



## Pullman School District

### Regular Board Meeting

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#### Date and Time

Wednesday March 26, 2025 at 6:30 PM PDT

#### Location

Paul R. Sturm Community/Board Room  
Pullman High School  
510 NW Greyhound Way  
Pullman, WA 99163

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#### Agenda

##### I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

*President will call the meeting to order.*

C. Flag Salute

*Pledge of Allegiance*

D. Land Acknowledgement Statement

*Pullman Public Schools reside on the homelands of the Nimiipuu (Nez Perce) people. We express our deepest respect for and gratitude towards the original and current stewards of this land. We*

*acknowledge our role in building mutual respect and connections to support current and future generations.*

**E.** Approval of Agenda

*The board or superintendent will revise the agenda if needed at this time; and approve by motion*

**II. Reports, Correspondence & Program**

Board members and the superintendent will give informational reports at this time.

**A.** PHS ASB Report

**B.** Board Reports

**C.** Superintendent's Report

- [Recognize National Board Certified Teachers](#) Presented by Roberta Kramer, Assistant Superintendent
- School Retiree's Appreciation Week - March 17-21, 2025

**D.** Program Reports

- [Kamiak Elementary Showcase](#) presented by Evan Hecker, Kamiak Elementary Principal
- **Report: [Maintenance/Facilities/Asset Preservation Program](#)** presented by Juston Pollestad, Executive Director of Operations
- **Report: Administrative Intern Projects** presented by Roberta Kramer, Assistant Superintendent
- **Report: Curriculum Adoption Update** presented by Roberta Kramer, Assistant Superintendent

**E.** Equity & Belonging Update

**III. Public Comment**

*The public comment section of the agenda provides an opportunity for individuals or members of a group to address the board on educational issues. If you intend to provide public comment this evening, you may register to speak using the sign-in sheet located near the boardroom entrance. To ensure fairness and provide for an orderly meeting, we respectfully require that individuals speak only once for a maximum of three minutes and may not transfer their speaking time to others. Please be attentive as your name will be called in the order it is listed on the sign-in sheet. To assist board members in review and consideration of your comments, we appreciate your providing a written copy of your remarks along with your email*

*or mailing address on the sign-in sheet. When addressing the board, please approach the microphone and state your name before presenting your comments. The board will listen and may offer clarification, if needed. However, the board will not engage in a discussion at this time. Depending on the nature of the topic, the board may decide to schedule it as a discussion item for a future meeting. We kindly request that all comments remain civil and respectful, and we remind you to consider the impact of your words and know that you bear personal responsibility for their content. We caution you to avoid certain statements that may infringe upon the rights of others under various laws, including those protecting privacy or prohibiting defamation. Providing public comment demonstrates your feelings of engagement and participation in the decision-making process in our community. We thank you in advance for your public comment.*

#### **IV. Consent Agenda**

*To expedite business at a board meeting, the board approves the use of a consent agenda, which includes items considered to be routine in nature. Any item, which appears on the consent agenda, may be removed from the consent agenda by a member of the board and voted on separately. The remaining items will be voted on by a single motion.*

**A.** Minutes - March 12, 2025 Regular Board Meeting

**B.** Minutes - March 19, 2025 Community Listening Session & Board Work Session

**C.** Personnel Report

**D.** Professional/Personal Services Contracts

**E.** Warrants

*Expense claims audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.*

**F.** Student Transfer Requests

**G.** Budget Status Report

**H.** 2025 Pullman High School ASB Constitution

#### **V. Action Items**

*Action items have previously been discussed by the board. The board will now take action, by motion.*

**A.** 2025-2026 Lincoln Middle School & Pullman High School Fee Schedules

Presenter: Bob Maxwell, Superintendent

**B.** 2025-2026 Lincoln Middle School & Pullman High School Course Approvals

Presenter: Roberta Kramer, Assistant Superintendent

**C.** Resolution 25-26:02 - 2025-2026 Annual WIAA Membership

Presenter: Bob Maxwell, Superintendent

**VI. No Discussion Items**

*Discussion items are presented to the board for discussion. If they need action they will be brought back at the next meeting.*

**VII. Informational Items**

*Informational Items do not require action or discussion by the board. The items are included in the agenda for the board to review, and may be moved to the discussion items section of the board agenda by any board member. Informational Items may include board procedure updates and non-substantive policy updates.*

**A.** Administrative Requirements Update

**B.** Expense Claim Audit - Community Update Board Schedule

**C.** Board Calendar & Communication Plan

**D.** Current Enrollment

For 2024-2025 School Year

Budgeted FTE: 2560

Current FTE: 2587.03

Current Year Average FTE: 2603.82

**E.** The Pullman Promise: Priorities, Goals, Success Indicators

**VIII. Executive or Closed Session**

*The board recesses into an executive or closed session by motion, stating how long it will last and if action will be taken. Following the executive or closed session the board president convenes the regular meeting.*

**A.** Personnel

**B.** Discuss with legal counsel litigation or potential litigation per RCW 42.30.110(1)(i)

**IX. Closing Items**

**A.** Adjourn Meeting

*The president will adjourn the meeting.*

# Coversheet

## Program Reports

**Section:** II. Reports, Correspondence & Program  
**Item:** D. Program Reports  
**Purpose:**  
**Submitted by:**  
**Related Material:** Curriculum Adoption Update 3.26.25.pdf

# CURRICULUM ADOPTION UPDATE

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MARCH 26, 2025

	<b>ELA</b>	<b>Math</b>	<b>SS</b>	<b>Science</b>	<b>WL</b>	<b>SEL</b>
Elementary	2021	2021	2006	2018		2019
Middle	2006	2022	2016	2021		2023
High	2006	2022, 2023, 2024	2019, 2024	2019	2017	2023



# Coversheet

## Minutes - March 12, 2025 Regular Board Meeting

**Section:** IV. Consent Agenda  
**Item:** A. Minutes - March 12, 2025 Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on March 12, 2025

DRAFT



## Pullman School District

# Minutes

## Regular Board Meeting

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### Date and Time

Wednesday March 12, 2025 at 6:30 PM

### Location

Paul R. Sturm Community/Board Room  
Pullman High School  
510 NW Greyhound Way  
Pullman, WA 99163

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### Directors Present

Amanda Tanner, Arron Carter, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

### Directors Absent

*None*

### Guests Present

Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad, Roberta Kramer

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday Mar 12, 2025 at 6:30 PM.

**C. Flag Salute**

**D. Land Acknowledgement Statement**

**E. Approval of Agenda**

Amanda Tanner made a motion to approve the agenda.

Arron Carter seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Reports, Correspondence & Program**

**A. PHS ASB Report**

The PHS ASB student representative provided an update on recent ASB activities:

- Focusing on revising student ASB constitution to ensure consistency across grade levels.
- Prom is scheduled for May 31st.

**B. Board Reports**

- Craig Nelson: No report.
- Lisa Waananen Jones: Jefferson Elementary PTA recently met and is planning upcoming events, including Family Engineering Night and other spring activities. They also noted a parent-hosted social media roundtable at SES, with an additional session planned. The director highlighted that this is a great time for families to get involved in school communities, as there is an increased need for volunteer support during this time of year.
- Arron Carter: Attended Lincoln Middle School Awards ceremony to celebrate student successes.
- Amanda Tanner: Reported that another parent-led social media roundtable is coming up, and childcare will be provided. Coordination for the board dinner is still in progress. A. Tanner met with PSD Athletic Director, Wendy Kruger, regarding the 2025 WIAA proposed amendment changes and has forwarded the document to the board. A. Tanner will be sharing feedback with the DA10 WSSDA Interscholastic Activities Committee Representative in preparation for the regional advisory vote. A. Tanner also shared updates on the current status of athletics and activities, noting that the district is currently ranked 3rd for the WIAA academic cup in the state.
- Nathan Roberts: Participated on the search committee for the high school principal and reviewed the board communication plan. Noted that he has been submitting a monthly snippet for the superintendent's newsletter and invited board members to provide input on what's included in that paragraph for sharing with staff, families, and the community. In the community update, Executive Director of Operations,

Juston Pollestad, wrote about Linewize for Chromebook usage and is considering summarizing the listening session and discussing ways to incorporate feedback into the district's budget-related decisions. Budgetary decisions will need to start being made in May.

- *L. Waananen Jones suggested including a timeline in the article, along with a preview of what will happen over the summer regarding the budget.*

### **C. Superintendent's Report**

- AI Task Force has met to review board feedback on the AI guidelines and is setting the goal to present the final guidelines to the board by April. The guidelines will need to be revisited periodically. Additionally, there is a need for a form to evaluate the tools being used and to establish what that evaluation process will look like.
- Recognized March 10-14, 2025 as Education Support Professionals (ESP) Week. Families and community members can send an eCard to recognize our Education Support professionals which can be found on our district website.
- State of Washington is moving to one high school and beyond plan platform to ensure consistency across the state. There will be a 2 year rollout of the transition to School Links, Pullman will be transitioned in year 1 to the new platform.
- Spring sports and activities are underway.

### **D. Program Reports**

#### **Pullman High School Showcase Presented by Debbie Crabtree, Pullman High School Principal**

Pullman High School's Treble Triad, that encompasses students in grades 9-12, were introduced by Andy Mielke, Band, Choir & Drama Teacher, and performed Italian folksongs for the board. Students had the opportunity to share what Treble Triad means to them.

#### **Transportation Update by Juston Pollestad, Executive Director of Operations**

The Transportation Update presented an overview of the current student transportation system in the Pullman School District and potential changes to improve service. Currently, K-5 students use school buses, K-12 rural students use school buses, while grades 6-12 rely on Pullman Transit. Feedback from a listening session highlighted concerns about young students riding with adults, long wait times at transfer stations, and the limitations of Pullman Transit, which primarily serves WSU and the community. There was feedback on what it would look like to serve all students on yellow buses. The district faces challenges in transporting more students without adding drivers, covering a 220-square-mile area, and minimizing student travel time.

Two proposed solutions were discussed:

- **Option 1**, which involves staggered start and release times with elementary schools beginning at 8:30 AM and secondary schools at 9:00 AM, but there are

some challenges with the release times and the amount of time students would be waiting for a bus home. This would add 45 minutes for students that live out in the rural areas.

- **Option 2**, which utilizes tandem routes with consistent start and release times, using Franklin Elementary as a transfer hub. This would add 20-25 minutes for students that live out in the rural areas. This would be the option with the least amount of additional minutes on the bus.

These options are based on our current number of bus drivers and school buses. Recent driver recruitment efforts have been successful, with new hires and more in process, allowing for potential route adjustments. The district is focused on improving efficiency while continuing to serve preschool and special needs students. Feedback during the discussion included questions about supervision at schools, testing routes during spring break, and the possibility of maintaining the current system if no changes are made.

Regarding funding, the issue isn't the number of buses but the shortage of drivers. Recruitment is ongoing, with efforts to offer local driver testing to streamline the process. The district is considering a transportation levy, and once the budget is consolidated, further discussions will take place on whether to pursue the proposed options or consider a third one. The board also acknowledged the challenges with marijuana legalization and its impact on bus driver recruitment, and our Executive Director of Operations continues to advocate for additional transportation funding at the state level.

## **E. Equity & Belonging Update**

- C. Nelson:
  - DEIB Task Force has a survey to roll out to community, families, and staff to start collecting feedback.
- Dr. Maxwell
  - Continuing to monitor federal executive orders and sharing updated information on Safe and Welcoming Schools webpage.

## **III. Public Comment**

### **A. Speakers**

Speaker: Cooper Jaquish

Topic: Provided comment on the comments made at the previous board meeting by Joe Thornton addressing the superintendent contract renewal being conducted in an open public meeting. Provided comment on inequitable salary raises, the need for transparency, and concerns on how the district will prioritize budget cuts.

## **IV. Consent Agenda**

### **A. Minutes - February 26, 2025 Regular Board Meeting**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda approval from Regular Board Meeting on 02-26-25.

Arron Carter seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. Minutes - March 5, 2025 Board Work Session**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda approval from Board Work Session on 03-05-25.

Arron Carter seconded the motion.

The board **VOTED** unanimously to approve the motion.

**C. Personnel Report**

**D. Professional/Personal Services Contracts**

**E. Warrants**

**F. Student Transfer Requests**

**G. ASB Fundraiser**

**H. Overnight Field Trip Request**

**I. Consent Agenda Approval**

Amanda Tanner made a motion to approve the consent agenda (Item IV. A-H).

Arron Carter seconded the motion.

The board **VOTED** unanimously to approve the motion.

**V. Action Items**

**A. 1630/1630P Superintendent Evaluation**

The action item was discussed at previous board meetings, and the presented policy and procedure are merged revisions of the two draft policies/procedures that have been previously presented. No feedback or questions have been received.

During the discussion, A. Tanner inquired if there would be forms associated if the policy is passed. N. Roberts responded that the Board Chair will provide the form, which will be attached as an appendix to the procedure. Some samples from other districts have been received, and this will be discussed further during the retreat. If the discussion goes well, the form will be included in the procedure.

Amanda Tanner made a motion to approve 1630/1630P Superintendent Evaluation.

Lisa Waananen Jones seconded the motion.

The board **VOTED** unanimously to approve the motion.

## VI. Discussion Items

### A. 2025-2026 Lincoln Middle School & Pullman High School Fee Schedules

The 2025-2026 fee schedules for Lincoln Middle School (LMS) and Pullman High School (PHS) were presented to the board for approval. There are no changes to the 2025-26 LMS Fee Schedule, while the 2025-26 PHS Fee Schedule includes changes for consistency in fees for CTSO clubs and the ASB fee card structure. Students who qualify for free or reduced lunch will have these fees waived.

During the discussion, C. Nelson clarified that the fees apply only to clubs, not classes. Principal Crabtree confirmed this. L. Waananen Jones asked why the athletic card fee would be higher, to which Principal Crabtree explained that there are additional fees associated with travel for athletics.

### B. 2025-2026 Lincoln Middle School & Pullman High School Course Approvals

Annually course offerings require action by the Board of Directors. There have been no changes to the Lincoln Middle School (LMS) Course Guide for the 2025-2026 school year. However, the Pullman High School (PHS) courses required edits to include dual credit course designations.

During the discussion, A. Carter raised a concern about dual credit options, noting that some credits may not transfer equally across universities and should be specified for which colleges they apply. Principal Crabtree responded that the last page of the course book includes College in the High School and Dual Credit courses and agreed to add a note clarifying the universities that the credits apply to. Dr. Kramer asked whether the dual credit courses are at no cost to students, and Principal Crabtree confirmed that they are, also noting that College in the High School courses can be taken without earning college credit.

### C. Resolution 25-26:02 - 2025-2026 Annual WIAA Membership

Each year, the Board is required to approve the district's membership in the Washington Interscholastic Activities Association (WIAA), which oversees and regulates interschool athletic and extracurricular activities for students.

During the discussion, A. Tanner clarified that by being part of the WIAA, the district must follow any active amendments. N. Roberts confirmed that the WIAA is the rulemaking body, and the district has the choice to either participate or not. C. Nelson further emphasized that there is no alternative; participation in the WIAA is necessary to offer sports, which N. Roberts confirmed, stating there are no other agencies to govern these activities.

## VII. Informational Items

**A. Administrative Requirements Update**

- March

**B. Expense Claim Audit - Community Update Board Schedule**

**C. Board Calendar & Communication Plan**

**D. Current Enrollment**

For 2024-2025 School Year

Budgeted FTE: 2560

Current FTE: 2587.03

Current Year Average FTE: 2,603.82

**E. The Pullman Promise: Priorities, Goals, Success Indicators**

**VIII. Executive or Closed Session**

**A. Executive Session**

N. Roberts announced there will be an Executive Session to discuss personnel and to discuss with legal counsel litigation or potential litigation per RCW 42.30.110(1)(i) that will end at 7:55pm

**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,  
Nathan Roberts

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**Documents used during the meeting**

- Board Report - 3.12.2025 Personnel.pdf
- Board Report - Contracts 3.12.2025.pdf
- CK Summaries 3.12.25.pdf
- 2025 03.12 Regular Board Meeting - Student Transfer Requests.pdf
- ASB Fundraiser - PHS Drama 3.12.25.pdf
- ASB Fundraiser - PHS DECA\_Nationals\_Cabaret Dinner Assistants 3.12.25.pdf



- ASB Fundraiser - PHS DECA\_Nationals\_Letter Writing 3.12.25.pdf
- ASB Fundraiser - PHS DECA\_Nationals\_SEL Grant 3.12.25.pdf
- Overnight Field Trip Request - LMS MathCounts\_State MAR 2025.pdf
- Overnight Field Trip Request - PHS Math Team MAR 2025.pdf
- Overnight Field Trip Request - PHS DECA\_APR 2025.pdf
- ES 1630 Superintendent Evaluation Policy Revision 2.26.25.pdf
- 1630 Superintendent Eval 2.26.25.pdf
- 1630P Superintendent Eval 2.26.25.pdf
- ES 2025-26 LMS-PHS Fee Schedule 3.12.25.pdf
- ES 2025-20256 LMS and PHS Course Guide Approval 3.12.25.pdf
- LMS Course Guide 2025-2026.pdf
- PHS Course Guide 2025-2026.pdf
- ES 25-26.02 - 2024-2025 Annual WIAA Membership 3.12.25.pdf
- 2025-2026 Annual WIAA Membership - School Board Resolution 25-26.2.pdf
- March Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2024-2025 Board Meeting Content Calendar 11.8.24.pdf
- Board of Directors Communication Plan 2024-2025\_1.22.25.pdf
- The Pullman Promise.pdf

# Coversheet

## Minutes - March 19, 2025 Community Listening Session & Board Work Session

**Section:** IV. Consent Agenda  
**Item:** B. Minutes - March 19, 2025 Community Listening Session & Board Work Session  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Community Listening Session & Board Work Session on March 19, 2025

DRAFT



## Pullman School District

# Minutes

## Community Listening Session & Board Work Session

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### **Date and Time**

Wednesday March 19, 2025 at 5:30 PM

### **Location**

Lincoln Middle School  
315 SE Crestview St.  
Pullman, WA 99163

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### **Directors Present**

Amanda Tanner, Arron Carter, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

### **Directors Absent**

*None*

### **Guests Present**

Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad, Roberta Kramer

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday Mar 19, 2025 at 5:32 PM.

## II. Agenda Items

### A. Community Listening Session (5:30pm-6:30pm)

The Pullman Public Schools Board of Directors hosted a Community Listening Session where community members participated in a presentation highlighting key information about the district's budget and priorities. During the session, attendees provided input through interactive survey questions, allowing them to share their feedback in real time.

Following the Community Listening Session, the Board of Directors convened into a Board Work Session from 6:30pm to 7:30pm to debrief and discuss the feedback received.

### B. Board Work Session (6:30pm-7:30pm)

The Board debriefed the recent community listening session on district budget priorities. Members discussed the structured format and the feedback-gathering process, noting the value of collecting comparable input from various stakeholder groups.

To ensure broader participation, the presentation will be shared at upcoming staff meetings to gather additional staff feedback and the same presentation and survey will be sent to all families via a link posted in ParentSquare, allowing those who could not attend the listening session to provide input. The survey will remain open for one week (Friday, March 21 to Friday, March 28), and the results will be compiled and shared with the Board in a summary document for review.

Suggestions for future listening sessions included incorporating time for participant introductions at the start of sessions to foster a sense of community and increasing Board visibility by having a Board member introduce the presentation before turning it over to the superintendent.

The Board also discussed ongoing legislative uncertainties at the state and federal levels impacting district budget planning.

## III. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM.

Respectfully Submitted,  
Nathan Roberts

# Coversheet

## Personnel Report

**Section:** IV. Consent Agenda  
**Item:** C. Personnel Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board Report - 3.26.2025 Personnel.pdf

# MEMORANDUM

TO: Board of Directors

FROM: Bob Maxwell, Superintendent  
Dagny Myers, Human Resources Director

DATE: March 26, 2025

SUBJECT: **Personnel Report**

*Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.*

## **I recommend the Board of Directors accept the following:**

**Certified:** **Jenny Ahn**, English language development teacher at Franklin Elementary School and Jefferson Elementary School, resignation effective April 4, 2025, on the condition that a replacement can be hired

**Elizabeth McIntosh**, third grade teacher at Sunnyside Elementary School, request for a leave of absence beginning August 27, 2025, through December 19, 2025

**Classified:** **Keri Dockstader**, special education paraeducator at Jefferson Elementary School, request to extend leave of absence through the end of the 2024-2025 school year

**Heather Drader**, office support paraeducator at Jefferson Elementary School, resignation effective at the completion of the 2024-2025 school year

**Brenda Gavina**, assistant/cook cashier at Pullman High School, resignation effective April 14, 2025

**William Prewett** as regular route bus driver

**Kayla Thomas** as core+ paraeducator at Jefferson Elementary School for the remainder of the 2024-2025 school year only

## **I recommend the Board of Directors approve the following supplemental/stipend payments:**

**Angie Barbour** as spring sports game manager at Pullman High School

**Russell Fitts** as assistant track coach at Lincoln Middle School

**Mike Hinz**, assistant track coach at Pullman High School, resignation

**Jaron Hodge** as assistant track coach at Lincoln Middle School

**Katie Wexler**, assistant volleyball coach at Pullman High School, resignation

**For Your Information:**

**Barb Travis**, core+ paraeducator at Kamiak Elementary School, request for 12.33 hours of unpaid leave on non-student days in March was approved

**Josh Wheatley**, math and science teacher at Pullman High School, has received approval to take three days of unpaid leave in May

# Coversheet

## Professional/Personal Services Contracts

**Section:** IV. Consent Agenda  
**Item:** D. Professional/Personal Services Contracts  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Report - Contracts 3.26.2025.pdf



# MEMORANDUM

TO: Board of Directors

FROM: Bob Maxwell, Superintendent  
Dagny Myers, Human Resources Director

DATE: March 26, 2025

SUBJECT: **Professional/Personal Services Contract Report**

*Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.*

**I recommend the Board of Directors approve the following Professional/Personal Services Contracts:**

**Nicholas Day** to provide music accompaniment for the Lincoln Middle School choirs, March 1, 2025, through June 15, 2025, \$25.00 per hour.

**Nathan Lannigan** to provide music accompaniment for the Lincoln Middle School choirs, March 1, 2025, through June 15, 2025, \$25.00 per hour.

**Andrew Laszlo, Jr.** to provide one evening presentation to the public and two presentations during the school day for students titled "Growing Up in Hungary, Surviving the Holocaust, and Coming to America", April 15, 2025, through April 16, 2025, \$650.00.

**Ava Lehosit** to provide music accompaniment for the Lincoln Middle School choirs, March 1, 2025, through June 15, 2025, \$25.00 per hour.

# Coversheet

## Warrants

**Section:** IV. Consent Agenda  
**Item:** E. Warrants  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CK Summaries 3.26.25.pdf  
Payroll Warrant Authorization Form\_March 2025.pdf

Comp Tax

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$262.43. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 202400051 through 202400052, totaling \$262.43

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202400051	Department Of Revenue	03/12/2025	29.90
202400052	Department Of Revenue	03/12/2025	232.53

2	Wire Transfer Check(s) For a Total of	262.43
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	0	Manual	Checks For a Total of	0.00
	2	Wire Transfer	Checks For a Total of	262.43
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran,	ACH & Computer Checks	262.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	262.43

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	29.90	0.00	0.00	29.90
40	Associated Stude	232.53	0.00	0.00	232.53

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,275.76. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26735796 through 26735798, totaling \$7,275.76

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735796	My House Sports Gear	03/27/2025	2,956.26
26735797	Pullman School Dist - Revolvin	03/27/2025	270.00
26735798	Wooter Sports	03/27/2025	4,049.50
3	Computer	Check(s) For a Total of	7,275.76

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	7,275.76
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	7,275.76
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,275.76

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-560.46	0.00	7,836.22	7,275.76

Ap-phs AsB

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,205.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants: Warrant Numbers 26735799 through 26735805, totaling \$6,205.96

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
26735799	Alternatives to Violence of th	03/27/2025	2,532.48
26735800	Florafinder, LLC	03/27/2025	496.85
26735801	Game One	03/27/2025	1,933.83
26735802	Kiwanis Club International	03/27/2025	217.00
26735803	Lauren McCluskey Foundation	03/27/2025	860.00
26735804	Northwest Engraving Services L	03/27/2025	118.80
26735805	Pullman School District	03/27/2025	47.00
7	Computer	Check(s) For a Total of	6,205.96

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	6,205.96
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	6,205.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,205.96

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	6,205.96	6,205.96



GF

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,454.56. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26735806 through 26735806, totaling \$13,454.56

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735806	Employment Security Dept	03/19/2025	13,454.56
1	Computer	Check(s) For a Total of	13,454.56

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	13,454.56
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	13,454.56
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,454.56

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	13,454.56	13,454.56

CAP AGH

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$16,875.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 242500128 through 242500128, totaling \$16,875.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500128	Micro Computer Systems Inc	03/27/2025	16,875.00
1	ACH	Check(s) For a Total of	16,875.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	16,875.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	16,875.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	16,875.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	16,875.00	16,875.00

GF REIM ACH

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$424.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 242500129 through 242500130, totaling \$424.93

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500129	Lee, Ann Marie	03/27/2025	28.98
242500130	Prewett, William C	03/27/2025	395.95

2	ACH	Check(s) For a Total of	424.93
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	2	ACH	Checks For a Total of	424.93
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	424.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	424.93

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	424.93	424.93

GF ACH

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,067.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 242500131 through 242500133, totaling \$1,067.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500131	Center for the Collaborative C	03/27/2025	134.15
242500132	H & H Business Systems	03/27/2025	597.08
242500133	NCS Pearson, INC	03/27/2025	335.77

3      ACH                      Check(s) For a Total of                      1,067.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	3	ACH	Checks For a Total of	1,067.00
	0	Computer	Checks For a Total of	0.00
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	1,067.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,067.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	1,067.00	1,067.00



GF REIM

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$660.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26735807 through 26735812, totaling \$660.88

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735807	Gravel, Bryce Andrew	03/27/2025	95.00
26735808	Jones, Jeffrey Scott	03/27/2025	100.00
26735809	Manis, Kristina	03/27/2025	19.88
26735810	Powell, William Charles	03/27/2025	100.00
26735811	Silcox, Karen Leone	03/27/2025	221.00
26735812	Wesson, Richard	03/27/2025	125.00
6	Computer	Check(s) For a Total of	660.88

Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	660.88
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	660.88
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	660.88

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	660.88	660.88

GF

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 26, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$268,415.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants: Warrant Numbers 26735813 through 26735853, totaling \$268,415.03

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
26735813	Avant Assessment LLC	03/27/2025	239.40
26735814	Avista Utilities	03/27/2025	119,101.26
26735815	Charlies Produce	03/27/2025	1,846.35
26735816	City Of Pullman	03/27/2025	15,949.24
26735817	Community Child Care Center	03/27/2025	3,196.33
26735818	Corporate Translation Services	03/27/2025	3.53
26735819	Envoy Plan Services, Inc.	03/27/2025	17.50
26735820	Four Star Supply Co., Inc	03/27/2025	355.05
26735821	Hand2mind, Inc.	03/27/2025	323.99
26735822	HD Supply Facilities Maint	03/27/2025	645.49
26735823	HD SUPPLY	03/27/2025	2,885.76
26735824	Huddle Up Care Inc	03/27/2025	5,775.00
26735825	J & H Printing Inc.	03/27/2025	742.33
26735826	Jess Ford of Pullman LLC	03/27/2025	1,568.32
26735827	King County Director's Assoc	03/27/2025	5,236.46
26735828	Kuhl Auto Parts, LLC	03/27/2025	147.24
26735829	Leader Services	03/27/2025	319.20
26735830	Level 3 Communications, LLC	03/27/2025	385.25
26735831	LinguaLinx, Inc.	03/27/2025	171.00
26735832	Lionbridge Technologies Inc.	03/27/2025	32.64
26735833	LKJ Pizza LLC	03/27/2025	1,810.04
26735834	Minert & Associates, Inc.	03/27/2025	364.00
26735835	Moscow-Pullman Bldg. Supply	03/27/2025	560.06
26735836	NEWESD 101	03/27/2025	43,263.80
26735837	Northwest Auto Parts	03/27/2025	16.98
26735838	OFFICE DEPOT	03/27/2025	214.40
26735839	Palouse Locksmith	03/27/2025	111.51
26735840	Pullman Regional Hospital	03/27/2025	2,300.00
26735841	Read To Them	03/27/2025	2,353.23
26735842	Refrigeration Supplies Distrib	03/27/2025	1,374.41
26735843	RWC Group	03/27/2025	206.23
26735844	School Datebooks	03/27/2025	306.99
26735845	Shane Clark	03/27/2025	644.90

Check Nbr	Vendor Name	Check Date	Check Amount
26735846	Sims Glass Inc.	03/27/2025	942.08
26735847	Stevens - Clay PS	03/27/2025	25,936.50
26735848	Toledo Physical Education Supp	03/27/2025	229.43
26735849	US Foods, Inc.	03/27/2025	25,860.06
26735850	Walter E Nelson Co	03/27/2025	1,957.82
26735851	Washington FCCLA	03/27/2025	50.00
26735852	Whitman County Landfill	03/27/2025	15.00
26735853	Yellow Duck Refrigeration	03/27/2025	956.25
41	Computer	Check(s) For a Total of	268,415.03

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	41	Computer	Checks For a Total of	268,415.03
Total For	41	Manual, Wire Tran, ACH & Computer	Checks	268,415.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	268,415.03

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-12.42	0.00	268,427.45	268,415.03



Payroll Office  
Pullman School District No. 267  
240 SE Dexter St  
Pullman WA 99163  
Phone: 509.334.9395  
Fax: 509.334.0375

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## PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26735854](#) to [26735886](#) inclusive, with payroll amounting to [\\$3,129,989.62](#) issued [03/31/2025](#) on the account of the General Fund.

Said warrants have been signed by the Secretary of the Board of Directors by order of said Board.

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Secretary

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President of Board of Directors

# Coversheet

## Student Transfer Requests

**Section:** IV. Consent Agenda  
**Item:** F. Student Transfer Requests  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2025 03.26 Regular Board Meeting - Student Transfer Requests.pdf

# SCHOOL BOARD MEETING

## STUDENT TRANSFER REQUESTS



March 26, 2025

### TRANSFER REQUESTS 2024-2025

#### Released to PSD

- No new requests at this time

#### Released from PSD

- L. Huntley, Grade 5, Released to Insight School of Washington in the Quillayute Valley School District – New
- S. Huntley, Grade 3, Released to Insight School of Washington in the Quillayute Valley School District – New

### TRANSFER REQUESTS 2025-2026

#### Released to PSD

- N. Culley, Grade 11, Released from Palouse School District – Renewal
- K. Rudd, Grade 12, Released from Colfax School District – Renewal
- S. Singh, Grade 10, Released from Colfax School District – Renewal



# Coversheet

## Budget Status Report

**Section:** IV. Consent Agenda  
**Item:** G. Budget Status Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** February 2025 Budget Status Report.pdf

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of February, 2025

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	5,817,000	107,646.21	2,235,660.39		3,581,339.61	38.43
2000 Local Support Non Tax	873,850	59,517.00	495,790.87		378,059.13	56.74
3000 State Revenue-General Purpose	26,969,312	2,412,013.33	13,319,838.01		13,649,473.99	49.39
4000 State Revenue-Special Purpose	6,957,089	658,360.40	3,430,138.65		3,526,950.35	49.30
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,208,724	200,749.25	903,684.54		1,305,039.46	40.91
7000 Other School Districts	24,000	.00	171.85		23,828.15	0.72
8000 Other Entities	515,500	.00	.00		515,500.00	0.00
9000 Other Financing Sources	0	.00	1,047.90		1,047.90-	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>43,365,475</b>	<b>3,438,286.19</b>	<b>20,386,332.21</b>		<b>22,979,142.79</b>	<b>47.01</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	23,224,061	1,922,387.56	11,774,851.38	10,388,523.38	1,060,686.24	95.43
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,785,328	478,661.58	2,747,741.44	2,616,993.59	420,592.97	92.73
30 Vocational Ed Instruction	1,751,067	133,223.75	831,695.42	682,052.46	237,319.12	86.45
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,289,925	157,079.85	946,335.65	844,098.70	499,490.65	78.19
70 Other Instruction Programs	767,433	7,632.53	43,588.05	34,488.97	689,355.98	10.17
80 Community Services	39,000	.00	1,414.43	0.00	37,585.57	3.63
90 Support Services	10,911,139	843,181.47	5,860,888.34	4,380,759.42	669,491.24	93.86
<b>Total EXPENDITURES</b>	<b>44,767,953</b>	<b>3,542,166.74</b>	<b>22,206,514.71</b>	<b>18,946,916.52</b>	<b>3,614,521.77</b>	<b>91.93</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<b>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	<b>1,402,478-</b>	<b>103,880.55-</b>	<b>1,820,182.50-</b>		<b>417,704.50-</b>	<b>29.78</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	3,467,707		4,242,571.87			
<b>G. GLS 896, 897, 898 ACCOUNTING</b>						
<b>CHANGES AND ERROR CORRECTIONS (+OR-)</b>	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE</b>						
<b>(E+F + OR - G)</b>	2,065,229		2,422,389.37			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restricted for Unequalized Dedu	0	.00
G/L 821 Restricted for Carryover of Res	0	37,926.49
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	3,311	7,550.18
G/L 845 Restricted for Self Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Commitd to Min Fnd Bal Policy	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,288,179-	847,912.16-
G/L 891 Unassigned Min Fnd Bal Policy	3,350,097	3,224,824.86
<u>TOTAL</u>	2,065,229	2,422,389.37

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of February, 2025

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	255,000	4,208.94	84,523.61		170,476.39	33.15
2000 Local Support Non-Tax	114,800	8,810.42	65,094.40		49,705.60	56.70
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	0	.00	.00		.00	0.00
7000 Other School Districts	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>369,800</u>	<u>13,019.36</u>	<u>149,618.01</u>		<u>220,181.99</u>	<u>40.46</u>
<b>B. EXPENDITURES</b>						
10 Sites	0	.00	12,000.00	0.00	12,000.00-	0.00
20 Buildings	2,138,800	.00	13,644.12	0.00	2,125,155.88	0.64
30 Equipment	255,686	4,713.70	50,330.17	68,399.91	136,955.92	46.44
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	4,500	.00	.00	0.00	4,500.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>2,398,986</u>	<u>4,713.70</u>	<u>75,974.29</u>	<u>68,399.91</u>	<u>2,254,611.80</u>	<u>6.02</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>2,029,186-</u>	<u>8,305.66</u>	<u>73,643.72</u>		<u>2,102,829.72</u>	<u>103.63-</u>
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	2,479,149		2,564,458.65			
<b>G. GLS 896, 897, 898 ACCOUNTING</b>						
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE</b>						
<u>(E+F + OR - G)</u>	449,963		2,638,102.37			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	35,830	1,702,953.54
G/L 862 Committed from Levy Proceeds	255,000-	19,628.35-
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted From Federal Proceed	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fee	0	.00
G/L 869 Restricted from Undistributed P	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	669,133	954,777.18
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	449,963	2,638,102.37

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of February, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	7,119,300	145,346.97	3,096,848.23		4,022,451.77	43.50
2000 Local support Non-Tax	85,000	2,604.51	53,049.21		31,950.79	62.41
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>7,204,300</b>	<b>147,951.48</b>	<b>3,149,897.44</b>		<b>4,054,402.56</b>	<b>43.72</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	4,680,000	.00	4,680,000.00	0.00	.00	100.00
Interest on Bonds	2,560,116	.00	1,336,607.68	0.00	1,223,508.32	52.21
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	.00	1,400.00	0.00	8,600.00	14.00
<b>Total EXPENDITURES</b>	<b>7,250,116</b>	<b>.00</b>	<b>6,018,007.68</b>	<b>0.00</b>	<b>1,232,108.32</b>	<b>83.01</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	45,816-	147,951.48	2,868,110.24-		2,822,294.24-	> 1000
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,984,549		3,811,793.58			
G. <u>GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	3,938,733		943,683.34			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,938,733		943,683.34			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>3,938,733</b>		<b>943,683.34</b>			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of February, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	236,105	7,177.74	94,962.85		141,142.15	40.22
2000 Athletics	153,970	13,138.90	114,564.68		39,405.32	74.41
3000 Classes	13,400	4,645.20	4,705.20		8,694.80	35.11
4000 Clubs	125,900	21,131.56	98,976.41		26,923.59	78.62
6000 Private Moneys	7,000	46.00	3,568.48		3,431.52	50.98
<u>Total REVENUES</u>	536,375	46,139.40	316,777.62		219,597.38	59.06
<b>B. EXPENDITURES</b>						
1000 General Student Body	258,725	2,728.00	22,835.80	11,287.49	224,601.71	13.19
2000 Athletics	233,307	31,526.09	95,145.30	23,048.85	115,112.85	50.66
3000 Classes	13,640	984.78	1,265.49	1,339.80	11,034.71	19.10
4000 Clubs	209,055	24,084.88	100,565.44	21,228.19	87,261.37	58.26
6000 Private Moneys	7,000	.00	.00	0.00	7,000.00	0.00
<u>Total EXPENDITURES</u>	721,727	59,323.75	219,812.03	56,904.33	445,010.64	38.34
<b>C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)</b>						
	185,352-	13,184.35-	96,965.59		282,317.59	152.31-
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	543,116		525,766.31			
<b>E. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</b>						
	XXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE C+D + OR - E)</b>						
	357,764		622,731.90			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	357,764		622,731.90			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	357,764		622,731.90			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of February, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	21,000	1,860.17	16,476.63		4,523.37	78.46
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	553,391	.00	.00		553,391.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financiing Sources	0	.00	.00		.00	0.00
<b>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</b>	<b>574,391</b>	<b>1,860.17</b>	<b>16,476.63</b>		<b>557,914.37</b>	<b>2.87</b>
<b>B. 9900 TRANSFERS IN FROM GF</b>						
	0	.00	.00		.00	0.00
<b>C. Total REV./OTHER FIN. SOURCES</b>	<b>574,391</b>	<b>1,860.17</b>	<b>16,476.63</b>		<b>557,914.37</b>	<b>2.87</b>
<b>D. EXPENDITURES</b>						
Type 30 Equipment	686,000	160,916.00	160,916.00	194,128.18	330,955.82	51.76
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond/Levy Issuance and/or Electi	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>686,000</b>	<b>160,916.00</b>	<b>160,916.00</b>	<b>194,128.18</b>	<b>330,955.82</b>	<b>51.76</b>
<b>E. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>F. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>G. EXCESS OF REVENUES/OTHER FIN SOURCES</b>						
<b>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</b>	<b>111,609-</b>	<b>159,055.83-</b>	<b>144,439.37-</b>		<b>32,830.37-</b>	<b>29.42</b>
<b>H. TOTAL BEGINNING FUND BALANCE</b>						
	644,526		651,880.55			
<b>I. GLS 896, 897, 898 ACCOUNTING</b>						
<b>CHANGES AND ERROR CORRECTIONS (+OR-)</b>	XXXXXXXX		.00			
<b>J. TOTAL ENDING FUND BALANCE</b>						
<b>(G+H + OR - I)</b>	<b>532,917</b>		<b>507,441.18</b>			



**K. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	532,917	507,441.18
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<b><u>TOTAL</u></b>	<b>532,917</b>	<b>507,441.18</b>

# Coversheet

## 2025 Pullman High School ASB Constitution

**Section:** IV. Consent Agenda  
**Item:** H. 2025 Pullman High School ASB Constitution  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2025 PHS ASB CONSTITUTION.pdf

# **Associative Student Body of Pullman High School Constitution**

## **PREAMBLE**

We, the students of Pullman High School, in order to closely bind together the common concerns of the student body, to promote and to encourage its interests in all departments, and to bring ourselves more thoroughly into cooperation with the faculty in the school and its matters, do establish and ordain this constitution.

## **Table of Contents**

### **Article 1: ASB as an entity**

- Section 1: Name
- Section 2: Purpose

### **Article 2: Meetings**

- Section 1: Meeting Definitions
- Section 2: Meeting Structure
- Section 3: Meeting Requirements and Scheduling

### **Article 3: General Requirements for Office**

- Section 1: Academics
- Section 2: ASB Code of Conduct

### **Article 4: Executive Counsel**

- Section 1: Requirements for Office
- Section 2: Executive President
- Section 3: Executive Vice President
- Section 4: Executive Secretary
- Section 5: Executive Treasurers
- Section 6: Executive Press Secretary
- Section 7: Executive Activities Liaison
- Section 8: Executive Equity Officer
- Section 9: Executive Chief of Staff

### **Article 5: Class Officers**

- Section 1: Requirements for Office
- Section 2: President
- Section 3: Vice President
- Section 4: Fiscal Secretary
- Section 5: Press Secretary
- Section 6: Activities Liaison
- Section 7: Equity Officer

### **Article 6: Club Senate Committee**

- Section 1: Purpose and Establishment
- Section 2: Meeting Structure
- Section 3: Delegates

## **Article 7: Election Requirements and Regulations**

- Section 1: Spring Elections
- Section 2: Midterm Elections
- Section 3: Universal Election Requirements
- Section 4: Executive Officer Elections
- Section 5: Class Officer Elections
- Section 6: Voting and Structure
- Section 7: Tie Votes and Runoff Elections
- Section 8: Campaign Rules
- Section 9: Pandemic Clause

## **Article 8: Removal of Officers**

- Section 1: Probation
- Section 2: Impeachment
- Section 3: Executive Censure
- Section 4: Contesting Probation or Impeachment

## **Article 9: Student Clubs**

- Section 1: Requirements for Club Status
- Section 2: Disbandment
- Section 3: Discrimination
- Section 4: State Competitions

## **Article 10: Constitutional Amendment Procedure**

- Section 1: Amendment Process

## **Article 11: Student Complaints**

- Section 1: Filing a Complaint

## **Article 12: Administrative Relationship**

- Section 1: Advisors
- Section 2: Veto
- Section 3: Relationship Requirements

# Article 1: ASB as an Entity

## Section 1: Name

- The name of this organization is to be the “Associated Student Body of Pullman High School,” also known as the “ASB.”
- Officers elected to represent their respective class shall be called “ASB Class Officers,” and executive officers elected to represent the school as a whole shall be called “ASB Executive Officers.” Individuals in both groups may be referred to generally as “ASB Officers,” and collectively, all ASB Officers shall be known as the “ASB General Assembly.”

## Section 2: Purpose

The purpose of this organization shall be:

- To promote a representative student government.
- To promote school unity, equity, and spirit.
- To provide members with a yearlong activities program.
- To provide members with leadership opportunities.
- To help members create and maintain positive attitudes toward themselves, their school, and their community.

# Article 2: Meetings

## Section 1: Meeting Definition

Throughout this Constitution, terms used to describe aspects of meeting procedure will be used and are defined as follows:

- **Old Business** - Anything approved, disapproved, tabled, discussed, or debated in a prior meeting.
- **New Business** - Anything that is not Old Business.
- **Last Meeting’s Minutes** - A description and full account of the purchase orders, imprest checks, fundraiser requests, and fundraiser reconciliation forms approved or not approved by the ASB General Assembly, and of the New Business discussed at that meeting.
- **Motion to Approve** - An oral affirmation of a given matter or request by any ASB Officer.
- **Seconding** - An oral affirmation of a given motion to approve by any ASB Officer.
- **Simple Majority Approval** - There is at least one more ASB Officer who votes in favor of a given matter or request than those who vote against it.
- **Viva Voce** - A vote that is taken orally by the ASB General Assembly with all those in favor stating “ay” when prompted and all those opposed stating “nay” when prompted.
- **Filibuster** - A speech or argument held by an individual or club of more than five minutes where said party has refused to cede their time or table the discussion for a later date.

## Section 2: Meeting Structure

ASB General Assembly meetings shall be structured in the style of Parliamentary Procedure as follows:

1. The Executive President calls the meeting to order.
2. The Executive President goes over last meeting's business. An ASB Student Officer then must motion to approve last meeting's minutes, another ASB Officer must second that motion, and the ASB General Assembly must by vote to approve it by *viva voce* with at least a simple majority.
3. The Executive President reads off this week's purchase order requests, stating whom they are from, what they are purchasing, where they are purchasing it from, and how much it will cost. An ASB Officer then must motion to approve all purchase order requests, another ASB Officer must second that motion, and the ASB General Assembly must vote to approve them by *viva voce* with at least a simple majority.
4. Once all written requests or forms have been at least discussed, the ASB General Assembly may address New Business. Any ASB Officer can bring issues to the Council's attention for debate and the ASB Advisor, a club, or an individual student of Pullman High School may speak to the Council directly. Categories of New Business include, but are not limited to:
  - a. Upcoming school sponsored events.
  - b. Propositions for ASB sponsored events.
  - c. Constitutional amendments.
  - d. Rescheduling or canceling an upcoming meeting.
  - e. Approving a new club.
5. After all New Business has been thoroughly discussed, the Executive President asks the ASB General Assembly if there is any other New Business to discuss. If no one responds after pausing for a few seconds, the Executive President declares that all New Business has been discussed.
6. The Executive President motions to adjourn the meeting, another ASB Officer must second it, and the ASB General Assembly must vote to adjourn the meeting by *viva voce* by at least a simple majority.

## Section 3: Meeting Requirements and Scheduling

All ASB Meetings and ASB Officers are subject to the following requirements and regulations:

- The ASB Class Officers and Executive Council shall meet every Wednesday of the school year, excluding holidays and breaks, at a time alternating before school and in the evening, in a room or area supervised by the ASB Advisor.
- A simple majority vote by the ASB General Assembly can permanently change the meeting time and date for that election year to what they and the ASB Advisor deem is most convenient for all, but it will revert by the next election year.
- The ASB Advisor and a quorum of the ASB General Assembly must be present to hold an ASB General Assembly meeting.

## **Article 3: General Requirements for Office**

### **Section 1: Academics**

Throughout an ASB Officer's term of office, they must:

1. Maintain an unweighted GPA of 2.7 or higher at the end of each grading period.
2. Be enrolled in a minimum of five classes, three of which must be taken at Pullman High School.
  - a. A senior who is within two credits of graduating must still take a minimum of three classes at Pullman High School
3. Possess an ASB card for the current school year.
4. Be clear of all PHS fines at the end of each grading period.

### **Section 2: ASB Code of Conduct**

All Officers shall hold themselves to a standard of conduct fitting for ASB, realizing that they represent ASB, and their actions reflect upon ASB as a whole. Failure to adhere to this will result in a censure by the Executive Board.

A standard of conduct befitting an ASB officer can be defined as, but not limited to:

- Respecting the integrity of others
- Following Student Handbook
- Respecting teachers and staff

## **Article 4: Executive Counsel**

### **Section 1: Requirements for Office**

All ASB Executive Officers shall:

- Know, abide by, and enforce this Constitution, its amendments, and any by-laws.
- Partake in the planning of ASB activities with other ASB Officers, members of the student body, and the ASB Advisor.
- Attend all ASB sponsored events (e.g. Homecoming, Clash of the Combines, TOLO) unless they have a valid reason to be excused.
- Meet separately from the ASB General Assembly with one another every Tuesday morning in Executive Meetings, to discuss upcoming plans, projects, ideas, and to better lead and delegate tasks to the ASB General Assembly. Meeting time may be changed at the discretion of the ASB Advisor and ASB President in order to accommodate schedules.
- Perform additional duties as decided by the student body and/or the ASB Advisor based upon an officer's skills and position.

### **Section 2: Executive President**



In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive President shall:

- Serve as the chief spokesperson for the student body.
- Maintain the right to veto any purchase order approved, new club ratified, or decision made by the ASB General Assembly.
- Communicate with other schools and student bodies as necessity or the will of the General Assembly requires.
- Sign all ASB paperwork authorizing the use of ASB funds through the Fiscal Clerk in the absence of the Executive Treasurers.
- Attend any necessary administrative meetings and events.
- Run all ASB General Assembly meetings.
- Run all Executive Council meetings.
- Conduct student elections, and lead both Executive and Class elections.
- Maintain contact with the Superintendent of the Pullman School District.

### **Section 3: Executive Vice President**

In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive Vice President shall:

- Assume the responsibilities and duties of the Presidency in the absence of the President, and become Executive President if that office is vacated, for any reason.
- Lead the amendment process for this Constitution, updating and making any official amendments to this Constitution.
- Attend any necessary administrative meetings and events.
- Track and enforce attendance related sanctions, such as an Executive Board Censure.
- Work with the Class Vice Presidents to ensure all officers are adhering to the ASB Code of Conduct.

### **Section 4: Executive Secretary**

In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive Secretary shall:

- Record minutes at all ASB General Assembly meetings, and make a copy of the minutes available to any officer as requested in a timely manner.
- Distribute a copy of those minutes to all Class Advisors, Class officers, the Activity Liaison and place one in the permanent file.
- Provide a summary of each meeting's minutes to the Executive Press Secretary for publishing on social media.
- Work with the class Fiscal Secretaries to create a monthly calendar to be displayed in the Pullman High School Commons, detailing the events happening.

### **Section 5: Executive Treasurers**

In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive Treasurers shall:

- Keep a ledger account of all ASB finances in the general ASB account.
- Work with the Fiscal Clerk to prepare a report of all ASB finances and Pullman High

School club accounts and present this report to the ASB General Assembly as New Business for review.

- Sign all ASB purchase orders authorizing the use of all ASB funds through the Fiscal Clerk. This includes all class, club, and athletic team expenditures.
- Manage the selling of tickets for any student activity led by ASB.
- Manage the selling and distribution of student activity and I.D. cards.

## **Section 6: Executive Press Secretary**

In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive Press Secretary shall:

- Assume full responsibility of social media accounts for the ASB as a whole and assume full authority over the class social media accounts of ASB.
- Communicate with students who do not have social media accounts through advertisements at Pullman High School.
- Coordinate with Class Press Secretary Officers in social media campaigns to promote ASB and school sponsored events.
- Communicate both verbally and electronically the time, date, and location of meetings to ASB General Assembly.
- Approve all Class Officer Election campaign materials.
- Publish the summary of each weekly ASB General Assembly's meeting's minutes on social media for better student access.
- Advertise the results of Executive and Class elections on social media.

## **Section 7: Executive Activities Liaison**

In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive Activities Liaison shall:

- Ensure every club has a Class Advisor and a Committee Delegate announced for the following school year by the end of the current school year.
- Ensure that clubs are represented at Freshman Orientation.
- Create opportunities for ASB affiliated organizations to promote and grow their organization.
- With the help of class officers, provide updates to ASB regarding club growth and events (quarterly reports).
- Update and maintain the "club wall".
- Attends club meetings to allow for feedback from constituents.

## **Section 8: Executive Equity Officer**

In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive Equity Officer shall:

- Plan and lead weekly Equity Committee meetings that are open to all students.
- Advocate for the needs of all students, specifically acting as a voice for change that students wish to see.
- Provide a monthly student outreach event that engages all students.

- Ensure all barriers are addressed when planning events at the ASB General Assembly
  - i. e. Providing bus routes for students without transportation to ensure increased participation

## **Section 9: Executive Chief of Staff**

In addition to the general duties specified in **Article 4, Section 1**, the ASB Executive Chief of Staff shall:

- Handle their ASB class' events, specifically keeping track of calendars such as TimeTree, Marketing Calendar, Advisor meeting calendar etc .
- Coordinating with executive council as well as class officers to develop comprehensive meeting and workday agendas.
- Coordinate with ASB Advisor, Admin, and president regarding guest speakers.
- Communicate with constituents regarding meetings.
- Ensure ASB representatives are having monthly class meetings and making progress.
- Present at school board meetings.
- Provide monthly ASB team events.

# **Article 5: Class Officers**

## **Section 1: Requirements for Office**

All ASB Class Officers shall:

- Know, abide by, and enforce this Constitution, its amendments, and any by-laws.
- Partake in the planning of ASB activities with other ASB Officers, members of the student body, and the ASB Advisor.
- Attend all ASB sponsored events (e.g. Homecoming, Clash of the Combines, TOLO) unless they have a valid reason to be excused.
- Perform additional duties as decided by the student body and/or the ASB Advisor based upon an officer's skills and position.
- Bring any and all issues related to their respective class to the attention of the ASB General Assembly.
- Meet separately from the ASB General Assembly with one another at least twice a month in Class Officer Meetings, at a convenient date and time, to discuss upcoming plans, projects, ideas for their elected class.
- Each grade band of officers has additional responsibilities and expectations that are not limited to the requirements listed below, but are expected of them.
  - Senior Class Officers have responsibilities of graduation preparation, planning senior celebration events, and have the ongoing expectation of uniting class members post graduation.
  - Junior Class officers have the responsibilities of planning and cleaning up Prom.
  - Sophomore Class officers have the responsibility of planning the TOLO dance.
  - Freshman Class officers have the responsibility of planning a unique freshmen bonding experience– that allows the grade to begin working together. Freshmen

will also aid Sophomore class officers with the set up and clean up to TOLO.

## **Section 2: President**

In addition to the general duties specified in **Article 5, Section 1**, the Class President shall:

- Serve as the chief spokesperson of their class.
- Lead and plan monthly Class meetings.
- Plan, organize and run all Class Officer Meetings.
- Empower class officers and their constituents to get involved in school activities
- Senior class presidents will read the names of graduates at graduation.

## **Section 3: Vice President**

In addition to the general duties specified in **Article 5, Section 1**, the Class Vice President shall:

- Assume the responsibilities and duties of the Presidency in the absence of the President, and become Class President if that office is vacated, for any reason.
- Work with the Executive Vice President to ensure all class officers are adhering to the ASB Code of Conduct and the ASB Constitution.

## **Section 4: Fiscal Secretary**

In addition to the general duties specified in **Article 5, Section 1**, the Class Fiscal Secretary shall:

- Take minutes for each class officer meeting.
- Collaborate with Executive Secretary to design a calendar of events for each month
- Provide a summary of each class meeting's minutes to the Executive Press Secretary for publishing on social media and Google Classroom.
- Handle all the money generated by the Class.
- Coordinate with the Executive Treasurers on all Class sponsored projects and events which use the Class fund.
- Every month work with the Fiscal Clerk to prepare a report of the officer's respective Class fund and present this report to the ASB General Assembly as New Business for review.

## **Section 5: Press Secretary**

In addition to the general duties specified in **Article 5, Section 1**, the Class Press Secretary shall:

- Handle their respective class's social media accounts.
- Coordinate with the Executive Press Secretary in advertising ASB sponsored events.
- Create posts and promote a class ParentSquare and Google Classroom for communication– with help of the Advisor.

## **Section 6: Activities Liaison**

In addition to the general duties specified in **Article 5, Section 1**, the Class Activities Liaison shall:

- Attend and help lead all Club Senate meetings
- Communicate with clubs, ASB representatives, and Executive Activity Liaison.

- Work with the other Activities Liaisons to cover all club meetings, ensuring a representative is present.
  - The exact allocation of clubs to each Activities Liaison will be determined by the group as a whole and monitored by the Executive Activities Liaison.
- Work with spirit club, acting as a bridge between ASB and Spirit Club.

## **Section 7: Equity Officer**

In addition to the general duties specified in **Article 5, Section 1**, the Class Equity Officer shall:

- Attend and help lead all Equity Committee meetings.
- Represent grade level interests at Equity Committee meetings.
- Advocate for the needs of all students, specifically acting as a voice for change that students wish to see.
- Ensure all barriers are addressed when planning events at the ASB General Assembly
  - i. e. Providing bus routes for students without transportation to ensure increased participation

# **Article 6: Club Senate Committee**

## **Section 1: Purpose and Application**

- The Club Senate Committee was established for the purpose of promoting positive relationships between the ASB General Assembly and the Clubs of Pullman High School. With the facilitation of the Activities Liaisons, clubs will be able to voice their concerns and needs to ASB.
- The Club Senate Committee will meet four times throughout the school year, with the dates being selected by the Activities Liaisons.

## **Section 2: Meeting Structure**

The Club Senate Committee is intended to be a casual, sit down opportunity for clubs to connect with ASB. Given this, normal formal procedure is not required. The meeting will be structured as follows:

1. Executive Activities Liaison will call the meeting to order, having each club representative sign in to ensure attendance is accurate.
2. The Executive and Class Activities Liaisons will provide a summary of ASB business, highlighting the updates that have occurred since the last convention of the Senate.
3. Club representatives will be free to discuss their needs and business in an open discussion forum.

## **Section 3: Delegates**

All active clubs, as defined by **Article 9, Section 1**, are entitled to two representatives at the Club Senate Committee. There are no restrictions on the office the representatives have to hold,

they simply must be members of the club.

## **Article 7: Election Requirements and Regulations**

### **Section 1: Spring Elections**

- Spring elections shall be held in April for Executive positions and May for Class positions.
- Spring elections will be held to elect Officers for the following school year
  - Class Officer terms of the winning candidates will begin on the last day of the school year the election took place during.

### **Section 2: Midterm Choice Elections**

- Midterm choice elections shall be held at the start of Second Semester
- If an ASB Officer has chosen to vacate their position during their first semester term, a midterm choice election shall be held.
- If an ASB officer has not chosen to vacate their position during their first semester term, no election shall be held and their term will continue through the remainder of the school year.
- Election processes (i. e. interview) shall remain consistent with the Spring election cycle.

### **Section 3: Universal Election Requirements**

- Every Freshman, Sophomore, and Junior of Pullman High School has a right to vote in all Executive and Class Officer elections, and this right shall not be infringed.
- All election vote counts will be made publicly available upon demand
- Elected candidates will shadow at least two ASB General Assembly meetings by the end of the school year that they are elected.
- There shall be an automatic and immediate recount if the margin of difference between the winner and runner-up is 5 votes or less. If the margin of difference between the winner and runner-up is still 10 votes or less after a recount, then a tie vote is declared and a Runoff Election is held accordingly.
- Any candidate in an uncontested race shall be declared the winner.

### **Section 4: Executive Officer Elections**

In addition to the requirements and regulations defined in **Article 7, Section 3**, all Executive Officer Elections are subject to these additional requirements and regulations:

- To run for the Executive Secretary, and Executive Press Secretary positions and be placed on the ballot, an individual must:
  1. Have an unweighted term GPA of 3.0 or higher during the previous grading period as well as earn a minimum of an unweighted term GPA of 2.7 during the grading period of the election.

2. Possess an ASB card for the current year.
  3. Have no PHS fines at the time of the election and campaign.
  4. Complete the Candidacy Application Form for the respective position, found in the ASB Secretary's office.
- To run for the Executive President or Vice President position and be placed on the ballot, an individual must:
    1. Meet the requirements for the Executive Secretary and Executive Press Secretary positions.
    2. Have completed a minimum of 2 semesters at Pullman High School the semester he or she takes office.
  - The Executive Treasurers, Chief of Staff, and Equity Officer positions are not elected positions, but interviewed positions. To interview for these roles, an individual must:
    1. Meet the requirements for the Executive Secretary and Executive Press Secretary positions.
    2. Interview for the position. The Executive Board, ASB Advisor, and other stakeholders will privately ask each candidate a series of questions to select the best candidate for the position. Each interview can be conducted at a time and date determined by the interview committee, but cannot take place more than a week before or a week after the Executive Election day, and each interview shall last between ten and twenty minutes.
  - An individual running for an Executive Officer position may only campaign during Executive Officer Election Season and up to the day of a Runoff Election, if applicable.
  - Complete the extra requirements of the executive election packet.

## Section 5: Class Officer Elections

In addition to the requirements and regulations defined in **Article 7, Section 3**, all Class Officer Elections are subject to these additional requirements and regulations:

- All candidates must have an unweighted GPA of 2.7 or higher based on the previous grading period.
- The **Equity Officer** position is not an elected position, but an interviewed position. To interview for these roles, an individual must:
  1. Interview for the position. The Executive Board, ASB Advisor, and additional stakeholders will privately ask each candidate a series of questions to select the best candidate for the position. Each interview can be conducted at a time and date determined by the interview committee, but cannot take place more than a week before or a week after the Executive Election day, and each interview shall last between ten and twenty minutes.
- An individual running for a Class Officer position may only campaign during Class Officer Election Season and up to the day of a Runoff Election, if applicable.
- Only the members of the candidate's class may cast a ballot for that class' election (i.e. only current Juniors can vote for next year's Senior Class Officers).

## Section 6: Voting and Structure

- All Executive Officer and Class Officer elections shall be conducted under the direction of the ASB Executive Council and the ASB Advisor.
- All interviews for non-elected positions shall be conducted by the ASB Executive Council, the ASB Advisor and additional stakeholders. This committee shall choose one candidate for each position by means of deliberation amongst themselves after considering each candidate.
- Each candidate shall be listed on the ballot in alphabetical order under the position for which they are running.
- Each candidate will have an unchecked box next to his or her name for the electorate to write a check mark. If the box is checked, the voter is indicating that his or her vote is for that candidate.
- For each position, a voter may only check one candidate's box.
- If a position or multiple positions has more than one box checked, then the voter's ballot for that position has been invalidated and they forfeit their candidate vote on that position.

## Section 7: Tie Votes and Runoff Elections

- A tie vote refers to either an exact tie between two or more of the leading candidates, or a margin of victory of 5 votes or less for two or more of the leading candidates.
- If a tie occurs during the second revote, the winning candidate will be the person with the highest total number of votes from each reelection.
- A Runoff Election will be held as promptly as possible following Executive Officer or Class Officer Election Day.
- Candidates in a runoff election need only to win more votes than their competitors; there is no margin of victory as in a general election.
- Should a Runoff Election between two candidates result in an exact tie vote, meaning both candidates receive the exact same number of votes, the election shall be decided by the flip of a coin; heads goes to the candidate whose name comes first in alphabetical order, tails goes to the candidate whose name comes last.

## Section 8: Campaign Rules

- Campaigns may only begin once students turn in their application to ASB Office or to ASB advisor
- **No negative campaigning**
  - No disparaging other candidates
  - No telling students not to vote for other candidates
  - No negativity toward PHS or ASB
- **Running "together"**
  - All candidates shall run for election as a single candidate, not as part of a ticket or slate. However, they may campaign with another candidate.
  - This may mean that a Vice President or a President might not be the pair the campaign hoped for.
- **In-Person Campaigns**



- Posters are welcome after being checked off by the office and must be posted in specified poster areas.
- Campaigns cannot disrupt class time and will not be an excuse to miss class.
- **Social Media**
  - You may advertise on social media, but only focused positively on the candidate or on the election itself
  - This also includes private social media posts.
  - As we realize campaigning virtually is strange here are some other guidelines:
    - Other students may share your post to positively endorse you.
    - Please focus on voting--- make sure you include when and where students can vote.
    - All candidates can share a photo to have shared as a spotlight on the ASB Instagram page.

## **Section 9: Pandemic Clause**

- If the school cannot run ASB elections in person due to unprecedented events, students will have the opportunity to campaign and vote virtually through Google Forms.
- All students interested in running for office must send a 1-3 minute campaign video that follows school codes and guidelines
- Virtual campaigning can begin when electronic interest forms are submitted to the ASB Advisor.

# **Article 8: Removal of Officers**

## **Section 1: Probation**

The following cases will result in the probation of Executive and Class Officers:

- Failure to maintain a GPA of 2.7 or higher
- Failure to adhere to the ASB Code of Conduct

In order to determine the circumstances of probation, an Executive Board Censure will be enacted.

## **Section 2: Impeachment**

Impeachment will only be considered after an Executive Board Censure. Impeachment will be considered if the officer in question:

- Breaks the ASB Code of Conduct
- Is not fulfilling the duties of office for which he or she was elected. This is defined as:
  - Two consecutive and distinct lapses in duty or judgment in office, shown beyond a shadow of a doubt by the ASB General Assembly.
  - Has missed 3 or more ASB General Assembly Meetings in a row without excuse.
- In the case of missing 3 or more ASB General Assembly Meetings, a written warning shall be given to the Officer prior to being removed from office.
  - The warning shall come from the ASB Advisor, Executive President, or Executive Vice President and include the offenses and what is required to prevent the

- Officer's removal from office, along with a timeline for correction.
- o If those terms are not met, the probation will be imposed.

### **Section 3: Executive Board Censure**

- Failure to adhere to the ASB code of conduct or the ASB Constitution will result in a censure by the Executive Board. The individual in question will be brought before the Executive Board and have the opportunity to defend their actions. After the individual makes their appeal to the Board, the Executive officers will discuss and work with the Advisor to resolve the issue.

### **Section 4: Contesting Probation or Impeachment**

- If, for any reason, the Officer is removed on any grounds he or she finds unjust, the Officer may file a complaint to the ASB Executive Council.
- During the next following ASB General Assembly meeting, a hearing on the Officer in question will be held and the Officer will be provided an opportunity to speak to the ASB General Assembly to list his or her grievances.
- After the Officer in question has left the main chamber, a vote by *viva voce* will be held by the ASB General Assembly to determine validity of his or her complaint, and a simple majority is required to restore the Officer's position in the ASB General Assembly.

## **Article 9: Student Clubs**

### **Section 1: Requirements for Club Status**

All official student clubs within the school must be chartered through the ASB General Assembly. All chartered clubs are entitled to two representatives at the Club Senate Committee, as defined in **Article 6**. To be granted a charter, a group must:

- Demonstrate student interest in forming such a club by providing signatures of a minimum of 10 students who will participate in the club.
- State its purpose and goals at the time of application.
- Secure a staff member as Advisor to the club, as shown by their signature on the application.

If an applicant group has its club charter denied by the ASB General Assembly, the applicant has the right to argue their case to the ASB General Assembly, after which the ASB General Assembly can reverse or maintain their decision.

### **Section 2: Disbandment**

- Any chartered club may choose to dissolve itself at any time, as long as there are no outstanding ASB debts and the club notifies the ASB General Assembly in writing. If there are outstanding debts to the ASB when the club chooses to dissolve, the ASB Advisor and Executive Council shall have full authority over all club accounts and funds and use their best discretion to settle these debts, and the club shall not be dissolved until

the debts are settled.

In addition, the following remain in place to ensure club participation:

- The ASB has the right to deny any Purchase Order or Fundraiser requests of any club in which membership drops below 5 students.
- Any club which has violated either the school code of conduct or this ASB Constitution will have its charter automatically revoked, and its club accounts and funds frozen.

### **Section 3: Discrimination**

Membership to any chartered student club may not be denied on discriminatory grounds.

### **Section 4: State Competitions**

If activities leave before 7:00 am and return after 9:00 am, students shall be given money for breakfast.

If activities leave before 11:00 am and return after 1:00 pm, students shall be given money for lunch.

If activities leave before 4:00 pm and return after 6:00 pm, students shall be given money for dinner.

## **Article 10: Constitutional Amendments**

### **Section 1: Amendment Process**

Any proposed amendment or change to this Constitution must:

1. Be presented to the ASB General Assembly with the change clearly marked on the current Constitution. (The only exceptions are amendments and/or other modifications required by changes in School and District policies or operations, i.e. credits, etc. In these cases, the required changes will be made by the ASB Officer in power at the time and approved by the Executive Council.)
2. Not be in conflict with Building, District and/or State policies.
3. Then be put on the agenda for an ASB General Assembly meeting by the Executive President once validated, where the amendment/change is read, explained, and discussed by the ASB.
4. Be voted upon by the ASB General Assembly to approve, amend or decline the amendment.
5. The Executive Vice President is charged with updating this document. All previous versions of the Constitution are invalidated by this change.
6. It will be then sent to administration to review. If administration approves, it will be sent to the Pullman School Board.
7. The amendment will go into effect immediately after the approval of the school board.

## **Article 11: Student Complaints**

### **Section 1: Filing a Complaint**

- Any ASB sanctioned organization or its members has the right to file a complaint if they believe that a District employee is acting in a manner that violates the ASB General Assembly's ability to rightfully govern and/or interfere with a student representative carrying out their job.
- The complaint must be made in writing to the Executive President and will initiate an investigation. The only exception will be in any case where the complaint is being lodged against the Executive President. In that case, the complaint shall be made to the Executive Vice President.
- The Executive President or Executive Vice President shall determine if the complaint(s) is/are warranted within 15 school days of receipt of the complaint. The investigator shall compile a full written report of the results of the investigation for the Pullman High School Principal. From there, the investigation will be in the hands of the Principal.

## **Article 12: Administrative Relationship**

### **Section 1: Advisors**

- The ASB Advisor shall be the advisor to the ASB Class Officers and the Executive Council.
- The Class Advisors shall aid their respective classes in their projects and activities.

### **Section 2: Veto**

- All actions of all branches of the ASB student government are subject to review, change, and possible veto by the ASB Adviser, Executive President, and/or school Administration. In the case of a veto from the Executive President, the ASB will have the right to appeal through  $\frac{2}{3}$  majority vote of the ASB.

### **Section 3: Relationship Requirements**

- The ASB shall uphold a positive supportive and professional relationship with the administration.

# Coversheet

## 2025-2026 Lincoln Middle School & Pullman High School Fee Schedules

**Section:** V. Action Items  
**Item:** A. 2025-2026 Lincoln Middle School & Pullman High School Fee Schedules  
**Purpose:**  
**Submitted by:**  
**Related Material:** ES 2025-26 LMS-PHS Fee Schedule 3.12.25.pdf



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**2025-2026 Lincoln Middle School & Pullman High School Fee Schedules**

**Executive Summary**

**March 12, 2025**

**By: Cameron Grow & Debbie Crabtree**

*LMS Principal & PHS Principal*

**Background:**

The 2025-2026 Lincoln Middle School and Pullman High School Fee Schedules are being presented to the board for approval.

There are NO changes to the 2025-26 LMS Fee Schedule.

Changes to the 2025-26 PHS Fee Schedule include (please see attached).

**Recommended Board Action:**

Approval of the 2025-2026 LMS and PHS Fee Schedules.

**Motion to Approve**

I move that we approve the 2025-2026 LMS and PHS Fee Schedules.

Approved

Not Approved

**Date:** \_\_\_\_\_

**Board Secretary Signature:** \_\_\_\_\_

## 2025-2026 PHS Fee Changes

- Senior Lifetime Fitness - increase from \$40 to \$50
  - Due to increased cost of trip/fees for course activities
  
- ASB Cards – Fee Structure Change
  - Last year \$50
  - Split into two options for 2025-2026
  - ASB Activities Card (not participating in sports only clubs or activities) - \$30
  - ASB Athletic Card (participating in athletics) - \$70
  
- Clubs:
  - Science Olympiad – increase from \$10 to \$15
  - Skills Computer Science – add fee of \$20
  - Skills Construction & Welding – add fee of \$20
  - Skills Communication – add fee of \$15

## Lincoln Middle School Fee List

ASB Card - \$30.00 (same as 2024-2025 school year)

## Pullman High School Fee List

### Appendix A - 2026 Fee List

<b>Classes</b>	
Metal Shop / Wood Shop / Computer Drafting	\$20.00
Fashion Design	\$15.00
Art ( per class per semester)	\$20.00
Foods & Nutrition / Culinary Arts	\$15.00
Senior Lifetime Fitness	\$50.00

<b>Consumables</b>	
ASB Activities Card	\$30.00
ASB Athletics Card	\$70.00
Yearbook	\$65.00

<b>Clubs</b>	
FFA	\$25.00
JSA	\$20.00
Weights (Winter / Summer)	\$50.00ea
Key Club	\$16.00
FCCLA	\$40.00
DECA	\$40.00
Art Club	\$20.00
Science Olympiad	\$15.00
Skills Computer Science	\$20.00
Skills Construction & Welding	\$20.00
Skills Communication	\$15.00



# Coversheet

## 2025-2026 Lincoln Middle School & Pullman High School Course Approvals

**Section:** V. Action Items  
**Item:** B. 2025-2026 Lincoln Middle School & Pullman High School Course Approvals  
**Purpose:**  
**Submitted by:**  
**Related Material:** ES 2025-20256 LMS and PHS Course Guide Approval 3.12.25.pdf  
LMS Course Guide 2025-2026.pdf  
PHS Course Guide 2025-2026.pdf



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**2025-2026 LMS & PHS Course Offerings Approval**

**Executive Summary**

**March 12, 2025**

**By: Cameron Grow & Debbie Crabtree**

*LMS Principal | PHS Principal*

**Background:**

Annually course offerings require action by the Board of Directors. The Lincoln Middle School and Pullman High School course catalogs are attached.

There have been no changes to the LMS Course Guide for the 2025-2026 school year. Please see attached major revisions to the Pullman High School Course offerings.

**Recommended Board Action:**

Approval of 2025-2026 Lincoln Middle School & Pullman High School Course Offerings.

**Motion to Approve**

I move that the board approve the 2025-2026 Lincoln Middle School & Pullman High School Course Offerings.

Approved

Not Approved

**Date:** \_\_\_\_\_

**Board Secretary Signature:** \_\_\_\_\_

### Coursebook 2025-2026 corrections/updates

Page 5-6 Dates changed

Pages 22-23: yearly updates

Page 25: AG 37 College Credit may be available To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.

Page 25: TI 16 3D Modeling 2025-2026

Page 26: TI 30 Digital Photography college credit may be available. To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment

Page 26: TI 37 removed “new Media” replaced with Hound Central

Page 26: TI 17 college credit may be available. To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment

Page 27: TI 18 college credit may be available. To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment

Page 27: BU 26 college credit may be available. To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment

Page 30: BU 50 college credit may be available. To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment

Page 30: FC 12 college credit may be available. To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment

Page 31: FC 26 college credit may be available. To receive college credit, students must earn a A or B in this course. The instructor will provide registration information for college enrollment.

Page 32: TE 24 Must have passed Metal Shop with a C or better and to receive college credit, students must earn and A or B in this course.

Page 33: TE 26 Must have passed into to construction with a C or better.

Page 33: TE36 This course continues the application of knowledge learned in Construction II. Through independent work, students will focus on advancing their construction techniques. In addition, we will explore different types of woods and specialty woodworking. The goal of this course is to help students gain a greater independence in the context of safety and project wrap up.

Page 33: TE 36 Name change to Construction III from construction related woodshop III

Page 33: EN 48 WORLD LITERATURE AND COMPOSITION \*\*addition is the underlined part  
Offered: Full Year The senior-level English course provides further experience in discussing literature while focusing on both fiction and nonfiction texts from around the world. Students engage in increasingly complex writing activities which call for a mature development of ideas. The curriculum is rigorous yet attainable for all students moving on to college or the work world. The course focuses on the skills needed to further one's ability to understand and communicate complex ideas.

Page 34: EN39 AP Lit and comp offered 2025-26

Page 36-37: ASB Cards- Band, Jazz Band, Orchestras removed

Page 38: MU 13 Guitar full year

Page 38:MU 14 Remove "such as sautille" and add "as well as theory" for Grey Orchestra.

Page 38: FA 30Drama for 2025-2026

Page 48-49: CIHC Civics and AP History

Pages 55-61: yearly updates

Page 60: added Dual Credit CTE options to this page

## GRADE 6 COURSE DESCRIPTIONS

2025-2026

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

### **MATHEMATICS COURSES:**

- **MATH 6:** This class is offered to qualifying 6th grade students using assessment data collected in 5th grade along with teacher input. This course teaches all 6th grade and some 7th grade math standards that are aligned with the Common Core Standards. The instructional time for this class will focus on the four critical areas described for Math 6 (above) and the following from Math 7: (1) analyzing and representing proportional relationships and (2) performing rational number arithmetic (3) Solving multi-step equations and (4) working with Data Distributions. Probability will also be introduced in this class.
- **MATH 6/7:** This class is offered to qualifying 6th grade students using assessment data collected in 5th grade along with teacher input. This course teaches all 6th grade and some 7th grade math standards that are aligned with the Common Core Standards. The instructional time for this class will focus on the four critical areas described for Math 6 (above) and the following from Math 7: (1) analyzing and representing proportional relationships and (2) performing rational number arithmetic. Solving multi-step equations and working with probability will also be introduced in this class.

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

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

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

**GRADE 6 BEGINNING BAND** Beginning band is open to all sixth-grade students and is designed for students who want to learn how to play an instrument that is a part of the modern wind band ensemble (see list below). The majority of the time spent in the sixth-grade band is dedicated to learning how to play a musical instrument with an emphasis on technique, music theory, and music history. This ensemble will perform at least two concerts throughout the school year. Previous knowledge of music is not required. Band instruments from which to choose: Flute, Oboe, Bassoon, Clarinet, Bass Clarinet, Alto Saxophone, Tenor Saxophone, Baritone Saxophone, Trumpet (or Cornet), French Horn, Trombone,

Baritone (or Euphonium), Tuba, Bells, (bell kit required) (limit 8). Priority for school instruments will be given to those who otherwise could not afford to rent an instrument through music stores. School rentals are offered on a first-come-first-served basis for \$75 per semester.

**ORCHESTRA** Sixth-grade orchestra builds on the skills learned in elementary school. More advanced music skills are introduced. This class is not designed for beginning strings students but for the 2025-2026 school year, students who participated in Orchestra in 4th grade and/or those who have not yet participated in Orchestra may join due to the lack of elementary Orchestra classes in the 2024-2025 school year. Home practice will be required as a portion of their grade. Students who are currently enrolled in the elementary strings program are encouraged to continue in the orchestra. A limited number of instruments are available through the school. School rental fees per semester are \$50 for violins, violas, and cellos. Music stores also have rentals for a slightly higher rate.

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

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

**GRADE 7 REQUIRED COURSE DESCRIPTIONS**

2025-2026

**MATH COURSES:**

**MATH 7:** This course is aligned to the 7<sup>th</sup> grade Common Core State Standards for math with an emphasis on the following: (1) analyzing and representing proportional relationships, (2) performing rational number arithmetic, and (3) solving two-step equations and inequalities.

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

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

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

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

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

## GRADE 7 ELECTIVE COURSE DESCRIPTIONS 2025-2026

### SEMESTER-LONG COURSES

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

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

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

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

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

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

**MEDICAL DETECTIVES:** (2<sup>nd</sup> semester only) Students will play the role of real-life medical detectives as they collect and analyze medical data to diagnose disease. They solve medical mysteries through hands-on projects and labs, measure and interpret vital signs, dissect sheep brains, investigate disease outbreaks, and explore how a breakdown within the human body can lead to dysfunction. Students will also explore a unit on forensic science performing hands-on analysis, utilizing field-based tools to solve a simulated mystery case.



*\*Pathway to Biology, Veterinary Science, Health Sciences*

**DIGITAL DESIGN:** (2<sup>nd</sup> semester only) This Course will integrate Art, Computer Science, and Technology Skills. Students will learn the 8 elements of design, 12 principles of design, basics of industrial and graphic design, and fashion art. Students will use software including Adobe Express, Pixlr, and Canva to create business logos, fashions design, and presentation boards. *\*Pathway to Fashion and Digital design, Digital Media, Art.*

## YEAR-LONG COURSES

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

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

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

**GRADE 8 COURSE DESCRIPTIONS**

2025-2026

**MATH COURSES:**

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

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

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

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

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

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

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

## GRADE 8 ELECTIVE COURSE DESCRIPTIONS

2025-2026

### SEMESTER-LONG COURSES

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

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

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

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

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

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**MEDICAL DETECTIVES:** (2<sup>nd</sup> semester only) Students will play the role of real-life medical detectives as they collect and analyze medical data to diagnose disease. They solve medical mysteries through hands-on projects and labs, measure and interpret vital signs, dissect sheep brains, investigate disease outbreaks, and explore how a breakdown within the human body can lead to dysfunction. Students will also explore a unit on forensic science performing hands-on analysis, utilizing field-based tools to solve a simulated mystery case.

*\*Pathway to Biology, Veterinary Science, Health Sciences*

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

## YEAR-LONG COURSES

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

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

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

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

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

# PULLMAN HIGH SCHOOL



**2025-26**

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## COURSE GUIDE

## Table of Contents

<b>COURSE SELECTION AND SCHEDULING .....</b>	<b>5</b>
<b>General Information .....</b>	<b>5</b>
<b>Full Schedule Requirement.....</b>	<b>5</b>
<b>Schedule Changes .....</b>	<b>5</b>
<b>Approval or Denial for Schedule Changes .....</b>	<b>5</b>
<b>Deadlines for Schedule Changes .....</b>	<b>5</b>
<b>Grading for Schedule Changes .....</b>	<b>6</b>
<b>Grade Level Placement.....</b>	<b>6</b>
<b>Course Placement.....</b>	<b>6</b>
<b>GRADUATION REQUIREMENTS .....</b>	<b>7</b>
<b>Washington State Graduation Credit Requirements .....</b>	<b>7</b>
<b>Washington State Non-Credit Graduation Requirements.....</b>	<b>8</b>
<b>OTHER PHS GRADUATION INFORMATION .....</b>	<b>9</b>
<b>Class Rank.....</b>	<b>9</b>
<b>Grade Point Average.....</b>	<b>9</b>
<b>Graduating with Honors .....</b>	<b>9</b>
<b>Valedictorian and Salutatorian .....</b>	<b>9</b>
<b>The Seal of Biliteracy.....</b>	<b>9</b>
<b>FEE WAIVERS .....</b>	<b>10</b>
<b>CREDIT INFORMATION .....</b>	<b>10</b>
<b>High School Credit from Middle School .....</b>	<b>10</b>
<b>Career and Technical Education (CTE) Dual Credit .....</b>	<b>10</b>
<b>Career and Technical Education (CTE) 2 for 1 Credit .....</b>	<b>10</b>
<b>College in High School Program .....</b>	<b>11</b>
<b>Advanced Placement Courses and Exams .....</b>	<b>11</b>
<b>Credit Recovery.....</b>	<b>11</b>
<b>Credit for Competency/Proficiency.....</b>	<b>11</b>
<b>Summer School.....</b>	<b>11</b>
<b>Flexible Education .....</b>	<b>12</b>
<b>Running Start Programs.....</b>	<b>12</b>
<b>Off Campus Learning Credit .....</b>	<b>13</b>
<b>Waiver of High School Requirements .....</b>	<b>13</b>
<b>NON-PHS HIGH SCHOOL COMPLETION OPTIONS.....</b>	<b>14</b>

High School + Program .....	14
Open Doors Youth Reengagement Program.....	14
General Education Diploma .....	14
NCAA Initial Eligibility .....	15
NAIA- Initial Eligibility.....	15
GRADING REGULATIONS.....	17
NON-PULLMAN HIGH SCHOOL STUDENTS .....	19
ASB Only Participants .....	19
Running Start Participants.....	19
Taking Courses at Pullman High School.....	19
Grade Level Placement.....	19
Course Placement.....	20
Earning a Washington State High School Diploma .....	20
Earning a Pullman High School Diploma.....	20
CAREER & TECHNICAL EDUCATION PATHWAYS .....	21
CAREER AND TECHNICAL EDUCATION COURSES.....	23
AGRISCIENCE .....	23
MEDIA PRODUCTION/BROADCASTING .....	25
TECHNOLOGY/STEM.....	26
BUSINESS EDUCATION .....	27
WORK-BASED LEARNING .....	29
FAMILY AND CONSUMER STUDIES .....	29
DRAFTING TECHNOLOGY .....	30
MANUFACTURING WELDING .....	31
WOODSHOP & CONSTRUCTION.....	31
ENGLISH .....	32
ENGLISH LANGUAGE DEVELOPMENT - ELD .....	34
FINE, VISUAL AND PERFORMING ARTS .....	35
VISUAL ART COURSES.....	35
VOCAL ARTS .....	35
INSTRUMENTAL MUSIC ARTS .....	36
PERFORMING ARTS .....	37
HEALTH AND FITNESS .....	37
SPECIAL SERVICES .....	39
MATHEMATICS .....	40

**LABORATORY SCIENCES ..... 43**  
**SOCIAL STUDIES ..... 46**  
**WORLD LANGUAGES ..... 49**  
    **FRENCH ..... 49**  
    **SPANISH ..... 50**  
**PULLMAN SCHOOL DISTRICT MISSION STATEMENT ..... 51**  
**Appendix A - 2026 Fee List ..... 52**  
**Appendix B – Spring Course Requests ..... 53**  
**Appendix C – College in the High School and CTE Dual Credit ..... 60**

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# COURSE SELECTION AND SCHEDULING

## General Information

This course guide provides information on all courses offered by Pullman High School for the 2024-25 school year. We hope this guide will help answer your questions as you decide which high school courses to request for next year.

Courses in this guide will only be scheduled if there are enough student requests to fill a class. If a class is pulled from the schedule due to lack of requests, students will be assigned an alternate course by the guidance counselor. Students are required to select alternate course choices for each elective. If you do not choose an alternate and cannot get into your first-choice class, your guidance counselor will choose courses for you based on graduation requirements and your High School and Beyond Plan.

It is very important that you think carefully about your course requests. Reviewing your graduation requirements and your educational or career goals after high school should prioritize your course requests. Additionally, we hire teachers and staff based on student course requests and we are bound to that commitment. Once course schedules are established and the master schedule is created, students may not change or drop a class without the approval of a guidance counselor and it may also require the approval of the principal.

Course requests are submitted every spring. *See Appendix C for more information.*

## Full Schedule Requirement

All PHS students must be scheduled into a minimum of six credit-producing classes per semester. Running Start students or students with extenuating circumstances may be granted an exception to this policy by the principal when it is determined that an exception is in the student's best interests.

## Schedule Changes

Students are expected to request classes that fit their High School and Beyond Plan/meets graduation requirements. If a change becomes necessary, **students must email a request to their guidance counselor** which includes the reasons for the requested schedule change. Schedule changes will be considered only under exceptional circumstances. If a scheduling mistake was made by school personnel, appropriate corrections will be made.

## Approval or Denial for Schedule Changes

Schedule changes may only be made during the add/drop period for each semester. The request cannot be based on personal preference (want a different teacher, want a different lunch, want to switch to be with friends, etc.) If the request does not fit the following criteria a schedule change will not be granted.

- Space availability in class requested.
- Compatibility with graduation requirements and the student's High School and Beyond Plan.
- The student has not met the prerequisites of a currently scheduled course.
- Technical errors in the student's schedule, such as, placed in a course that was not requested.

## Deadlines for Schedule Changes

Changes to scheduled classes may be requested during the first seven school days of each semester. Deadlines for schedule change requests for the 2025-26 school year:

**Semester 1** - Thursday, September 4, 2025

**Semester 2** - Tuesday, February 3, 2026

## **Grading for Schedule Changes**

Students are expected to complete all missed assignments for classes they join late. Classes dropped before the end of the fourth week of each semester will be graded out with a W. Classes dropped after the fourth week of each semester will be graded out with an F.

## **Grade Level Placement**

Students will be placed at grade level according to confirmed age. Students may be placed above or below age established grade level if official school records from an accredited organization substantiates that request.

## **Course Placement**

Students will be placed in courses based on grade level or course progression established by accredited school records.

Students requesting a course that is above their grade level or current content sequence must present documentation of meeting pre-requisites for the requested course. Official grade reports from accredited educational organizations that demonstrate mastery and/or readiness will satisfy the pre-requisite requirements for courses that are eligible to lower classmen.

Some courses are not available to lower grade level students even if pre-requisites are met.

Pullman High School students who complete accredited coursework outside of their scheduled school day with the intention of meeting pre-requisites must have those courses approved before starting the course. Pre-requisite courses must be completed by the 3<sup>rd</sup> Friday in August to accommodate scheduling changes for fall semester and updating the student records.

Students without accredited documentation may request to take a course mastery test with the PHS department they are requesting to join for advanced coursework. This test must be requested by the student and taken prior to June 1 for placement in the fall semester. The exam must be proctored by the teacher at school. The teacher will provide tools required for the test (such as calculators) and pertinent resources or instructions (such as no phones). Teachers will also communicate prior to the exam what level of mastery must be demonstrated to be eligible for placement in the next sequential course being requested.

Teachers will notify the student and guidance counselor of the results of the test prior to the end of the school year so proper course placement for the fall can be established.

Passing a mastery test does not guarantee credit for the course, or that it will be transcribed to the student's transcript or that it will be calculated into GPA.

## GRADUATION REQUIREMENTS

Each student enters the high school experience with a unique set of needs, interests, skills and abilities. These differences mean graduation from Pullman High School will not represent exactly the same thing for every student. The Pullman School District takes seriously the responsibility to assure a degree of consistency with respect to the learning represented by a high school diploma. This responsibility leads the Board of Directors of the Pullman School District to establish standards for high school graduation, which represent reasonable expectations for all to whom they are applied. The high school graduation requirements established by the Pullman School District are consistent with the view that high school graduation represents the natural culmination of a K-12 learning experience for the individual student. The graduation requirements in effect when a student first enrolls in high school will remain in effect until that student graduates. The course guides for all current classes are posted on the Pullman High School website for reference to guide families regarding high school graduation. The high school principal is responsible for evaluating the educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.

### Washington State Graduation Credit Requirements

Courses and Credits		Additional Information
English	4.0	
Mathematics	3.0	Algebra I, Geometry 3 <sup>rd</sup> math credit*
Science	3.0	At least two lab sciences 3 <sup>rd</sup> credit of science*
Social Studies	3.0	1.0 US History .5 Civics
Physical Education	1.5	
Health/Wellness	0.5	
Career & Technical Ed (CTE)	1.0	In addition to the required Career Choices Course
Career Choices	0.5	In addition to 1.0 CTE credit
Fine Arts <b>OR</b> PPR	2.0	Visual or Performing Arts 1.0 may be a Personalized Pathway**
World Language <b>OR</b> PPR	2.0	2 years- World Language (same language) Both credits may be a Personalized Pathway**
Electives	3.5	
<b>Total Credits</b>	<b>24.0</b>	

\*The 3<sup>rd</sup> credit of science and the 3<sup>rd</sup> credit of math are chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the guidance counselor or principal may choose these credits. ([WAC 180-51-068](#)).

\*\*Personalized Pathway Requirement (PPR) are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education and are intended to provide a focus for the student's learning.

## Washington State Non-Credit Graduation Requirements

1. Complete an approved **Washington State History** curriculum (usually in middle school).
2. Develop a **High School and Beyond Plan**. (can be accessed through Family or Student Access)  
 A student’s plan starts in middle school and is revised while moving through high school. It is a tool that supports students in exploring their interests, planning high school coursework that is aligned to those interests, keeping track of major assessment scores, logging work, school activities, community service and other relevant experience. The Plan is designed to be flexible as students’ goals and interests change over time, as well as enable students to successfully pursue education or training after they graduate high school. *See Appendix B for more information.*
3. Complete a **Graduation Pathway**  
 This is not the same as the Personalized Pathway Requirement (PPR) previously listed in the credit requirement section.

<b>GRADUATION PATHWAY OPTIONS</b>		
Must meet <b>ONE</b> option below in English <b>AND</b> Math 1-4 Options 5-6 meet both English and Math		
	<b>ENGLISH</b>	<b>MATH</b>
<b>1</b>	<b>ELA SBA Score (2548)</b>	<b>Math SBA Score (2595)</b>
<b>2</b>	<b>College Admission Exam</b> ELA SAT (410) / ACT (14)	<b>College Admission Exam</b> Math SAT (430) / ACT (16)
<b>3</b>	<b>Advanced Placement Course Or Exam</b> (C+ or higher <i>or</i> 3 or higher on test)	<b>Advanced Placement Course Or Exam</b> (C+ or higher <i>or</i> 3 or higher on test)
<b>4</b>	<b>Dual Credit—Running Start Class</b> (earn college credit in English 100 level or higher)	<b>Dual Credit—Running Start Class</b> (earn college credit in Math 100 level or higher)
<b>5</b>	<b>Armed Services Vocational Aptitude Battery Test (ASVAB)</b> (exam meets English and Math)  ASVAB (AFQT) score of 31	
<b>6</b>	<b>Career &amp; Technical Education (CTE) Course Sequence</b> Earn 2.0 credits in the same CTE Program Area <i>See your guidance counselor for which classes qualify</i>	

## OTHER PHS GRADUATION INFORMATION

### Class Rank

A numerical rank in class will be determined by using the grade point average of each student using the standard grading system listed below. PHS recognizes the plus and minus system, however there are no A+ or D- in the grading system.

A	4.0	B+	3.3	B-	2.7	C	2.0	D+	1.3	F	0.0
A-	3.7	B	3.0	C+	2.3	C-	1.7	D	1.0		

Some students will be excluded from being ranked. Unranked students will not be eligible for honors designations, academic awards or scholarships *that use ranking as a criterion*. Students who are not included in the rank are as follows:

- Exchange students will not be ranked.
- Students with unaccredited coursework will not be ranked. Unaccredited coursework may be determined eligible to meet graduation requirements. Eligible unaccredited coursework will receive a P on the PHS transcript.
- Students with six or more P's on their transcript will not be ranked. This applies to all students.

### Grade Point Average

A grade point average (GPA) will be computed for each student who completes any course taken for letter grades. Each course is based on a four-point scale. The thousandths place decimal is used for these computations. Pullman High School uses an unweighted GPA. The GPA will not be rounded. Detailed grading information can be found under Grading Regulations in this document.

### Graduating with Honors

Students who have met the following criteria will be considered honors graduates from Pullman High School. These students will receive an honor cord to wear at the graduation ceremony:

- A student must be included in the class rank and
- Have a cumulative GPA of 3.500 or higher at the end of seventh semester and
- No more than two (2) credits of Pass/Fail courses during their last two years and
- A student must be enrolled in a least six (6) graded classes per semester for high school credit.

### Valedictorian and Salutatorian

Ranked Seniors who attain a cumulative 4.000 GPA at the end of their seventh semester of high school will be considered a Pullman High School Valedictorian. Pullman High School will honor as many students with this status as have met the requirement. The next ranked GPA will be recognized as Salutatorian and may also be shared by multiple students if they have a matching GPA to the thousandths decimal place.

### The Seal of Biliteracy

The Washington State Seal of Biliteracy recognizes public high school graduates who have attained a high level of proficiency in speaking, reading and writing in one or more world languages in addition to English. Graduating students can earn this distinction by meeting all English Language Arts graduation requirements and earn the equivalent of 4 years of high school level credit in a second World Language. This can be done by earning four credits in a world language; demonstrating mastery through proficiency testing; or earning a score of three or higher on an AP World Language exam. The Seal of Biliteracy is acknowledged on the student's final transcript.

## **FEE WAIVERS**

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

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

## **CREDIT INFORMATION**

### **High School Credit from Middle School**

Students have the opportunity to take high school courses in 7th or 8th grade to receive high school credit. Students who earn high school credit (pass the course) before attending high school will have that credit automatically transcribed onto their high school transcript. If students fail high school courses before attending high school the grade will not be included on their high school transcript.

Students and their parent/guardian may also request that the credit earned before high school be transcribed with a nonnumeric grade of "pass". Nonnumeric grades are not included in the student's high school grade point average, but the course still applies to fulfilling high school graduation requirements. Students and their family have until the end of the 11th grade to request a nonnumeric grade for credit earned before attending high school.

Students and their parent/guardian can request this change in writing through their guidance counselor.

### **Career and Technical Education (CTE) Dual Credit**

Some CTE courses may be available for students to earn both high school and college credits. These options are noted in the specific course descriptions. The requirements for earning dual credit will be provided in writing by the instructor at the beginning of the course. Students must meet all requirements to obtain dual credit. An example of some requirements would be registering with the sponsoring institution, student tuition, fees and/or grade requirements. It is also important to know that dual-credit courses may be limited when transferring outside of Washington state. Please check with your intended college or university before you plan on these credits being included as part of your college transcript or degree.

### **Career and Technical Education (CTE) 2 for 1 Credit**

Some CTE courses may qualify to meet other graduation requirements if the district or state has approved equivalencies in non-CTE coursework. Additional graduation requirements may be met by completing these courses but will not count for credit in more than one subject area. The student earns one credit while meeting two graduation requirements. The total number of credits required for graduation remains unchanged. The student will need to earn an additional elective credit.

## College in High School Program

In addition to the CTE dual credit or 2 for 1 option some non-CTE courses are available for dual credit through the College in the High School program. These options are noted in the specific course descriptions. The requirements for earning both high school and college credit will be provided in writing by the instructor at the beginning of the course. Students must meet all requirements to obtain dual credit. An example of some requirements would be registering with the sponsoring institution and paying student tuition and/or fees. Students taking any of these courses for just high school credit will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. It is also important to know that dual-credit courses may be limited when transferring credit and may only count as elective credit at any higher education institution. Please check with your intended college or university before you plan on these credits being transferred to your college transcript. *See Appendix D for more information.*

## Advanced Placement Courses and Exams

The Advanced Placement (AP) Program, sponsored by College Board and administered by the Educational Testing Service (ETS) offers high school students the opportunity to participate in challenging college-level course work and may receive credit and/or advanced placement in college. This course guide identifies the AP courses offered here at PHS. Advanced Placement Exams are offered annually at PHS in May. Students enrolled in AP courses are expected to take those specific subject exams in May. There are fees for each subject test a student registers to take. Students can also register and pay for any AP exams regardless of having taken the AP course.

## Credit Recovery

For students who are credit deficient, options may be available for adding on-line coursework to a class period under the supervision of a certificated instructor. Credit recovery is available in English, Social Studies and Science. Transcript grades for retrieved credit will be as follows:

- Repeated coursework will receive a "P" grade on transcript
- The previously failed course remains on transcript and retains the grade of "F"
- The credit earned for the "F" grade will be zeroed out when the "P" grade is posted. This will take the failed grade out of the GPA calculations

## Credit for Competency/Proficiency

In certain circumstances students may earn credit in core subjects toward graduation through options that demonstrate they are competent in subject areas based on proficiency testing. Some examples are English and Math State Assessments, SAT or ACT Tests, ASVAB test, World Language Proficiency Testing and Advanced Placement Exams. All proficiency credit earned will be posted with a "P" on the student's transcript. This credit is not an option for elective credits. If this credit is used to recover credit for failed courses, the original course will remain on the transcript along with the F grade, but the GPA credit will be zeroed out. If you think you may benefit from any of these options, please meet with your guidance counselor.

## Summer School

Limited online courses are available during the summer session for students who need to recover credit to meet graduation requirements. These courses are overseen by certificated teachers. