

# Garfield High School

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2022-2023

Student Handbook

# School Contacts and Bell Schedule

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1st Period

# One Garfield: Page 3

One Garfield is a community of learners who recognize the history of our institution and the power of its vision and voice to encourage critical thinking and compassion as a means of creating future leaders. We are committed to growing diverse leaders who understand how to work together to create positive change in our school and in our communities.

In order to reach our vision, we will:

- Build a foundation of collaboration, shared leadership, trust and safety.
- Deepen our relationships with one another and with our students.
- Encourage healthy dialogue and inquiry about race and equity
- Encourage (foster) and expand the role of youth voice and leadership in decision-making and creating change.
- Help students to identify their unique gifts and the belief that they can reach their dreams.
- Create pathways for all students to be successful.

# Administrative Team: Page 4



Dr. Tarance Hart, Principal

Ida Acton, Assistant Principal

- Last Names: A-G – All Grades
- Room 209

Regina Carr, Assistant Principal

- Last Names: H-N – All Grades
- Room 104B

Gregory Barnes Jr., Assistant Principal

- Last Names O-Z – All Grades
- Room 319

# Counseling Team: page 4

Joshua Talosig - Counseling Secretary (252-2304)

## Counselors

Kandace Alston (252-2280)

- All 9th Grade

Daniel Lee (252-2365)

- Last name: A – Go
- 10th/11th/12th



Bernie Lenoue (252-2367)

- Last name: Gr-Ng
- 10th/11th/12th

Ken Courtney (252-2366)

- Last name: Ni-Z
- 10th/11th/12th

# Additional Contacts: page 5

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# Tech Support

(GHS provides tech support for ONLY District-provided laptops)

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## 3 Ways to Get Support:

1. [Techticket@seattleschools.org](mailto:Techticket@seattleschools.org)
2. Tech Line: (206) 252-0333
3. GHS Drop-in Schedule (Location- Library)
  - Joshua Brown
  - **Tuesday**
    - Block 1: 8:45am - 9:15am
    - Block 2: 11:55am - 12:40pm
    - Block 3: 12:55am - 1:40pm
    - Block 4: 3:15pm - 3:45pm
  - **Thursday**
    - Block 1: 8:45am - 9:15am
    - Block 2: 11:55am - 12:40pm
    - Block 3: 12:55am - 1:40pm
    - Block 4: 3:15pm - 3:45pm

# Bell Schedule: page 8

Monday, Tuesday,  
Thursday, and Friday

Period	Start	End	Duration
1st	8:50 AM	9:45 AM	0:55
2nd Homeroom	9:50 AM	10:55 AM	1:05
NUTRITION/SEL BREAK (Includes passing period)	10:55 AM		0:10
3rd	11:05 AM	12:00 PM	0:55
1 <sup>ST</sup> LUNCH	12:05 PM	12:35 PM	0:30
4A	12:05 PM	1:00 PM	0:55
4B	12:40 PM	1:35 PM	0:55
2 <sup>ND</sup> LUNCH	1:05 PM	1:35 PM	0:30
5th	1:40 PM	2:35 PM	0:55
SEL BREAK			0:10
6th	2:45 PM	3:40 PM	0:55

Wednesday  
(Early Release- 2:25PM)

Period	Start	End	Duration
1st	8:50 AM	9:30 AM	0:40
2nd	9:35 AM	10:15 AM	0:40
3rd	10:20 AM	11:00 AM	0:40
LUNCH (All students)	11:05 AM	11:35 AM	0:30
Teacher Office Hours SEL/Support Time	11:40 AM	12:10 PM	0:30
4th	12:15 PM	12:55 PM	0:40
5th	1:00 PM	1:40 PM	0:40
6th	1:45 PM	2:25 PM	0:40

# Lunch

- There are two lunch periods this school year.
- Lunch periods are divided by the location of 4<sup>th</sup> period classrooms.
- Students scheduled to 1<sup>st</sup> lunch will attend 4<sup>th</sup> period from 12:40 - 1:35 PM.
- Students scheduled to 2<sup>nd</sup> lunch will attend 4<sup>th</sup> period from 12:05 - 1:00 pm.
- There will be no bells during 4<sup>th</sup> period, from 12:05 - 1:35 PM

<u>1<sup>st</sup> lunch:</u> 12:05 - 12:35 PM	<u>4A Period:</u> 12:05 - 1:00 PM
<u>4B Period:</u> 12:40 - 1:35 PM	<u>2nd Lunch:</u> 1:05 - 1:35 PM

# General Information

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2<sup>nd</sup> Period

# General Information

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Student  
Government  
Page 9

Library  
Page 10

Teen Health Center  
Page 10

Lockers  
Page 10

ID Cards  
Page 10

Fines and Fees  
Page 10

Activity Cards  
Page 10

Behavior at Dances  
and Activities  
Page 11

Dance Guest Policy  
Page 11

Campus "No Guest  
Policy  
Page 11

Late Arrival/Early  
Dismissals/Running  
Start  
Page 11

# Student Activities and Honors: page 12 - 14

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- Sports – Page 12
- Student Publications – Page 12
- Fine Arts – Page 13
- Student Awards and Honors – Page 13
- Graduation Honors – Page 14

# Transgender/Non-Binary Students' Rights: page 14-15

Students have a right to be addressed by a pronoun or a name of their choosing, even where the name or pronoun is different from the official record.

Students have the right to use bathrooms, locker rooms, or other gendered facilities or spaces that match the gender identity they consistently assert at school.

Any student – transgendered or not- uncomfortable with using the student restrooms may use alternative restroom facilities. These restrooms are in the Teen Health Center and Main Office.



# Religion and Religious Accommodations: pages 15-19

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# Safety



Please follow your  
Teacher's  
instruction during  
all emergency  
drills/emergencies.

Please feel free to  
ask questions now  
regarding  
safety drills and  
expectations.

# 4 OSPI Required School Safety Drills

PLEASE FOLLOW YOUR TEACHER'S INSTRUCTIONS DURING A SAFETY DRILL.

- **Fire/Emergency Evacuation –**

- [Evacuation Map of Garfield High](#)

- Rooms 214 and 313 - if you have a mobility situation during an evacuation

- **Earthquake –**

- [Video](#)

- **Shelter-in-place** ----->

- Learning continues in the classroom

- **Lockdown**

- Learning stops in the classroom



# Attendance

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3rd period

# Garfield Attendance Policy: pages 21-25

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Attendance is mandatory and students are expected to attend all scheduled classes daily.

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Students are expected to be under the physical supervision of the instructors of their scheduled classes during all class periods.

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Students should only be in the hallway with a pass and are expected to use the hallways to travel only.

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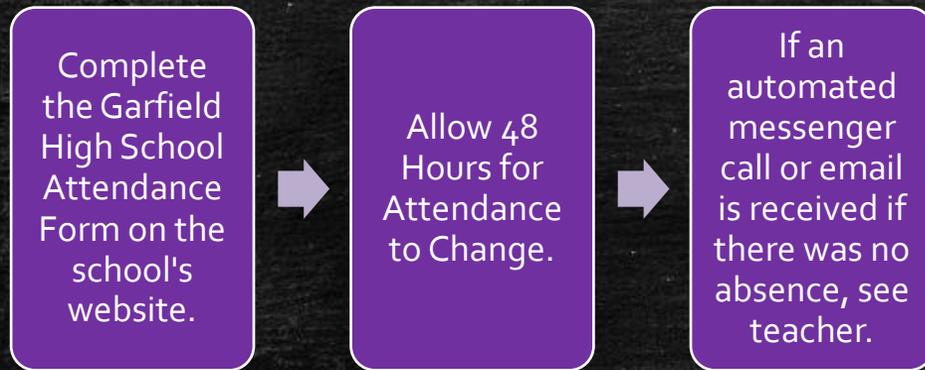
Students who do not have scheduled classes during a portion or for the entirety of the day (Running Start, Early Release/Late Start schedules) must be off campus during their unscheduled periods or have a prearranged supervised location identified to and approved by their Administrator and Counselor.

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Violation of this policy is subject to disciplinary action, and repeated violation may be subject to trespass.

# Attendance Forms

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# Early Departure



- A student who needs to leave school for an appointment must have a note from parent/guardian stating the reason for leaving and the time of departure.
- The student must take the note to the Attendance Office before school begins.
- Students must sign out at the Attendance Office when leaving.

# Hall Passes

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No hall passes will be permitted during the first and last 10 minutes of class.

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All students in the halls or common areas of the school during class time must have an acceptable hall pass.

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Students using the laminated bathroom hall pass should return to class within 5 minutes.

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Students who use a GHS hall pass for more than 10 minutes during a class period or leave class without a hall pass will be marked **UT (Unexcused Tardy)**.

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Students must show their hall pass to teacher, administrator, or security when asked.

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Students with unassigned classes must be off campus during class time.

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# Tardies: page 24-25

When the bell rings, the teacher begins instruction. Students are expected to be in their seats when tardy bells ring.

INFRACTION	INTERVENTION
Tardy (3+)	1.Contact Home 2.Office Referral
UT	1.Teacher/Student Conversation 2.Contact Home 3.Office Referral
Unexcused Absence	1.Teacher/Student Conversation 2.Call Home 3.Office Referral

# Teacher Office Time



- Teachers have the authority to have student conferences and academic intervention activities during Wednesday office time
- 11:40 – 12:10 AM.
- Failure to attend an appointment during Teacher office hours is considered skipping a class.

# End of School Day Dismissal: Page 24

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Students are expected to leave the campus after the dismissal bell rings unless they are participating in an official Garfield extracurricular activity with adult supervision.

Students who are staying after school for a school activity should immediately report to their sponsor upon school day dismissal.

Students waiting for rides should wait in front of the main building.

# Academic Information

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- Rules for Success – page 26
- Running Start – page 26
- Homeroom – page 27
- Nutrition Breaks – page 27
- Adding/Dropping Classes – page 27



# Grading Policy: page 27

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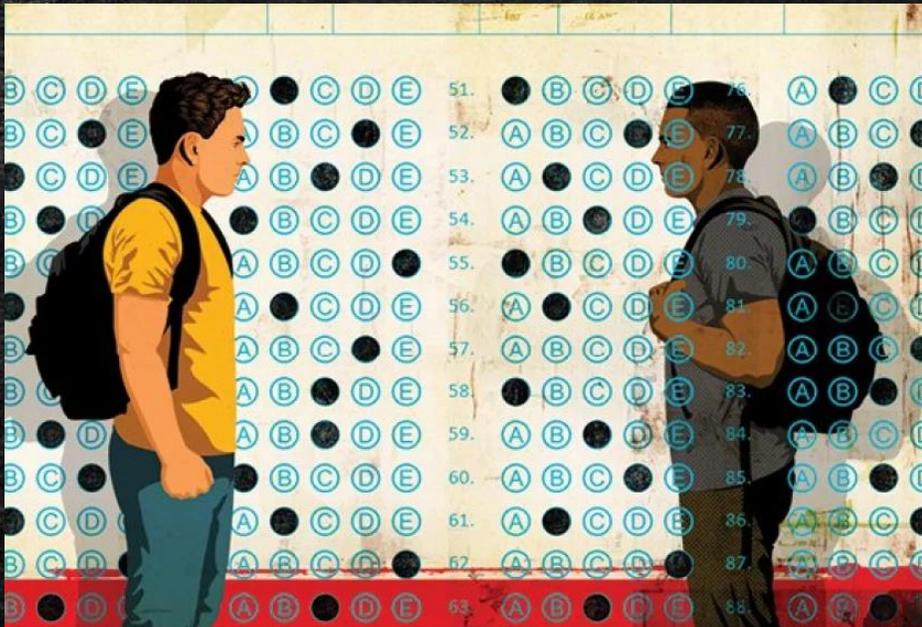
A minimum of one grade should be recorded in The Source weekly.

1. Communication: SPS educators will provide biweekly check-ins with students and families for students at risk of earning an Incomplete, No Credit, or a failing grade.
2. Redemption: SPS educators will allow retakes and assignment revisions to the extent possible.
3. Minimum Grades: SPS educators will not give any grades lower than 50% on any assignment or assessment, even for a missed assignment.
  - SPS Defines “To the extent possible” as...
    - If students have not demonstrated proficiency on key standards
    - If there are available assessments to provide a retake

SPS may decide to add/change language to the requirements and will use this year to refine our guidance.

# Grading Policy

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- Grading Scale and GPA – page 28
- Weighted Grades – page 28
- Progress Reports – page 29
- Seniors – page 29
- Career Center – page 30

# Student Rights and Responsibilities

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- The Seattle Public Schools Student Rights and Responsibilities sets forth the rules and regulations of Seattle Public Schools regarding student behavior.



# Student Rights and Responsibilities

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- Seattle Public School Commitments
- Seattle Public Schools and Staff Responsibilities
- School Safety and Security Services Program

# Student Rights

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As a member of the school community, you have the right to:

- A safe and welcoming classroom and school;
- Access to a high-quality education and school activities;
- Feel seen, heard, and valued;
- Have your family involved in your education;
- An actively anti-racist education;
- Culturally appropriate support; and
- Request appeal of suspensions and expulsions within five (5) school business days and emergency expulsions within three (3) school business days.

# Student Responsibilities

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As a member of the school community, you should take personal responsibility to:

- Ask for help when needed;
- Treat others with respect;
- Attend and be prepared for school;
- Follow district and school rules;
- Follow dress code (Board Policy No. 3224); and
- Respect property (Board Policy No. 3520)

# Student Rights and Responsibilities



Student Behavior  
Violations



What Happens if a  
student breaks a rule?



What if a student thinks  
they are being treated  
unfairly?



# Discipline, Part I

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5<sup>th</sup> period

# Drugs/Alcohol: page 32

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Any student who possesses, uses, or shows evidence of having used alcohol, marijuana or other drugs on school property or at school sponsored events, or who possesses drugs or paraphernalia, or any item purported to be such, on school property or at school sponsored events, or who constructs any drug paraphernalia on school property will be subject to disciplinary action.

Selling or distributing alcohol, marijuana or other drugs (or possessing a quantity of any of these that is larger than that for personal use, thereby indicating potential distribution or sale) will be subject to exclusionary discipline and possible referral to law enforcement.

# Fighting: page 33

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Physical and/or verbal actions that lead to, or may lead to, violence is subject to disciplinary action.

Fighting is further defined in the following two sub-categories:

- **Assault**: Being physically violent, using unwarranted force, or demonstrating the deliberate and immediate intent to be physically violent, toward another person, including domestic violence.
- **Physical Aggression**: A physical action that disrupts the school environment in an unsafe manner and/or unintentionally harms another person.

# Weapons: Page 33

## Firearms (Guns/Explosive Devices)

- Any student who is determined to have carried a firearm onto, or to have possessed a firearm on, school district property, school-provided transportation, or areas or facilities while being used exclusively by public schools, shall be expelled from school for not less than one year, and law enforcement officials will be notified as required by RCW 28A.600.420 and RCW 9.41.280.

## Other Dangerous Weapons:

- SPS Policy prohibits carrying onto or possessing a small folding knife or other dangerous weapon on school property, school-provided transportation, areas of facilities being used exclusively as School District property, or at school-sponsored events or activities. Violation of this policy is subject to disciplinary action. (See, RCW 9.41.280 and Superintendent Procedure No. 3248SP)

## FALSE ALARMS/FALSE REPORTING: Pages 33-34

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**False Alarm:** Activating a fire alarm or calling 911 for other than the intended purpose of the alarm will be subject to serious disciplinary action and in accordance with state law, may be reported to local authorities.

**False Threats:** Falsely reporting any type of bomb or person with a firearm in any school building or structure, on school grounds, on school-provided transportation, or at a school-sponsored function will be subject to serious disciplinary action and in accordance with state law, may be reported to local authorities.

**False Reporting:** Knowingly reporting and (maliciously) falsely reporting or falsely corroborating misbehavior of others that did not occur, including spreading a false rumor maliciously is considered a serious behavioral violation and will be subject to disciplinary action.

# Student Parking: Page 35

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Students are prohibited from parking on school grounds, this includes ALL three parking lots (the staff lot behind the PEPAC, the Admin lot adjacent to the Football field and the lower public lot in front of the PEPAC and Medgar Evers Pool).

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Students are expected to drive in a safe manner.

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Students are prohibited from being in or around their vehicles during the school day and may not return to their vehicles unless they have a school-approved early dismissal.

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Failure to comply with the above expectations may result in parking tickets, vehicle towing and/or disciplinary action.

# Respect Among Staff and Students: Pages 35-36



Mutual respect among students, staff, and community is expected.



Disrespect includes use of profanity and failure to obey reasonable requests by a staff member.



Racist, sexist, derogatory, abusing, or hazing behaviors are not tolerated. Students engaging in such activity are subject to disciplinary action.



It is additionally the policy of Seattle Schools that all students shall be assured a school environment free from sexual harassment.

# Respect Among Staff and Students

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Students are prohibited from interfering with the official duties of district staff by:

- Using force or violence that is non-deliberate and not focused on the staff person, such as attempting to continue a fight when a staff person is trying to stop the fight and inadvertently striking that person;
- Disobeying the orders of school officials to leave school property or disperse as instructed;

# Respect Among Staff and Students

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Heckling or harassing school authorities engaged in any lawful task, function, process, or procedure of the school District such that it interferes with their ability to maintain order or complete their lawful duties. This includes, but is not limited to:

- Persistent use of abusive or foul language directed at a school District employee;
- Use of any electronic means (e.g., cameras, cell phone cameras, videos, or other recording devices) that foreseeably causes school staff to be embarrassed, denigrated, or demeaned; or
- Hindering the investigation of an incident by school staff, including but not limited to any of the following: refusing to submit to a reasonable search or respond to reasonable questions, or deliberately lying about, or encouraging others to lie deliberately about, the facts of the incident.

# Discipline, Part II

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6<sup>th</sup> Period

# Harassment, Intimidation or Bullying (and Hazing): Pages 36-38

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At Garfield, we expect your behavior to be respectful of self, others, and our environment at all times.

Harassment, Intimidation or Bullying (HIB) is defined as the intentional electronic, written, verbal, or physical act that:

- 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.

# HIB

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, interest and participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images relating to an individual or group.

Conducting electronic harassment, intimidation, and bullying, including, but not limited to: cyberbullying, on school grounds, during school activities, on school buses, or during the school day;

# Hazing

Hazing is initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through unsafe or illegal behaviors that cause, or are likely to cause, physical injury or endangerment. Participation in hazing constitutes exceptional misconduct and can be a criminal offense.

Hazing may consist of, but is not limited to, the following:

- Use of alcohol, drugs, tobacco, or other substance that creates a risk of harm to a person's physical or mental state.
- Striking another person with an object or one's hand/foot,
- Creation of fatigue,
- Subjecting another to physical and/or psychological shock,
- Morally degrading or humiliating games or activities that create a risk of physical, emotional, or mental harm,
- Use of physical restraints,
- Encouraging or demanding a person to engage in acts constituting reckless endangerment or life-threatening stunts,
- Causing property damage, and/or
- Illegal activity.

# Academic Ethics: Page 38

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Garfield High School students are expected to demonstrate the highest standards of academic, personal, and social integrity.

Academic dishonesty is the misrepresentation by a student of his or her performance. Cheating is an attempt by the student to show a level of skill that is not a true reflection of ability. Examples include:

- Unacceptable shared work on assignments
- Giving or receiving assignment answers
- Copying answers during a test
- Giving or receiving test answers
- Unauthorized use of tests or answer keys
- Use of calculators, or other equipment, when disallowed
- Plagiarism (claiming the work of another as one's own) from any source
- Failure to cite sources when using ideas or graphics from texts or websites
- Falsifying answers or scores
- Resubmitting papers used for other classes



# Personal Electronic Device Use Policy: Pages 40-41

Electronic devices should be put away and silenced during **block out** times established by the teacher. During **block out** times, please secure these items in your backpack. Headphones (including earbuds) should also be put away during block out.

Personal electronic devices are not allowed during block out times in class. These are times in class when the teacher determines that devices should not be used for any purpose, including:

- Texting or making calls, including with parents or guardians
- Playing online or downloaded games or watching videos
- Taking photos of any kind
- Checking grades in the Source
- Using the Garfield App
- Listening to music

These **block out** times are at the discretion of the teacher and may vary from class to class and may include entire class periods. Students should not be using electronics when using the bathroom or while using hall passes during class.

# Electronic Devices: Page 41

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## Responses to violations of electronics use policy:

1. Warning
2. 2<sup>nd</sup> Warning/phone must be put away securely.
3. Contact Home
4. Office Referral

# Discipline Tiers: 42-44

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# Discipline Process: 42-44

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1. The teacher supports the student by attempting a minimum of three interventions to address the behavior. Parent/Guardians are contacted.



2. If the behavior continues after three interventions, the teacher submits an office referral. Support staff and/or administrators will support student in addressing behavioral concerns.



3. If behavior continues, an administrator will decide the appropriate next steps.



Major behavior violations will **immediately** be addressed by an administrator.

Welcome Back to School!

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