is in the student's best interests.

## GRADUATION REQUIREMENTS

Specific Graduation Requirements, Graduation Pathways, and Course Details can be found in the 2025-2026 PHS Course Guide. This document can be found on the high school website or by [clicking here](#). A printed paper version is available upon request at the PHS office.

## OTHER PHS GRADUATION INFORMATION

### Grade Point Average

A grade point average (GPA) will be computed for each student who completes any course(s) taken for letter grades. The thousandths place decimal is used for these computations. Our GPA will not be rounded and is not weighted. Detailed GPA information can be found under Grading Regulations in this document.

### Class Rank

A numerical rank in class will be determined by using the grade point average (GPA) of each student using the standard grading system. Pullman High School uses an unweighted GPA scale. Exchange students will not be ranked. Students who transfer to PHS with a semester or more of P's on their transcript will not be ranked. Students with unaccredited coursework will not be ranked. Unranked students will not be eligible for honors designations or awards based that are based on rank.

### Graduating with Honors

Students who have met the following criteria will be considered as graduating with honors from Pullman High School. These students will receive an honor cord at the graduation ceremony:

- A student must be included in the class rank and
- Have cumulative GPA of 3.5 or higher at the end of seventh semester (GPA's are not rounded) and
- No more than two (2) credits of Pass/Fail courses during their last two years and
- The student must be enrolled in a least five (6) standard graded classes for high school credit in both semesters during their senior year

### Valedictorian and Salutatorian

Ranked Seniors who attain a 4.00 GPA at the end of their 7<sup>th</sup> semester of high school will be considered a Pullman High School Valedictorian. Pullman High School will honor as many students with this status as have met the requirement. The next ranked GPA will be recognized as Salutatorian and may also be shared by multiple students if they have a matching GPA to the thousandths decimal place.

### The Seal of Biliteracy

The Washington State Seal of Biliteracy recognizes public high school graduates who have attained a high level of proficiency in speaking, reading and writing in one or more world languages in addition to English. Graduating students can earn this distinction by meeting all English Language Arts graduation requirements and earn the equivalent of 4 years high school World Language. This can be done by earning four credits in a world language; demonstrating mastery through proficiency testing; or earning a score of three or higher on an AP World Language exam. The Seal of Biliteracy is acknowledged on the student's final transcript.

## SCHEDULE CHANGES

Students are expected to request classes that fit their High School and Beyond Plan. If a change becomes necessary, **students must email a request to their guidance counselor** which includes the reasons for the requested schedule change. Any schedule changes will be considered only under exceptional circumstances. If a scheduling mistake was made by school personnel, appropriate corrections will be made.

### Deadlines/Grading for Schedule Changes

Changes to scheduled classes may be requested during the first seven days of each semester. Deadlines for schedule change requests for the 2025-2026 school year:

**Semester 1** – Friday, September 5, 2025    **Semester 2** – Tuesday, February 3, 2026

Students are expected to complete (catch up) on all assignments for classes they join late. Classes dropped before the end of the fourth week of each semester will be graded out with a W. Classes dropped after the fourth week of each semester will be graded out with an F.

### Approval or Denial for Schedule Changes

Schedule changes may only be made during the add/drop period for each semester. The request cannot be based on personal preference (want a different teacher, want a different lunch, want to switch to be with friends, etc.) If the request does not fit the following criteria a schedule change will not be granted.

- Space availability in class requested.
- Compatibility with graduation requirements and the student's High School and Beyond Plan.
- The student has not met the prerequisites of a currently scheduled course.
- Technical errors in the student's schedule, such as, placed in a course that was not requested.

