

James A. Garfield High School

*Celebrating 100+ years of Academic Excellence
1920-2022*



2022-2023
Student Handbook

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GARFIELD HIGH SCHOOL
400 23RD Ave
Seattle, WA 98122
206 – 252-2270
Website: <http://garfieldhs.seattleschools.org>

Garfield High School Alma Mater

We stand to honor Garfield our Alma mater dear, as one we sing her glories and
pledge our love sincere, her standards and tradition live on and never die, in
loyalty we sing to thee dear Garfield High.



We, the people of Garfield High School, commit to academic achievement for all of our students.

ONE GARFIELD

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.

2022-2023 Contact Information

Main Office: #206-252-2270

GHS FAX: #206-252-2271

GHS Website: <http://garfieldhs.seattleschools.org>

Administration

Dr. Tarance Hart (252-2275)
Principal

Ida Acton (Rm. 209) (252-2463)
Asst. Principal

Students Last Names A-G

Regina Carr (Rm. 104b) (252-2200)
Asst. Principal

Students Last Names H-N

Gregory Barnes Jr. (Rm. 319) (252-2368)
Asst. Principal

Students, Last Names O-Z

Counseling Department

Joshua Talosig (252-2304)
Counseling Secretary

Kandace Alston (252-2280)
9th A-Z

Daniel Lee (252-2365)
10th - 12th A-G

Ken Courtney (252-2366)
10th - 12th H-N

TBD (252-2367)
10th - 12th O-Z

Missy Chow (252-2364)
Registrar

Role	Staff Member	Room
Academic Interventionists	Erik Burnett Jamie Rees	303
Activities & Athletic Director	Carole Lynch	123
Student Support/Truancy	Porcia Beard	304
Buses & Transportation	Ida Acton	209
Attendance Specialist	Colette Hubbard	122
College Assistance, Job Info	Tiffany Bigham	115B
Community Service	Counselors	104
Conflicts, Harassment	Asst. Principals, Counselors	various
Counseling Secretary	Joshua Talosig	104
Emergency Student Contact	Main Office Staff	Main Office 252-2270 (O or 4)
Fiscal – Fees, Fines	Peter Riana	Main Office
Lockers	Custodian	110
Lost and Found	Security	112 and 222
Cafeteria Manager	Tabari Ahmed	Cafeteria
Nurse	Rebecca Dubin Amnah King	102B
Psychologist	Justin Young	102
Registrar	Missy Chow	104
Report Cards	Counselors	104
Running Start	Counselors	104
Scholarships	Counselors	104
School Events, Building Rentals	Leslie Hurd Kim Whitlock Carol Lynch	Main Office 123
Security Officers	Kwajalein Griffin Mychal Ladd	112 222
Athletic Registration	Carole Lynch Kim Whitlock	123 Main Office

Student Newspaper	Timothy Zimmermann	203
Students' Transcripts	Counselors	104
Teen Health Center	Jahtia Benson	102
Yearbook	Mark Lovre	221

**2022-2023
SEATTLE PUBLIC SCHOOLS CALENDAR**

September 7	First day of school for 1st – 12th grade students. September 7 is not an early release Wednesday. Early release will occur every Wednesday except for the first week of school.
October 12	SAT / PSAT Testing
October 14	State In-service Day (no school)
November 9	1 st Quarter Ends
November 11	Veterans Day (no school)
November 24 – 25	Thanksgiving and Native American Heritage Day (no school)
December 16	1-hour early dismissal
December 19 – 30, 2022	Winter break (no school)
January 2, 2023	New Year's Day Observed (no school)
January 16	Martin Luther King Jr. Day (no school)
February 1	2 nd Quarter/1 st Semester Ends Potential snow makeup date (1 of 3)
February 20 – 24	Mid-winter break including Presidents Day (no school)
April 10 – 14	Spring break (no school)
April 20	3 rd Quarter Ends
May 29	Memorial Day (no school)
June 17	4 th Quarter/2 nd Semester Ends
June 26, 2023	Last day of school (1-hour early dismissal). Potential snow makeup dates June 27 and 28.

***Students will be released 75 minutes early every Wednesday, except for the first day of school. This is to support improved teacher collaboration and student academic performance.**

Garfield Building Bell Schedule 2022-2023

MONDAY, TUESDAY, THURSDAY, FRIDAY: 6 Period Day			
Period	Start	End	Duration
1	8:50 AM	9:45 AM	0:55
2 Homeroom	9:50 AM	10:55 AM	1:05
NUTRITION/SEL BREAK Includes passing period	10:55 AM		0:10
3	11:05 AM	12:00 PM	0:55
1 ST 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 ND LUNCH	1:05 PM	1:35 PM	0:30
5	1:40 PM	2:35 PM	0:55
SEL BREAK			0:10
6	2:45 PM	3:40 PM	0:55

M, T, Th, F: ALL students must leave campus by 3:55 PM unless in a staff supervised activity.

WEDNESDAY Early Release: 6 Period Day			
Period	Start	End	Duration
1	8:50 AM	9:30 AM	0:40
2	9:35 AM	10:15 AM	0:40
3	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
4	12:15 PM	12:55 PM	0:40
5	1:00 PM	1:40 PM	0:40
6	1:45 PM	2:25 PM	0:40

W: ALL students must leave campus by 2:40 PM unless in a staff supervised activity.

Student Government

Elections for open positions and the class of 2025 will be held in the Fall 2022.

GARFIELD STUDENT GOVERNMENT

Student government is comprised of Associated Student Government Cabinet (ASG) and Associated Student Body Class Officers (ASB). Both governing bodies are elected by their peers to represent the student voice.

REQUIREMENTS FOR RUNNING FOR STUDENT GOVERNMENT OFFICES

Students wishing to run for Student Government offices must submit a complete application to the Activity Coordinator by the date determined. The application is made available by contacting the Activity Coordinator.

Academic eligibility for student government offices requires a 2.5 cumulative grade point average (CGPA), or a 2.5 grade point average (GPA). If a student does not maintain a 2.5 GPA, or has more than one failing grade, the student is placed on academic probation for one quarter. If any elected ASB leader remains academically ineligible following this one-quarter probation period, the position is vacated and the position is filled per the ASB/ASG Constitution.

General Information

GUIDANCE AND COUNSELING

Guidance services are available for every student in the school. Services include assistance with educational planning, interpretation of test scores, occupation, and career information, help with home, school, and/or social concerns, or any questions students would like to discuss with a counselor. If you wish to visit a counselor, contact the Counseling Center secretary to arrange for an appointment and obtain a Request to Report form for the given day and time.

LIBRARY

The Learning Resource Center (LRC) is a shared community space offering informational materials, books, computer access, and assistance to both students and staff at Garfield High School.

Hours: 8:35 – 4:05 (Monday – Friday)

Closed on Wednesdays afterschool

- Book check out: 3 weeks
- Magazines & encyclopedias: 3 days
- AV equipment & videos: overnight

1. When checking out library materials, patrons agree to return them in a timely manner, so others have access.
2. Renewals must be made with the actual item in hand.
3. **Overdue fines must be paid.**
4. Patrons must replace or pay for lost, stolen, or damaged items.
5. **NO FOOD OR DRINK- including water.**
6. All school rules apply in the LRC.
7. Disruptive behavior, such as loud talking, running, or pushing is not acceptable.
8. When leaving the library, all chairs are returned, papers picked up, and books placed on counters for re-shelving.
9. **A pass signed by a staff member with date and time is required to enter the LRC.**

TEEN HEALTH CENTER

The Teen Health Center includes a school nurse and other staff. **You need a pass from your teacher to leave class for health reasons and the nurse's permission to leave campus.** Medications received or administered by school or Teen Health Center personnel must have authorization of the parent or legal guardian.

LOCKERS

School lockers are school property and are loaned for student use and convenience. Students are responsible for all property in the locker and should keep the locker clean and undamaged.

ID CARDS

All students are provided with a student ID card with a photograph. This identification is primarily used for checking out textbooks and books from the library and for student dances. When validated with an ASG sticker, the ID card becomes an ASG card. Garfield photo ID is required for admittance to school events. Student may purchase a new ID card for \$5 at the Activity Center.

FINES AND FEES

All fines and class fees must be paid before playing sports, running for class office, or receiving diploma. Fines must be paid with cash or School Pay.

ACTIVITY CARDS

General school operating expenses are met by district funds, but student activity costs are paid by the Garfield Associated Student of Body (ASB). These expenses include assemblies, awards, conferences, dances, printing, uniforms, student activities, drama productions, band and orchestras, debate, vocal ensembles, newspaper, yearbook, and athletic equipment for all sports and intramurals. The sale of activity cards is a major means of fundraising. The ASB card provides discounted admission fees for Garfield athletic events and a reduced ticket price to most dances. All students participating in ASB clubs, athletics, or activities must buy an ASB card. (Financial assistance may be available to qualified students.)

BEHAVIOR AT DANCES & ACTIVITIES

All school rules and district policies apply to any and all GHS activities with respect to alcohol, drug, or tobacco use. These rules apply whether the event is HOME or AWAY. Any discipline that may be necessary because of actions at a dance or extra-curricular activity will be handled as a school discipline code offense. For disciplinary reasons, the administration can suspend, remove, or restrict any student from extracurricular participation, including, but not limited to, athletic teams, student government, cheer squad, and activity clubs. Anyone found under the influence of alcohol, drugs, in possession of drugs and/or in possession with intent to sell drugs or tobacco during school, or at any school function, must be accompanied by a parent chaperone for one (1) calendar year, including their prom. Athletes with a drug, tobacco, or alcohol violation will be excluded from 20% of their sports team's contests. If the season ends before 20% of games are excluded, the penalty continues into the next season the student plays.

Admittance at a Garfield dance requires GHS photo ID. (Copies of Source ID are NOT accepted) After leaving a dance, there is no re-admittance. Guests are also required to show ID.

DANCE GUEST POLICY

Dance guest pass forms are available at the main office and completed forms must be turned in to the Activities Coordinator at the main office. Guest forms should include the business card of the guest's administrator, and non-high school students must include a photocopy of the guest's driver's license. Faxed copies of guest passes are not accepted, and no one over the age of 20 will be admitted. Guest pass forms should be returned one week before the dance and **final approval of guest passes is determined by the GHS administration.**

CAMPUS "NO GUEST" POLICY

To ensure campus safety and reduce disruptions, Garfield does not allow guests of students on campus.

LATE ARRIVALS/EARLY DISMISSALS/ RUNNING START

Students with approved late arrival or early dismissal schedules, including Running Start, must remain either **off campus or in the LRC**, during non-class periods. Only those enrolled in classes should be elsewhere on campus during class periods.

SPORTS

Garfield High School is a member of the 3A Metro and Washington Interscholastic Activities Association. Garfield Athletics subscribes to the association's, leagues, and Seattle School District's academic and eligibility rules. Student Athletes must have earned a 2.0 GPA and passed 5 classes [2.5 credits] in the previous semester, purchased a Garfield ASB and completed all required athletic registration paperwork. Athletic forms are available in the Athletic/Main office and online at the Garfield High School website under "Student Life." A current physical exam for the academic year, and proof of medical insurance is required prior to turning out. Varsity teams are fielded in all sports. Junior Varsity (JV) and JVC teams are offered in many of the sport programs.

Please visit The Garfield Fan Store to purchase school spirit gear:

<https://sideline.bsnsports.com/schools/washington/seattle/garfield-high-school>

Fall (begins in August)

Cross Country (co-ed)

Football (boys)

Golf (boys & girls)

Soccer (girls)

Swim & Dive (girls)

Volleyball (girls)

Winter (begins in November)

Basketball (boys and girls teams)

Gymnastics (girls)

Swim & Dive (boys)

Wrestling (co-ed)

Spring (begins in February)

Baseball (boys)

Soccer (boys)

Softball (girls)

Tennis (boys & girls)

Track (co-ed)

Intramural programs may be available for interested students during lunch or after school. Information will be given through the daily bulletin and the school website.

STUDENT PUBLICATIONS

Arrow: In the yearbook class, students produce Garfield's yearbook. They plan, solicit material, photograph, computer typeset, layout, produce, and sell the yearbook.

Messenger: The *Messenger* is a student-led, student-produced newspaper. The *Messenger* covers school news of interest to a diverse student body and provides a forum for student expression. Visit the website at www.garfieldmessenger.com

The Pen: Garfield's literary magazine showcases student poetry, prose, short stories, art, and photography. Staff and advisors collect, review, select, and coordinate submissions in fall and winter of each school year. *The Pen* is published each spring.

FINE ARTS

Drumline, Marching and Concert Bands: Our outstanding student bands perform in concerts, festivals, and at GHS athletic events.

Jazz Band: The Garfield Jazz Ensemble performs music from some of the greatest big bands in history.

Orchestra: Garfield's award-winning orchestra is open to all grade levels and chosen by auditions.

Theater: Garfield produces three mainstream as well as many small workshop pieces. All performances are open to all grade levels and chosen by audition.

Chorus, Choir, and Jazz Choir: Perform concert, gospel & vocal jazz selections are performed at concerts, assemblies, and festivals.

VISUAL ARTS

Garfield has a wide variety of visual arts available: ceramics, sculpture, jewelry, drawing & painting, photography open to all grade levels.