# ATTENDANCE PROCEDURES

Notes are acceptable from parents or legal guardian only. Students who have reached the age of 18 will need to provide documentation for ALL absences. Documentation includes, but is not limited to: notes from medical professionals, notes from parents/guardians, notes from teachers. In all cases, the school has the right to verify all absences, up to and including requiring notes from medical personnel. School Board Policy and Procedure 3122 can be found at: <https://app.eduportal.com/documents/view/496287>

## Excused Daily Absences

The following are valid excuses for absences from school: (WAC 392-401-020 Excused absences)

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A. 705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

## How to Excuse an Absence

We encourage parents and students to keep track of all absences and take care of excused absences right away. While the responsibility for school attendance belongs with parent(s) or guardian(s), high school students assume the primary responsibility for their attendance. Students should check in with the attendance office upon their return to school. Absences need to be excused within 48 hours of the student returning to school, after 48 hours the absence may be left unexcused.

To excuse an absence:

- Call the attendance office (509) 332 -1551
- Send a note with the student
- Email the attendance office at [PHS-Attendance@psd267.org](mailto:PHS-Attendance@psd267.org)

Absences covered by fraudulent notes or phone calls will be marked unexcused. The student will be assigned discipline under Forgeries.

Upon returning from school, students without an excuse will be issued a detention note. Students have two (2) days to have an absence excused or it will remain permanently unexcused. An Assistant Principal must approve any exceptions to this rule. Dealing with attendance related issues during class time might result in the assignment of a tardy in that class.

## MAKING UP MISSED WORK

Students will have no less than the number of classes missed to make up any assignment, project, or presentation missed due to an excused absence listed above (i.e. one class missed equals one class to complete make up work). Individual teachers may extend this time through classroom policies and procedures or on an individual basis. Note: Work assigned prior to the absence and due the day of the absence will be due upon the student returning to class. Work cannot be made up that is due, or assigned, on the day of (or class period) that is an unexcused absence.

## ILLNESS AT SCHOOL

If a student becomes ill at school, they must get permission from the teacher to report to the nurse's office. The office personnel will determine whether the student should be sent home, return to class or remain in the nurse's office. Failure to report to the nurse's office and sign out may result in truancy.

## ATTENDANCE DISCIPLINARY ACTIONS (SBP 3241P)

### TARDIES

Students who report late for class without a written excuse from the office will be considered tardy. Students more than 10 minutes late to a class may be considered absent rather than tardy.

**Possible responses to behavior could include:** warning, parent contact, detention, and further discipline.

### UNEXCUSED ABSENCES AND TRUANCY

An unexcused absence will apply to any period missed without valid excuse including:

- Student leaves school without having parental permission and signing out in the office.
- Student is absent from class without parent or legal guardian or teacher permission.
- Student fails to go to an area for which permission was granted or goes to an area without permission.
- Student comes to school and does not attend class

Violations of the unexcused absence policy apply to the entire school year. Subsequent procedures will be followed:

**Possible responses to behavior could include:** warning, parent contact, detention, referral to community engagement board, and the filing of a truancy petition in the Whitman County Superior Court.

- 7th in one month or 15th in a year: A truancy petition must be filed with Whitman County Superior Court per RCW 28A.225

\*\*\*All students that leave school and miss class time must sign out in the PHS attendance office. Failure to do so will result in unexcused absence.

# STUDENTS' RIGHTS AND RESPONSIBILITIES

The Pullman School District Board of Directors requires that each year, the superintendent shall develop and make available to all students, their parents and staff, handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. The school principal and certificated building staff will confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They will seek to develop precise definitions for common problem behaviors and build consensus on what constitutes manifestation of those problem behaviors. The definitions will also address differences between major and minor manifestations of problem behaviors to identify those problem behaviors that teacher and other classroom staff can generally address and those problem behaviors that are so severe that an administrator needs to be involved. This work will also help district staff identify and address differences in the perception of subjective misbehaviors and reduce the effect of implicit bias. They will also confer annually to establish criteria for determining when a certificated employee must complete classes to improve classroom management skills. All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, will pursue the required course of studies, and will submit to the authority of staff of the schools, subject to such discipline, including other forms of discipline as the school officials will determine.

## STUDENT RIGHTS

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, sexual orientation, previous arrest, previous incarceration or physical, mental or sensory handicap. Subject to reasonable limitations upon the time, place and manner of exercising such rights, and the recognized needs of the educational process, students shall have the right to:

- Expect the maintenance of high educational standards in the district.
- Physical safety.
- Safe buildings and sanitary facilities.
- Consult with teachers, counselors and administrators and other school personnel.
- Be informed of rules and regulations as related to the rights and corresponding responsibilities.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations and state guidelines.
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, or harassment.
- Freedom of speech and press, peaceably assemble, petition the government and its representatives for a redress of grievances, the free exercise of religion, and have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- Expect fair and just treatment from school authorities and freedom from emotional and physical abuse.
- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- An education consistent with the stated district goals.
- Know the requirements of the course of study and to know on what basis grades will be determined.
- Citizenship rights as delineated in the United States Constitution and its amendments.
- Be free from all forms of harassment. The enumeration of these rights shall not be construed to deny or disparage other rights set forth in the Constitution and the laws of the State of Washington or the rights retained by the people.

## STUDENT RESPONSIBILITIES

- Pursue their required course of studies.
- Attend school daily and be on time to class.
- Be aware of and comply with all rules governing student behavior.
- Comply with the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.

- Express their ideas in a respectful manner so as to refrain from harming the reputation of others.
- Dress in a manner which is not disruptive to the educational process nor threatens the health and safety of others.
- Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- Respect the rights of others.
- Exercise self-discipline.
- Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
- Comply with reasonable requests of district employees while in the performance of their duties.
- Abstain from the use or possession of tobacco products on school district property or at school sponsored events off campus.
- Abstain from the use, possession, sale, distribution, trade, and/or transfer of alcohol, illegal and/or other mind-altering drugs or substances (or that which purports to be) or paraphernalia. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision.
- Avoid possessing, handling, or transmitting any object that can be reasonably considered a weapon or a hazardous object or material.

### **STUDENT CONCERNS ABOUT STAFF**

Constructive criticism is welcome at PHS. Students wishing to report a complaint against a staff member should feel free to contact teachers, administration or a counselor, who will follow the procedures outlined in Board Policy 4312: <https://app.eduportal.com/documents/view/496416>

# STUDENT DISCIPLINE

School Board Policy and Procedure 3241 can be found at:  
<https://app.eduportal.com/documents/view/522873>

Discipline actions will be individualized for each student and situation, following School Board Policy 3241P, and may include the following:

## CONDUCT VIOLATIONS

### ALCOHOL or DRUGS (SBP 3241P) - Major Violation

A student shall not possess, be under the influence of, however slight, or sell, distribute, trade or transfer substances purporting to be alcoholic beverages, illegal and/or other mind-altering drugs or substances. In all cases parents and law enforcement will be contacted. Students may be asked to submit to a test for alcohol and/or drugs. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision. Administrative discretion will be used for self-referrals.

For possession and/or under the influence; or reasonable suspicion that the student is under the influence.

**Possible responses to behavior could include:** Parent Contact, Referral to Prevention/Intervention Services, Suspension actions, and referral to Pullman Police Department

**Options to reduce suspension:** For first offense of possession or under the influence, parents will be informed of discipline actions and if they wish to re-enter school prior to completion discipline actions they may choose to be evaluated by a state- accredited substance abuse treatment agency (Pursuant to WAC 275-19). If the parent and student choose the evaluation option, and agree they will follow the health care recommendations of that agency, a portion of the discipline actions may be eliminated, under appropriate circumstances.

Immediate reinstatement is contingent upon a health evaluation plan including specific day for evaluation, and a recovery plan that is acceptable to school officials. Parents will bear the cost of the evaluation and treatment recommended by the agency. In an emergency, expulsion will be imposed. Reduction of discipline for first offenses for sale, distribution, or trade will be at admin discretion.

**Emergency Removal may be imposed when the student:**

- Presents an immediate and/or continuing danger to himself or herself or others; and/or
- Poses an immediate and continuing threat of substantial disruption of the educational process by either:
- The continual use of alcohol, illegal and/or other mind-altering drugs or substances, or by
- The possession of a sufficient quantity of alcohol, illegal and/or mind-altering drugs or substances that such possession could be construed to be a felony possession.

### ATHLETIC/ACTIVITY ATTENDANCE

Students are expected to follow sportsmanship expectations established by the school and league at all events, home and away. Spectators and participants at athletic/activity events should be positive, respectful, and supportive. All other school rules apply to activities and athletics. See School Board Policy 4600. Students absent from school on the day of an event may not be allowed to attend an athletic or activity event. Students who fail to meet these expectations can face the following consequences depending on the severity of their actions.

**Possible responses to behavior could include:** warning, parent contact, removal from event, removal from future events.

## **BUILDING AND GROUNDS CLEANLINESS (SBP 3241P)**

It is the responsibility of each student to keep the school looking clean and orderly at all times. Waste should be disposed of in the containers provided. There is never to be any writing or marking on school property. Students and parents or guardians shall be liable for damages and will pay restitution. Willful destruction or defacement of school property may be cause for suspension. Students are expected to clean off cafeteria tables. No students shall litter in the school building or on the school grounds.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions.

\*Exceptional misconduct violation or continued offenses – Possible out of school suspension

## **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES (SBP 3241P)**

Students are STRONGLY encouraged not to bring any unnecessary electronic devices to school. *PHS WILL NOT BE RESPONSIBLE FOR STOLEN OR MISSING ELECTRONIC ITEMS.* Filming/recording devices are forbidden in places of assumed privacy (ex: locker rooms, bathrooms). Inappropriate use of electronic devices (harassing, sexting, texting, cheating, manufacturing, distributing, or possessing inappropriate photos or videos, etc.) may result in discipline and/or legal actions, which may include confiscation. For student non-compliance (refusal to respond with a reasonable request or hand over their phone and or disruptive and or disrespectful behavior) the staff member may either send the student to the main office or call the main office for assistance. Student may be disciplined.

A phone is available in the office for student use during non-class time only. This phone is to be used for important and necessary student business. Cell phone use (including text messaging) is only allowed during non-class time. Disruptions caused by cell phones will be dealt with as a classroom disruption. If there is an emergency, please notify your teacher BEFORE accessing your cell phone.

Students may not use or have in their possession 2-way communication devices (i.e. walkie- talkies) during the school day. Parents: please note that contacting your child through the office for emergencies is an appropriate way of contacting them during class time (509-332-1551).

**Possible responses to behavior could include:** parent contact, item kept until end of the period, end of the day or until parent can pick up, loss of cell phone privileges at school.

## **CHEATING/ACADEMIC FRAUD (SBP 3241P)**

Students are expected to do their own work. Violations of the cheating policy apply to the entire student's academic career at Pullman High School. Cheating involves one or more of the following actions:

- To use the work of another person or organization as your own.
- Purchase from any source or organization, work to be submitted as ones' own.
- To copy information from another student's test, examination, theme, book report, term paper, or other assignment.
- To plagiarize - plagiarism means using another person's idea, expression, or words without giving the original author credit.
- To prepare for cheating in advance. Such action involves (1) having in your possession an unauthorized copy of a test to be given or having been given by a teacher, (2) using an unauthorized test or unauthorized notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)
- To assist another person to cheat as defined in items 1-5 above.
- To use technology (such as computers, artificial intelligence (AI), cell phones, or other devices) to gain an unfair advantage or to cheat as defined in items 1-5 above.

Cheating/Academic Fraud will be disciplined in the following manner:

**Possible responses to behavior could include:** parent contact, parent/student meeting, no credit for assignment, with option to reassess to show competency/knowledge of content, detentions, other discipline as determined by administration.

- Exceptional acts of cheating may warrant more severe consequences
- Altering a teacher's grade book could cause the student to be removed from the class with a loss of credit

## **CLOSED CAMPUS**

The PHS campus is a closed campus which means if you leave you will not be able to return without prior approval from the office. The following areas are off limits to students during all portions of the school day, including lunch:

- Tennis courts (25 feet from all courts in all directions)
- Softball/baseball fields and dugouts
- Soccer field area and soccer hillside
- To visit your vehicle, you need to check in/out with the main office

**Possible responses to behavior could include:** parent contact, assigned seating at lunch, detentions and further discipline.

## **DESTRUCTION/ VANDALISM OF PROPERTY (SBP 3241P) – Major Violation**

"Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student is subject to suspension and punishment." (RCW 28A.635.060) Disrespect for or destruction of school or personal property will result in immediate disciplinary action up to and including suspension. A plan for full restitution is required prior to reinstatement. The school may withhold grades, diploma, and transcripts until the damage restitution has been made. Police may be notified. Students who cut, deface, injure or vandalize school district property shall be responsible for their actions. Students and parents or guardians shall be liable for damages and will pay restitution.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions, restitution. \*Exceptional misconduct violation or continued offenses – Possible out of school suspension

## **DRESS (SBP 3241P and 3224)**

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Pullman School District Board of Directors.

Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- Damage to school property will result from the student's dress; or
- A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district.

Prohibited dress includes the use of lewd, sexual, drug, tobacco, vape or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy. Refusal to cooperate will result in disciplinary action. Students will be asked to change clothing; offensive item may be picked up in the office by a parent. Shoes must be worn at all times.

**Possible responses to behavior could include:** parent contact, clothing change, detention and further discipline.

## **DISRUPTION OF CLASS/SCHOOL (SBP 3241P)**

Disruptive conduct is behavior that materially or substantially interferes with the educational process (willful disobedience, defiant actions, or disruptive conduct which materially or substantially interferes with the educational process, including causing an incident that affects the school attendance of other students).

A student shall not by use of violence, force, noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage, nor urge other students to engage, in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

## **FOOD**

All students are expected to return trays and clear tables & eating areas. Trays are to remain in the cafeteria area only. Students not assisting in keeping the commons clean will be assigned clean up responsibilities. Students may be assigned three days of cafeteria cleanup during lunch for each violation. The throwing of food or debris will result in school discipline. Break time and other privileges may be revoked if specific violators are not identified. Deliveries of food to school are not allowed.

## **FORGERIES (SBP 3241P)**

Forged notes or forged telephone calls will result in parent notification. The forged clearance will be denied even with future appropriate approval.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

## **FIGHTING/ASSAULT (SBP 3241P) – Major Violation**

Fighting or use of physical force on campus or at school related activities could result in an immediate short-term suspension. Students could be suspended or expelled. Violation of the fighting policy applies to the entire school year. Neither reasonable self-defense, nor reasonable action undertaken on the belief that it was necessary to protect some other person who is not an aggressor, is to be considered an intentional act under this rule. Self-defense does not include hitting back or trying to injure the other combatant(s). Police may be notified. The instigation, promotion, and/or encouragement of fights is prohibited and shall be subject to corrective action. Student(s) may be referred to anger management/counseling.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for assault.

## **GAMBLING (SBP 3241P)**

Students shall not play cards, dice, or games of chance for money or other things of value.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

## **HALL PASSES**

A student who needs to leave a class for any reason must carry the classroom hall pass or a permission slip from a staff member. Students out of class without an appropriate pass or in an unauthorized area will be subject to discipline. *Vending machines are only to be accessed between classes.*

## **HARASSMENT/BULLYING/CYBERBULLYING**

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can included but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Encouraging or inciting harassment, intimidation or bullying behavior of others may constitute participation in that behavior.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. The district has a reporting form that can be found at: <https://app.eduportal.com/documents/view/686057> or in any school building.

## **HAZING/HARASSMENT- VERBAL AND PHYSICAL**

All students and employees will deal with all persons in a manner which conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, gender, sexual preference, age, or disability. Acts of harassment, hazing, hostility, or defamation, whether verbal, written, or physical, will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate or humiliate another student or staff member constitutes grounds for disciplinary action including suspension and/or expulsion. Harassment is against the law; police may be notified.

**Possible responses to behavior could include:** parent contact, conference with AP/Counselor, restorative practices, detentions and further discipline.

## **HARASSMENT- SEXUAL**

The district is committed to maintaining learning and working environments that are free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities.

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.

As a first step, any individual who believes they have been sexually harassed is encouraged to directly inform the harasser the behavior is offensive, unwelcome, and must stop.

Sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Pressure for dates or sexual activity;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or
- remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Offensive sexual graffiti, pictures, or photographs;
- Hazing, pranks, or other intimidating behavior directed toward an individual in the educational environment.
- Sexual jokes or teasing.

Any student who believes that they have been subjected to sexual harassment in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of any adult staff member. Third party harassment will also be disciplined under this section.

Engaging in sexual harassment will result in appropriate disciplinary action up to and including suspension or other appropriate sanctions against offending staff and contractors. No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found knowingly reporting false allegations will also be subject to disciplinary action.

## **BOARD POLICY 3213: Policy against Sexual Harassment**

It is the policy of the Pullman School District not to discriminate against any student on the basis of sex. In keeping with that policy, sexual harassment will not be tolerated by any of its students. It is the goal of the Pullman School District to maintain an educational environment free of sexual harassment. Student initiated sexual harassment toward another student or toward an adult within the school is considered to be a major

offense that will result in disciplinary action against the offender.  
The district will develop and teach appropriate curriculum to address issues of sexual harassment.

**Possible responses to behavior could include:** parent contact, conference with AP/Counselor, restorative practices, detentions and further discipline.

### **INSUBORDINATION (SBP 3241P)**

Failure to follow the reasonable requests or directions of a staff member is considered insubordination. All persons must, upon request, identify themselves by name to any school district personnel or authorities in the school building, on or adjacent to school grounds, at school- sponsored events and other school-related activities or on school buses. Violation of this rule applies to the entire school year and will be disciplined in the following manner with parent contact as well as staff member/student conference.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

### **INAPPROPRIATE MATERIALS AND DISTRIBUTION (SBP 3241P)**

The commercial exploitation of students at PHS is not permitted. All student posters and advertisements must be approved through the main office. The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated and legal authorities contacted.

Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. The authors must sign such written expressions. Students who edit, publish, or distribute hand-written, printed or duplicated matter to students within the school must assume responsibility for the publications. Libel, obscenity, lewdness, vulgarity, profanity and personal attacks are prohibited in all materials.

Materials intended to be distributed on school property must be submitted first to the building principal for approval and rules regarding time, place, and manner. Commercial solicitation by students will not be allowed at school at any time unless authorized by the principal.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

### **LASER POINTERS (SBP 3241P)**

Students may not possess laser pointers at Pullman High School or at school activities.

**Possible responses to behavior could include:** parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

### **LOITERING (SBP 3241P)**

No student shall loiter (linger) in the student parking lot. No student shall loiter in the halls. Students without a class must be off campus or in the library. Students not involved in a school activity or working with a teacher must vacate the school property by 3:30pm each day.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

## **LYING WITH MALICIOUS INTENT, MISREPRESENTATION, FORGERY (SBP 3241P)**

Students shall not deliberately make untruthful statements with the knowledge that they are untrue and with the intent to deceive or cause another student harm; aid or abet others in a misrepresentation; lie; fraudulently use in writing, the name of another person; or falsify times, dates, grades, addresses or other data; or falsify, alter or destroy any school record, or any communication between home and school.

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

## **MOTOR VEHICLES (SBP 3241P)**

Student parking is designated to the main parking lot southeast of the main entrance to the campus beneath the tennis courts and limited section on the North side of the building. All students wishing to park in the student parking lot must register their vehicle and have a valid parking permit.

Parking lot directly in front of the school entrance is for visitor parking only.

There is to be no student parking in the front or rear staff/visitor lots weekdays between 7:00 AM and 4:00 PM (even for a few minutes).

Students with specific back lot passes may park in the student designated spots only. All other parking in the back lot is reserved for staff and Head Start employees/parents.

Students not parked in designated spaces, parked illegally, or parked in visitor/staff reserved spots will be subject to consequences listed below.

### **General Regulations:**

Vehicles must be parked at all times in designated areas in marked parking spaces only, with a student pass clearly visible from the rear-view mirror. Vehicles driven by students must comply with all provisions governing the use of vehicles for the State of Washington. Students may not loiter in the parking lot. Vehicle may not be used to hold items and substances illegal elsewhere at school. Searches of vehicles on school property will comply with School board policy 3230.1P. Slow speeds only while driving on campus. Students driving too fast in the opinion of a staff member may have driving privileges revoked.

Penalties for parking violations will include:

1 <sup>st</sup> offense	Warning (parking ticket)
2 <sup>nd</sup> offense	\$5 fine (parking ticket)
3 <sup>rd</sup> offense	\$10 fine (parking ticket)
4 <sup>th</sup> offense	Revocation of parking privileges on the PHS campus
5 <sup>th</sup> offense	Further progressive discipline and future loss of parking privileges

## **NUISANCE ITEMS (SBP 3241P)**

The possession or use of water-balloons/squirt guns or the throwing of snowballs is prohibited. Bouncing balls or throwing items may be considered nuisances. An administrator may classify other objects/toys as nuisance objects at any time.

**Possible responses to behavior could include:** parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

### **PERSONAL SOUND SYSTEMS (SBP 3241P)**

Stereo systems (i.e. "Speakers") are not allowed in the common areas of PHS. Classroom use for these and MP3 players will be at teacher discretion.

**Possible responses to behavior could include:** parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

### **PROFANITY/INAPPROPRIATE SPEECH AND ASSEMBLY (SBP 3241P)**

Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of gestures is considered a form of speech. The use of obscenities, lewdness, vulgarity, profanity, racial, ethnic, or religious slurs or personal attacks is prohibited. Obscenities, lewdness, vulgarity, profanity, racial, ethnic, or religious slurs directed toward a staff member (or intended to solicit a response from a staff member) may result in appropriate discipline. Profanity directed at a student may be disciplined as harassment. All student meetings on school property may function only as scheduled and regulated by school authorities.

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

### **PUBLIC DISPLAYS OF AFFECTION (PDA'S) (SBP 3241P)**

Inappropriate public displays of affection are prohibited.

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

### **RIDING BUSES (SBP 3241P)**

Students shall observe all appropriate school district rules while riding buses.

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

### **SECRET CLUBS AND/OR GANGS (SBP 3241P)**

Secret Clubs and/or Gangs are prohibited in the Pullman Schools. Students shall not be permitted to wear clothing, display symbols (including hand signs), insignia or markings that would identify them as members of such organizations.

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline. (Could include a referral to the Pullman Police Department.)

### **SKATEBOARDS/ROLLER BLADES/SCOOTERS (SBP 3241P)**

There is to be no use of skateboards, roller blades, scooters or other similar devices in the building or in the immediate area adjacent to the school building. This includes skating devices built into shoes.

**Possible responses to behavior could include:** parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

## STUDENT RESPONSIBILITIES (SBP 3241P)

Discipline referrals related to any of the items listed under "Student Responsibilities" section under student responsibilities on page 21 will have the following consequences.

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline. (Could include a referral to the Pullman Police Department.)

### THEFT (SBP 3241P) – Major Violation

The theft of school or personal property on campus or at school related activities are prohibited. Pullman Police Department and/or Whitman County Juvenile Authorities may be notified. Theft will be dealt with in the following manner and applies to the entire school year:

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions, restitution, and further discipline. (Could include a referral to the Pullman Police Department.)

### TOBACCO USE/ABUSE PROCEDURE (SBP 3241P) – Major Violation

The Pullman School District promotes and maintains a tobacco-free environment. Therefore, students are prohibited from using or having tobacco products or look-alike tobacco products in their possession, including any electronic cigarettes vape pens, at any time in the vicinity of school property or on school buses, or at any school-related activities. Violation of the smoking/tobacco policy applies to the entire school year. RCW 28A.210.310 Prohibition on use of tobacco products on school property.

**Possible responses to behavior could include:** Parent Contact, Referral to Prevention/Intervention Services, and detention or suspension actions.

### WEAPONS (SBP 3241P) – Major Violation

A student shall not carry onto or possess on school premises; school provided transportation, or areas being used for school activities:

- **Any firearm:** Expulsion for a period of at least one year and firearm confiscated. Students will be immediately referred to the Pullman Police Department and/or Whitman County Juvenile Authorities OR
- **Any dangerous weapon** as defined in RCW 9.41.250; (this includes but is not limited to switchblades and butter-fly knives) OR Any device commonly known as "nunchaku" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, other means; OR Any device, commonly known as throwing stars which are multi-pointed, metal objects designed to embed upon impact from any aspect; OR Any air gun, any paint ball gun, including any air pistol or air rifle, designed to propel a BB pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

Any violation of (1) above constitutes grounds for expulsion from the Pullman School District and will be referred to the Pullman Police Department and/or Whitman County Juvenile Authorities.

### OTHER OBJECTS CONSIDERED WEAPONS

- **Personal Protection Spray Devices**

It is unlawful for a person under eighteen years old, unless the person is at least fourteen years old and has the written permission of a parent or guardian to do so, to possess a personal protection spray device. Use of such device in a manner inconsistent with the authorized use of force shall cause the imposition of appropriate discipline (see below).

- **Knives**

A student shall not knowingly possess, handle, or transmit any knives onto school property. A student

found to be in possession of said knife (unless it falls under the category of dangerous weapon as defined in RCW 9.41.250; this includes but is not limited to switchblades and butterfly knives) will have it confiscated and returned to a parent. Use of said knife to threaten or otherwise endanger anyone shall cause the imposition of appropriate discipline (see below).

**Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions, and further discipline.

- **Knives - Major Violation**

Use of said knife to threaten or otherwise endanger anyone shall cause the imposition of appropriate discipline (see below). A student shall not knowingly possess, handle, or transmit any object that can be reasonably considered a weapon. This prohibition extends to personal vehicles parked on school property.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions, suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for major violations with knives.

### **OTHER PROHIBITED ACTS (SBP 3241P) – Major Violation**

The following actions are prohibited under the laws of Washington or Whitman County:

- Arson - the intentional setting of fire.
- Bomb Threats - telephone or otherwise.
- Extortion, Blackmail, or Coercion - obtaining money or property by violence inducing someone to do something against his/her will by force or threat of force.
- Fire Alarms - any false fire alarms (mechanics or voice)
- Fire Extinguisher - tampering with fire extinguisher.
- Fraud, Trespass - being present in an unauthorized place or refusing to leave when ordered.
- Unlawful Interference with School Authorities - interfering with administrators, teachers, or other school staff (employees or volunteers) by force, violence, intimidation, or threat.
- Any other acts which violates any City ordinance, Whitman County or State law.

**Possible responses to behavior could include:** parent contact, restorative practices, detentions, suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for violations of the law.

**WE ARE**



**STRONG**

**Come join our band;  
and sing a song for Blue and Gray.  
Proudly we stand;  
our colors waving all the way;  
2-3-4 Pullman's for you;  
our banners waiving tried and true.  
With might and main, sing this  
refrain;  
for ever, ever, ever Pullman High.  
P-U-L-L-M-A-N-G-R-E-Y-H-O-U-N-D-S**