STUDENT AWARDS AND HONORS

Honor Roll: Students with a 3.0 grade point average (GPA) and those with a .5 and above GPA improvement from the previous quarter are recognized on the Honor Roll each quarter.

National Honor Society: Garfield has a chapter of the National Honor Society.

Senior Celebration and Reception: An award evening to highlight specific student achievements.

Award Evenings: Award evenings are scheduled throughout the year to highlight specific student achievements in the areas of performing arts, sports, or academics

Y-Scholars: In the spring, Garfield honors the academic achievement of African American students.

TO RECEIVE STUDENT HONORS

Garfield students must attain a high level of academic achievement and civic behavior. Students must

1. Be a student in good standing with no suspensions or expulsions for all four years
2. Have their honors status verified at the end of 3rd quarter of the 12th grade and/or at the end of Winter Quarter for Running Start students.

GRADUATION HONORS:

Valedictorian: Medal

- Earn a 4.0 cumulative grade point average, including 3rd quarter year grades at Garfield and winter quarter grades at Running Start.
 - 1. Be a full-time student on Garfield's campus for 9th and 10th grades.
 - 2. Be enrolled at Garfield and be a full-time student attending classes at Garfield and/or Running Start.
 - a. Early entrance into a 4-year college may substitute for the senior year.
 - b. Foreign Exchange experiences are allowed with documentation (transcript).
 - 3. No "E" or "N" grades on transcript.
 - 4. Physical Education (PE) and Grad Pathways Waivers are allowed.
- * Valedictorian at the end of the 3rd quarter at Garfield and winter quarter at Running Start.**

Gold Cord Status:

- 3.5 or better cumulative grade point average.
- Spend a minimum of one year attending classes on Garfield's campus
- No "E or N" grades
- 2 "P" grades OK (includes Advisory and/or TA grades)
- PE Waiver OK
- .5 Occupational Ed. Waiver OK

Purple and White Cord Status:

- 3.2 or better cumulative grade point average.
- Spend a minimum of one year attending classes on Garfield's campus
- No "E or N" grades
- "P" grades OK (includes Advisory and/or TA grades)
- PE Waiver OK
- .5 Occupational Ed. Waiver OK

Silver Cord Status:

- ASB Leadership
- Must be a student in good standing

TRANSGENDER/NON-BINARY STUDENTS AND FACILITIES

- 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 bathrooms may use alternative restroom facilities. These restrooms are located in the Teen Health Center and main office.

RELIGION AND RELIGIOUS ACCOMODATIONS, 2022-2023

The purpose of the calendar below is to assist in this effort to raise awareness about religious holidays practiced in public schools across the state of Washington.

This calendar was provided by the Office of Superintendent of Public Instruction based on the University of Washington's Calendar of Holidays and Religious Observances.

Holiday or Observance	Religious Group	Dates	Additional Notes
id al-Adha	Islamic	July 9-10, 2022 (Sat-Sun)	
First day of Muharram (Al Hijrah New Year)	Islamic	July 29, 2022 (Fri)	Muharram is the first month in the Islamic calendar. The first day of Muharram is considered by many Muslims as the start of the New year for Islam.
Janmashtami	Hindu	Aug. 18-19, 2022 (Thurs-Fri)	
Labor Day		Sept. 5, 2022 (Mon)	No school.
*Rosh Hashanah (New Year)	Jewish	Sept. 25-27, 2022 (Sun-Tues)	Rosh Hashanah kicks off several weeks of Jewish holidays in the fall. Rosh Hashanah and Yom Kippur are the two most-observed Jewish Holidays, called the high holy

Holiday or Observance	Religious Group	Dates	Additional Notes
			days. Designated non-workday for observers.
*Yom Kippur (Day of Atonement)	Jewish	Oct. 4-5, 2022	Holiest and most observed Jewish holiday. Designated non-workday for observers.
Navaratri/Dassehra	Hindu	Oct. 5, 2022 (Mon)	Celebrated at night (9-day festival).
Mawlid-al-Nabi (birthday of Mohammad)	Islamic	Oct. 8, 2022 (Sat)	
*Sukkot (Feast of Tabernacles)	Jewish	Oct. 9-16, 2022	No work permitted on October 10-11. Work is permitted on October 12-14 and October 16 with certain restrictions.
Indigenous Peoples' Day		Oct. 10, 2022 (Mon)	
*Shmini Atzeret	Jewish	Oct. 16-18, 2022 (Sun-Tues)	Designated non-workday for observers.
*Simchat Torah	Jewish	Oct. 17-18, 2022 (Mon-Tues)	Designated non-workday for observers.
Diwali	Hindu	Oct. 24, 2022 (Mon)	
Veterans Day		Nov. 11, 2022 (Fri)	No school.

Holiday or Observance	Religious Group	Dates	Additional Notes
Thanksgiving Day		Nov. 24, 2022 (Thurs)	No school Nov. 24-25, 2022. (Thurs-Fri)
Hanukkah (Chanukah)	Jewish	Dec. 18-26, 2022 (Sun-week after following Monday)	Lasts 8 days.
Christmas Day	Christian	Dec. 25, 2022 (Sun)	No school on Dec. 26, 2022. (Mon)
New Year's Day		Jan. 1, 2023 (Sun)	No school on Jan. 2, 2023. (Mon)
Orthodox Christmas	Christian Orthodox	Jan. 7, 2023 (Sat)	
Martin Luther King Day		Jan. 16, 2023 (Mon)	No school.
Lunar New Year		Jan. 22, 2023 (Sun)	
Maha Shivaratri	Hindu	Feb. 18, 2023 (Sat)	
Ash Wednesday	Christian	Feb. 22, 2023 (Wed)	
Beginning of Lent	Christian	Feb. 22, 2023 (Wed)	Observed Feb. 22-April 26, 2023.
Presidents Day		Feb. 20, 2023 (Mon)	No school.

Holiday or Observance	Religious Group	Dates	Additional Notes
Purim	Jewish	March 6-7, 2023 (Mon-Tues)	
Holi	Hindu	March 8, 2023 (Wed)	
Beginning of Ramadan	Islamic	March 22, 2023 (Wed)	Observed March 22- April 21, 2023.
*Passover (Pesach)	Jewish	April 5-13, 2023	No work permitted on April 6 - 7 and April 12 - 13. Work is permitted only on April 9 - 11 with certain restrictions.
Good Friday	Christian	April 7, 2023 (Fri)	
Easter	Christian	April 9, 2023 (Sun)	
Orthodox Good Friday	Christian Orthodox	April 14, 2023 (Fri)	
Orthodox Easter	Christian Orthodox	April 16, 2023 (Sun)	
Lailat Ul Qadr	Islamic	April 18, 2023 (Tues)	
Eid al-Fitr (End of Ramadan)	Islamic	April 21-22, 2023	Observed March 22- April 22, 2023
Ram Navami	Hindu	March 30, 2023 (Thurs)	

Holiday or Observance	Religious Group	Dates	Additional Notes
*Shavuot	Jewish	May 25-27, 2023 (Thurs-Sat)	Designated non-workday for observers.
Memorial Day		May 29, 2023 (Mon)	No school.
Eid al-Adha	Islamic	June 28-29, 2023 (Wed-Thurs)	
Independence Day		July 4, 2023 (Tues)	No school.

Course Materials

Subject	Course	Materials and/or Rentals
Art (Per semester)	Ceramics & Sculpture	Clay & glazes
	Drawing & Painting	Consumable materials
	Adv. Draw & Paint	Consumable materials
	Jewelry	Metals & chemicals
	Photography	Paper & chemicals
	Studio Art	Consumable materials
	AP Studio Art	Consumable materials
Advanced Placement	All AP Classes	Students are expected to register for the AP Exam at the end of the course. Cost is ~\$85.
Computers	Software Application Programming	
English	English 9/10/11/12 Honors and AP	Writer's INC
English as a Second Language		No fees or other expenses
World Languages	Spanish & French	Workbook
	Japanese 2, 3 & AP	Workbook
Mathematics	All Mathematics Courses	\$10 fee for calculator/graphing calculator rental, if needed. Replacement cost if lost.
Music	All Music Classes	Music methods book
Physical Education Health	All PE Classes	T-shirt \$10.00 Shorts \$10.00 Lock fee (if lost) \$10.00
Science	Science Classes A.P. Science Classes Chemistry	Consumable materials
Social Studies		No fees or other expenses
Special Education		No fees or other expenses

GARFIELD ATTENDANCE POLICY

Garfield Attendance

Attendance Matters... Be Present in Class, It is Your Stepping Stone to Knowledge, Power, and Your Future Success!

How to Submit the Attendance Form:

1. Complete the [Garfield High School Attendance Form](#)
 - The Form is automatically received and recorded after submitted. Please **DO NOT** email a copy of the responses.
 - Ms. Hubbard **MUST** receive the form within TWO days of student returning to school.
 - If no reason is provided on [Garfield High School Attendance Form](#) the absence **cannot** be recorded for the student.
 - If your student is SICK, FIVE (5) or more CONSECUTIVE SCHOOL DAYS, a physician's note is REQUIRED in order to excuse the absence(s). The note can be emailed to: garfieldHS.attendance@seattleschools.org
2. Please allow **48 hours** for Attendance changes to occur on the students record.
3. **If a student receives an automated messenger call OR email** for period(s) they were **NOT** absent in, **the student needs to talk to the teacher.** The Attendance Office WILL NOT make changes requested by the student or parent/guardian; we must be notified by the teacher. The teacher will confirm the error and let the Attendance Office know that the change can be made. **Please check the Source AFTER three (3) days of talking to the teacher to make sure that the change has occurred.**
4. Please email your student's teacher(s) if you have concerns about **ANY of your student's unexcused absence(s) in a class.**

Questions? Please contact Colette Hubbard:

Colette Hubbard (Ms. Hubbard)

Attendance Specialist

garfieldHS.attendance@seattleschools.org

Office Hours: 8:30 a.m. – 4 p.m.

Room: 122

Phone: 206-252-2274

Fax: 206-252-2271

GHS ATTENDANCE REGULATIONS

Attendance is mandatory and students are expected to attend all scheduled classes daily. Students are expected to be under the physical supervision of the instructors of their scheduled classes during all class periods. Students should only be in the hallway with a pass and are expected to use the hallways to travel only. See hall pass policy. 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. Violation of this policy is subject to disciplinary action, and repeated violation may be subject to trespass.

The Legal Wording for Seattle Public Schools:

The depth of coverage of material in our courses requires active student engagement and participation. The failure to attend class prevents active student engagement. Because active student engagement is a necessary component of our classes, attendance and class participation will be considered as a basis for grading in our courses. Students' grades will be affected by not attending and participating in class.

Attendance has been proven to be one of the most powerful predictors of academic achievement and can have a dramatic impact on key milestones, including third grade reading, 9th grade achievement, high school graduation, and life success.

Chronic absenteeism is defined as a student missing 10 percent of school, regardless of the reason — that's 18 days in a school year!

A focus on chronic absenteeism examines the link between loss of instructional time and academic achievement. An awareness of chronic absenteeism and its potential impact will empower students, families, and communities to make informed decisions regarding missing school.

We are dedicated to providing the best educational experience for our students and part of that is increasing attendance and reducing chronic absenteeism. Parents and Guardians can monitor attendance on The Source.

COLLEGE VISITS

Students visiting colleges must fill out the pre-planned absence form. Students have a total of 7 excused absences to visit colleges. Most students visit

colleges in their Junior and Senior years. Students must bring a letter of visitation back from the college. Please see examples (<http://www.garfieldhighschool.org/>), or you may pick up a hard copy example from the attendance office.

EARLY DEPARTURES

GHS strongly encourages students to make appointments outside of the school day. However, a student who needs to leave school for a doctor or dentist 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.** He/she must sign out at the Attendance Office when leaving. **A doctor's or dentist's note may be required if there is an attendance question or concern.**

If the early departure is for part of the day and the student returns to school, he/she must sign in at the Attendance Office when returning. Students are responsible for making up all class work and assignments missed as a result of early departures.

HALL PASSES

Learning is maximized when students are present and engaged in their classes. To move around the school during class time, students must have a blue GHS hall pass. This pass includes student name, teacher name, date, and time of day issued. Students without a hall pass will receive a discipline consequence as determined by a GHS administrator.

No hall passes will be permitted during the first and last 10 minutes of class. If students are in the hall during this time, they will be referred to their administrator.

- All students in the halls or common areas of the school during class time must have an acceptable hall pass.
- Students using the purple laminated hall pass should return to class within 5 minutes.
- 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).
- Students must show their hall pass to teacher, administrator, or security when asked
- Hall passes **should not** be issued the last ten minutes and the first ten minutes of class except in emergency.
- Students found in the halls without an acceptable pass will be immediately escorted to their class by security, administration, or teacher.
- Students with unassigned classes must be off campus during class time, except for Running Start students, who may be in the library with administrative approval.

HALL PASS RESPONSIBILITIES		
Students	Teachers	Administration
<ol style="list-style-type: none"> 1. Use hall pass <u>every</u> time 2. Ensure that teacher has made clear how and when to use hall pass 3. Sign out and in at doorway 4. Use hall pass only for emergencies 5. Use hall pass other than first and last 10 minutes of class 6. Go directly to and from the nearest bathroom quickly and quietly 7. Leave electronics in pocket or backpack 8. Show hall pass when asked 9. Return to class within 5 minutes (Note: using hall pass for more than 10 minutes will result in an unexcused tardy) 10. Follow any additional teacher requirements 	<ol style="list-style-type: none"> 1. Teach/remind expectations regularly 2. Issue hall pass <u>every</u> time to only one student at a time 3. Ensure that pass use entails teacher acknowledgement (avoid hanging pass by door) 4. Make sign-in/out sheet accessible and part of process 5. Restrict hall pass use during first and last 10 minutes of class except for emergencies 6. Consider being in hallways during passing periods 7. Consider asking every student for hall pass if not visible when in hallways 8. Consider asking students for cell phone before using hall pass 9. Consider having a professionalism component in class syllabus that outlines hall pass expectations 	<ol style="list-style-type: none"> 1. Move around hall as frequently as possible 2. Ask <u>every</u> student for hall pass if not visible 3. When possible, escort <u>every</u> pass-less student back to class and inform the teacher of their return

END OF THE SCHOOL DAY DISMISSAL

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.

TARDIES

Eliminating chronic tardiness is a priority for the Garfield community.

Reducing tardiness:

- Minimizes classroom interruptions for students who have arrived on time and prepared for class.
- Establishes clear, consistent expectations for students.
- Reduces teacher distraction in dealing with tardy students during instructional time.

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

The student's responsibility is to consistently improve personal efficiency in utilizing passing time, planning the quickest route while still moving safely with the hall traffic.

The teacher's responsibility is to be standing at the classroom door to supervise students during passing time and to encourage students to be punctual to class.

The parent's responsibility is to discuss this policy with their child, reinforcing the student's ability to meet this responsibility of learning promptness, and supporting the necessity for the school's establishing immediate consequences to prevent chronic tardiness.

INFRACTION	CONSEQUENCE
Tardy (3+)	<ol style="list-style-type: none"> 1. Contact Home 2. Office Referral
UT	<ol style="list-style-type: none"> 1. Teacher/Student Conversation 2. Contact Home 3. Office Referral
Unexcused Absence	<ol style="list-style-type: none"> 1. Teacher/Student Conversation 2. Call Home 3. Office Referral

SKIPPING CLASS and/or LEAVING SCHOOL GROUNDS

Leaving school grounds (or not returning after lunch) without parental and administrative permission and signing out at the attendance office will result in a school-based consequence and a parent contact. Please note that definitions of and sanctions for offenses are subject to change by the district. Please check the Seattle School District website at www.seattleschools.org to confirm the most recent sanctions for offenses.

TEACHER OFFICE TIME/SEL SUPPORT

Teachers and support staff can schedule student conferences and appointments during Wednesday office time. Students are required to attend these appointments. Failure to attend will result in a consequence.

ACADEMIC INFORMATION

ACADEMIC EXCELLENCE

Since its opening in 1922, Garfield has earned a well-deserved reputation for academic excellence. Recognized as one of the best high schools in Seattle and Washington State, Garfield expects its students to strive for academic, artistic, and personal successes long associated with Garfield High School.

RULES FOR SUCCESS

1. **BE RESPECTFUL** - of yourself, each other, teachers, administrators, other staff, volunteers, and property.
2. **GO TO CLASS** - on time, every day, ready for class and to benefit from opportunities
3. **DO YOUR BEST TO LEARN** - practice the habits of scholarship and success
4. **KNOW AND FOLLOW THE RULES** - meet the expectations set for safety, achievement, and good citizenship

COMMUNITY SERVICE

All students are required to complete **60 hours** of community service in order to graduate. Volunteer services may occur at schools, food banks, community agencies, hospitals, and many other organizations. Verification of all hours completed is due in the Counseling Office by May 15th of graduation year at the latest.

RUNNING START

Juniors and seniors may earn high school and community college credit without tuition expenses through the Running Start program. Students must provide their own transportation and purchase their own books. In addition to core academic courses, Running Start classes may satisfy other graduation requirements (e.g., vocational credit, fine arts credit, etc.).

- On Regular Schedule Days: RS students should only sign up for RS classes which will not require missed classes at Garfield. GHS class absences due to RS classes, are unexcused. RS students are responsible for knowing daily schedule changes.
- On Early-Release/Late Start Days: (Early Release Wednesday for example) Because this schedule is district-imposed and irregular, RS students missing GHS class time are considered excused on these days. They should not be marked tardy or absent; however, they must make up any and all work missed on such days, much as they would with any other school absence.
- **Seniors cannot use credits from Spring Quarter Running Start classes to participate in the graduation ceremony.**

HOMEROOM

Second period serves as the HOMEROOM, where notifications, school letters, and flyers are handed out, and/or important information is communicated.

NUTRITION BREAKS and FOOD IN CLASSROOMS

Each school day (with the exception of Wednesdays), GHS students have an extended passing period after 2nd and 5th periods to check in with teachers and/or eat a snack mid-morning. **NO FOOD OR EATING IN CLASSROOMS** unless specifically permitted by supervising staff.

TUTORIAL PERIOD

Teachers are available after school to assist students in their learning. Students that require additional instruction, need to make up assignments or tests, or have grades below a C should attend tutorials after school. As an intervention for struggling students, teachers have the authority to require attendance at tutorial. Repeated absence at a required tutorial receives the same consequence as a skipped class. If attendance is not required by a teacher, participation in tutorial is the student's choice and attendance is not taken.

COURSE WAIVERS

Students involved in alternate courses, athletic teams, and other activities may qualify for course waivers. Waivers for 1st semester courses are due by March 1st. Waivers for 2nd semester are due October 1st of the following school year. Beginning the 2nd semester of a student's 11th grade year. Waivers submitted in 9th and 10th grade will no longer be accepted.

Waivers for seniors during 2nd semester are due by June 1st. Students who do not meet this deadline will not graduate.

ADDING & DROPPING COURSES

Students wishing to add or drop a class must contact their counselor immediately at the beginning of the school year or semester. No schedule changes will be made after the 10th day of each semester and these changes must be approved by the principal.

GRADING POLICY

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

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

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

GRADING SCALE AND GPA

Students wishing to take a Pass (P) or No Pass (N) in a course must request this in writing by the 5th week of the semester. An N indicates no credit in the course, and a P achieves credit without affecting the student's GPA. Only one P or N grade is allowed per semester.

An Incomplete (I) in a course, allowed only in extreme and extenuating circumstances, is displayed as an E on the transcript until the completed grade is entered. An Incomplete request and rationale must be submitted to the principal in writing before the district due date for semester grades: five workdays after the end of the semester. An Incomplete (I) must be completed by the 5th week of the following semester and the completed Grade Change form completed by the student and submitted to the principal by the 6th week of that same semester.

GRADES AND WEIGHTED GRADES

In an effort to more accurately reflect student performance and course rigor, Seattle Public Schools (SPS) School Board revised the policy related to high school grading. There are two components to this policy:

1) Implementation of an 11-point grading scale that includes plus (+) and minus (-) grades as shown in the chart on the next page.

2) Implementation of weighted grading that recognizes course rigor and provides additional “quality” points for Honors, Advanced Placement (AP), and International Baccalaureate (IB) course work. These points are used to determine class rank at graduation.

- Weighted grading will be used to determine class rank only and will not affect a student's official, cumulative Grade Point Average (GPA). For information on how class rank is calculated please see the Frequently Asked Questions (FAQ) document available in the Counseling Center.
- Quality points used to determine class rank will be awarded as shown in the chart:
 - AP or IB: 1.0 quality point
 - Honors: .50 quality point
- Class rank does not appear on official high school transcripts; however, many colleges, universities, scholarship programs, and some employers do ask for class rank information on applications.
- Class rank is printed on the SPS Academic Course Histories.

It is recommended that students, parents/guardians, teachers, and counselors work together to make decisions regarding student enrollment in advanced courses and the number of advanced courses attempted in any given school year. Each individual student's interests, strengths, and ongoing commitments should be considered in determining an appropriate course of study.

GARFIELD GRADE INFORMATION AND CALCULATION CHART

Percentage***	Letter Grade	Grade Point	Honors Class Rank Weighting***	AP/IB Class Rank Weighting***
93-100	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
60-66	D	1.0	1.5	2.0
Below 60	E	0	0	0

* Quality points are not retroactive and do not affect grades prior to 2010.

** Based on WAC 392-415-040

*** WAC 392-415-040 does not assign percentages or class rank weighting; these columns are SPS-determined. Percentages will be rounded to the nearest whole number. For example, 81.4% rounds to 81%; 81.5% rounds to 82%.

PROGRESS REPORTS

All academic progress in classes is available on The Source and can be monitored throughout the year. Grades are posted quarterly and at the semester. The semester grade is the official grade that appears on the transcript, and this is done twice a year.

SENIORS: IMPORTANT ADVICE

- Take pride in the accomplishments of 9th, 10th, 11th grade!
- Enjoy new opportunities, friends, and experiences that prepare you for further success!
- Celebrate developing maturity and engagement in the larger world community!
- Practice diligence in attendance, coursework, and **complete every required document for graduation!**
- Enjoy graduation at Memorial Stadium with family and friends!

CAREER CENTER

Students with a clear understanding of themselves and their options after high school are more engaged in learning, more motivated to complete coursework, and exhibit greater self-confidence.

The Garfield Career Center provides many and varied resources for students wishing to explore careers and research post-high school educational options.

- The Center has computerized, state and national career information systems, and interest inventories.
 - Students can find information regarding selection and admissions to 4-year, 2-year community and technical colleges, and military programs.
 - Over 100 colleges and universities hold conferences in the Career Center each year, and students may be excused from classes to attend.
 - The Career Specialist is available to assist in vocational education enrollment and employment searches.
 - The Career Center offers field trips to local businesses, colleges, and events pertaining to careers.
-

Discipline Code

The goal of discipline is twofold: to provide a safe and healthy atmosphere for students and staff, and to develop student growth in a positive direction.

We have therefore developed a process that aims to be both progressive and positive in nature, follows legal due process, and allows for student growth in making appropriate behavioral choices. These guidelines apply on all school district property (including transportation) and at all school events, including those at other SPS sites. Student conduct must comply with all district policies and procedures.

SPS provides a comprehensive overview of Student Rights and Responsibilities on the seattleschools.org website as well as supports and process for appealing assigned discipline. The link to the site is [here](#). Students and families are encouraged to review the handbooks and the information that provide on state and district level policy, exclusionary discipline types and student rights and protections related to discipline for all students and the specific protections for students with IEPs and 504 plans. SPS handbooks are available in [English](#), [Spanish](#), Amharic, Chinese, Somali and Vietnamese through the link above.

 **Updates to the following may be viewed on the Seattle Public Schools discipline webpage or at www.garfieldhs@seattleschools.org.**

At Garfield, and in Seattle Public Schools, our goal is to keep ALL of our students in the classroom as much as possible. Whenever possible, we will seek restorative solutions rather than exclusionary discipline (Suspensions or Expulsions). However, when there are major incidents that affect the safety of our learning community, we will consider exclusionary disciplinary action in order to best keep ALL of our students safe. In the event of exclusionary discipline, students will also be expected to engage in a conference with Administration and family as well as a reengagement meeting prior to a return from long-term discipline.

Potential school-based consequences for minor incidents/infractions:

- Documented Warning
- Student/Teacher Conference
- Parent Notification
- Student/Teacher/Parent Conference
- Referral to Alpha Administrator

- Responses may include one or more of the following:
 - Restorative Practices
 - After School Enrichment
 - Saturday Enrichment

DRUGS/ALCOHOL

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.

While in attendance at school or school sponsored events, students agree to remove themselves immediately from any situation where illegal activities are occurring or where other persons are engaging in conduct which violates school or district rules. If the situation is during a school sponsored field trip (whether local or extended), students are expected to report the situation immediately and in confidence to school supervisory personnel.

Alcohol: Students are prohibited from selling, distributing, possessing, using, or being under the influence of alcohol, including any beverage with alcohol content.

Drugs: Students are prohibited from selling, distributing, possessing, using, or being under the influence of illegal drugs, controlled substances, prescription or over-the-counter drugs, and/or drug paraphernalia including but not limited to pipes, handmade devices, electronic vapor devices or products containing an illegal drug.

Marijuana: Students are prohibited from selling, distributing, possessing, using, or being under the influence of marijuana, including but not limited to: marijuana leaves, stems, seeds and flowers; edible marijuana products; vaporizing marijuana concentrates; and/or drug paraphernalia including but not limited to pipes, handmade devices, and electronic vapor devices containing a marijuana substance. *Pursuant to Board Policy No. 3423 and Washington state law, students with a valid Washington recognition card for medical marijuana under RCW 69.51A.220 may be administered marijuana infused products on school grounds, aboard a school bus, or while attending a school-sponsored event by a parent/guardian. However, no student is permitted to possess or self-administer marijuana for any purpose including medical. Students with a recognition card who possess or self-administer marijuana may be subject to discipline just as any other student without a recognition card would be (See School Board Policy No. 3423).*

Students understand that the community encourages them to report any situation which poses a danger to the health or safety of themselves and fellow students or which represents a violation of state laws, district policy, and the code to which school leaders are committed.

FIGHTING

Physical and/or verbal actions that lead to, or may lead to, violence is subject to disciplinary action. Whenever possible, we will seek restorative solutions to help resolve problems with other students.

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.

TOBACCO

All students are prohibited from possessing or using tobacco, including but not limited to cigarettes, cigars, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-FDA approved nicotine delivering devices, and any other smoking/vaping equipment material, or tobacco innovation on campus and also adjacent to or within sight of the school. (See School Board Policy No. 4215 – Tobacco Free Environment, and Superintendent Procedure No. 4215SP)

WEAPONS

In general, students shall not bring weapons, other dangerous devices, or any item which reasonably appears to be such, including but not limited to guns, knives, clubs, metal knuckles, daggers, chemical inhalants, or any other potentially dangerous implements on school property or to school sponsored events. Bringing all types of incendiary or explosive devices (even legally procured fireworks) onto school property or to school sponsored events is prohibited. Violation of this policy is subject to disciplinary action.

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

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.

DRESS CODE

In accordance with [SPS School Board Policy 3224](#) the following dress code will be enforced:

Core Values

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

SPS Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation.

Attire worn in observance of a student's religion are not subject to this policy.

Enforcement:

Students will not be disciplined or removed from class as a consequence for wearing attire in violation of this policy **unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying.** Further, no student will be referred to as “a distraction” due to their appearance or attire. **Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the noncomplying attire. A student may be instructed to leave their classroom briefly to change clothes.** Administration will notify a student's parent/guardian directly of the concern, and of the school's response to violations of the student dress policy.

PARKING

- 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).
- Students are expected to drive in a safe manner.
- 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.

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

RESPECT AMONG STAFF AND STUDENTS

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.

All students have the right to learn and interact in a school that is respectful and free from bias. We do not tolerate discrimination in the form of demeaning slurs, name-calling, gestures, graffiti, or other words and actions or symbols relating to race, color, national origin, religion, gender, lifestyle, or handicap. Such offensive behaviors toward individuals or groups of students will result in disciplinary action.

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;

- 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.

Intentional intimidation of school authorities is defined as interfering, or attempting to interfere, with the discharge of the official duties of district personnel by using direct, deliberate, or focused threats, force, or violence, such that the staff person believes his or her safety or the well-being of his or her property is in danger.

HARASSMENT, INTIMIDATION OR BULLYING (AND HAZING)

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

HIB

Harassment, Intimidation or Bullying 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.

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.

-There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

-If any of the conduct detailed above is based on a person's membership in a protected class (sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental, or physical disability; honorably discharged veteran or military status; or

the use of a trained dog guide or service animal) it would constitute discriminatory/malicious harassment.

Substantial disruption includes but is not limited to: significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education. Conduct that may rise to the level of harassment, intimidation, or bullying may take many forms, including, but not limited to:

- 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;
- Initiating students into a school, group, grade level, or office through persecuting, harassing, or coercive behaviors that cause or are likely to cause social or emotional harm (See also Hazing). There is no requirement that the person actually possesses the characteristics that are the basis for the harassment, intimidation, or harassment. See, RCW 28A.600.477.

HAZING

Participation in hazing constitutes exceptional misconduct and can be a criminal offense. 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. Your actions can constitute hazing whether you intend them or not, and regardless of the other student's willingness to participate.

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.

Garfield will impose discipline for students who participate in harassment, intimidation or bullying and hazing. In some cases, a state-mandated HIB investigation may be required and conducted by an Administrator. Consequences may include: mandatory schedule changes, a mandatory safety plan, a prohibition from school functions for the remainder of the school year (e.g., Purple and White Day Dance, Senior Prom, graduation commencement ceremony); emergency expulsion; suspension or expulsion; and/or possible criminal charges (subject to prosecutor discretion).

Team/Club Hazing: If hazing is determined to be the result of membership or participation in an organized club or athletic team, there will be additional team or activity consequences for each member involved.

Hate Group Activity: Students who belong to an organized hate group, or similar organization or group and knowingly engage in hate group activity on school grounds or during school activities or functions will be subject to disciplinary action.

Academic Ethics Policy

Garfield High School students are expected to demonstrate the highest standards of academic, personal, and social integrity. Classroom and assignment grades should be an accurate indication of a student's own work and knowledge; cheating undermines authentic learning and the reputations of individuals and academic institutions.

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:

- 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

Disciplinary Actions for Academic Dishonesty include, but are not limited to, the following.

First Offense: Parent/guardian contact by phone, email, letter, or in person

- Referral to administrator
- Documentation in student discipline file
- Zero on the assignment, essay, or test
- School based discipline

Repeat Offense: Parent/guardian contact by phone, email, letter, or in person

- Referral to administrator
- Parent/guardian, administrator, and teacher conference
- Documentation in student discipline file
- Zero on the assignment, essay, or test
- Progressive discipline

Garfield Technology Acceptable Use Policy

When used appropriately, technology is a valuable tool in education accessing additional resources online and capturing information. However, these same devices can also become a distraction and hindrance in the classroom. Our Garfield Technology Acceptable Use Policy strives to provide guidelines to ensure effective use of technology, communicate details on the use of our Wireless Network, and detail the limits of appropriate use. Please realize that all usage of technology, on both school equipment and personal devices, is subject to the SPS Network Use Agreement that students and staff agree to at the start of the school year.

Acceptable Usage

Personal devices may only be used for classroom activities and only for educational purposes with teacher approval. In addition, students using school and district online resources from home must also follow this policy. This includes use of the Source, district or school webpages, and other resources provided by teachers such as class websites and blogs.

All use of electronic devices during class time and all use of district electronic resources must be for educational purposes. This includes use of school equipment as well as personal devices. Some examples of educational uses of technology may include using the Internet for research, checking grades online, creating multimedia projects, reading eBooks, typing notes, word processing, and using calculators and graphing software. Some examples of non-educational activities that are not allowed include playing games, texting friends or family, and checking social networking sites such as Facebook.

Wireless Usage

Members of the Garfield community are allowed to use the guest wireless network on their personal devices for educational use only.

The wireless password and access instructions are posted in the library and available from teachers. The wireless network uses the same filtering software as district computers. The school cannot guarantee that students will be closely monitored at all times they are using the wireless network, such as before and after school, lunch, and passing periods. Parents and guardians who are concerned about unsupervised use should consider not providing their students with Internet enabled devices.

The school does not guarantee privacy for data transmitted on the wireless network; usage is recorded to ensure student safety. All data uploaded or downloaded on the network should be school appropriate. Students and staff are advised to avoid sending any personal data or images electronically as it may be monitored.

Security and Safety

The school is not responsible for lost, stolen, or damaged personal electronic devices or accessories. Students who bring personal devices to school do so at

their own risk. Students may keep devices with them instead of storing in lockers, but out of sight with ringers and sound off.

Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action. Use of technology must not violate the Seattle Public Schools' HIB policy (see Harassment Intimidation or Bullying [and Hazing] pg. 32)

SPS Network Use Agreement

The SPS Network Use Agreement must be always obeyed when using technology at Garfield High School. Copies of the Seattle Public Schools Network Use Agreement in English, Spanish, Amharic, Chinese, Somali and Vietnamese as well as other technology specific resources can be found [here](#).

Personal ELECTRONIC DEVICES Use Policy

Electronic devices (e.g., cell phones, laptops, tablets, speakers, etc.) are not to be used in classrooms unless specifically permitted by supervising staff. They are permitted in the halls/lunchroom ONLY before school, during lunch, or after school. Students are responsible for their electronic devices at all times. The school is not liable for any electronic devices that are lost or stolen at school. Laser pens are not allowed in school or at school activities. For safety and security, many areas of the campus are monitored electronically. Electronic devices are subject to confiscation if used or are visible during class time; this includes assemblies.

Parents/guardians who need to contact or retrieve a student for any reason need to contact the front office, who will make sure that the student and any relevant school staff are notified.

Student Guidelines:

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.

If a student feels that they require an electronic device during class, they should check with the teacher who will consider allowing use of school computers or discussing additional resources for student use.

If a student has an urgent issue, they should see their teacher immediately for assistance.

Consequences for violations of electronics use policy:	
1st.	Warning
2nd.	2nd Warning/phone must be put away securely.
3rd.	Contact Home
4th.	Office Referral

Garfield High School
Discipline Process
2022-2023

Response Level	Possible Interventions ¹	Examples of Behavior Violation ²
<p><u>Tier 1: Minor Behavior Violations</u></p> <p>Teacher Response</p> <p>Pre-referral Interventions (For Minor Behaviors).</p> <p>Before making an office referral teachers/staff will implement <u>at least 3</u> pre-referral interventions, including Parental communication.</p>	<ul style="list-style-type: none"> • Student and Teacher Conference • Parental communication • Prompting desired behavior • Behavior Contract • Conflict Mediation • Proximity or seat change • Written mutual agreement • Restorative Practices <p>See Appendix D in the Students' Rights and responsibilities document at https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/ for additional possible Teacher/classroom responses.</p>	<p>Minor Behavior violations managed by Teacher</p> <ul style="list-style-type: none"> • Tardiness • Leaving Class without the permission of the teachers • Electronic Device violation • Horseplay • Littering • Inappropriate displays of affection • Profanity/Inappropriate language • Minor disruptions to the learning environment • Plagiarism • Throwing items aimed at others (without injury) • Misuse of pass/leaving class without permission • Cheating (spontaneous or premeditated) • Failure to follow directions
<p><u>Tier 2: Chronic Minor Behavior Violations</u></p> <p>Support Staff Response</p> <ul style="list-style-type: none"> • Student Support Coordinator 	<ul style="list-style-type: none"> • Academic support plan • Behavior support plan • Convene IEP/504 meeting • Counseling • Daily progress report • Mediation 	<p>Chronic Minor Behavior Violations escalated by a Discipline Referral³</p>

¹ Not an exhaustive list.

² Additional guidance and student behavior violations can be found in the *Seattle Public Schools Student Rights and Responsibilities* document located at <https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/>

³ To ensure compliance, teachers should review students' IEPs and 504 plans prior to submitting a discipline referral.

Response Level	Possible Interventions ¹	Examples of Behavior Violation ²
<p>Truancy Intervention Specialist (Ms. Porcia)</p> <ul style="list-style-type: none"> • Counselors • Academic Intervention Specialists (Mr. Burnett and Mr. Rees) • Re-entry/Intervention Student Assistant Specialist (Ms. Eseosa) 	<ul style="list-style-type: none"> • Mentoring • Parent and student conference • Restitution • Written Reflective Process • Restorative Practices • Afterschool Enrichment • In school Reassignment • Saturday School <p>See Appendix D in the Students' Rights and responsibilities document at https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/ for additional possible Administrator/School-Based Responses.</p>	
<p><u>Tier 3: Major Behavior Violations</u></p> <p>Administrator Response</p>	<ul style="list-style-type: none"> • Tier 2 interventions • After-school Enrichment is a one-hour alternative to exclusionary discipline practices including academic support, skill building, and restorative practices. • Saturday Enrichment is a three-hour (9am – 12pm) alternative to exclusionary discipline practices including academic support, skill building, restorative practices, and mentoring opportunities. 	<p>Major Behavior Violations and Chronic Minor Behavior Violations escalated by an Office Referral</p> <ul style="list-style-type: none"> • Fighting • Refusal to wear a mask after multiple reminders • Excessive Tardiness • Verbal abuse (including profanity and hate speech) to staff member • Verbal abuse (including profanity and hate speech) to student • Bullying/Hazing • Drug/Alcohol Use • Drug/Alcohol Possession • Possession of a Weapon

Response Level	Possible Interventions ¹	Examples of Behavior Violation ²
	<ul style="list-style-type: none"> • In-School Reassignment includes academic support, skill-building related to the student behavior problem (e.g., social skills), and restorative practices. • Out of School Suspension • Expulsion 	<ul style="list-style-type: none"> • Destruction of Property • Misuse of Technology • Sexual Conduct • Academic Dishonesty • Trespassing • Major disruptions to the learning environment • Gang Activity • Bomb Threats • Truancy • Chronic Minor Behavior Violations <p>If student behavior is posing a safety concern or prevents the teacher from teaching and others from learning, the Main Office should be called for admin/security escort to remove student. An Office Referral should be sent to the office.</p> <p>Main Office: 62270</p>

Garfield Student Personal Electronic Device Use Agreement

I, _____ have decided to bring my own device for use while at Garfield High School. I understand that I am expected to follow the same rules for using school-issued devices, and that the school is not responsible for any loss or technical support of my device.

I agree that I will follow the SPS Network Use Agreement & Garfield policies, including:

- I will only use my personal electronic device for teacher-approved educational purposes.
- I will not use my personal device for gaming, social networking or downloading/copying copyrighted materials during class.
- I will only use my personal electronic device during nonblock out times.
- I will not use my personal device to circumvent network restrictions by using proxies or other measures.
- I understand that the school may be monitoring my internet usage at Garfield, including when using Wireless access.
- In case of emergency parents/guardians should contact the front office to reach students.

Student

Signature: _____ **Date:** _____

- In case of emergency parents/guardians should contact the front office to reach students.
- I understand that after repeated violations of the personal electronics policy, I will be required to physically retrieve the device from my student's Administrator.

Parent

Signature: _____ **Date:** _____

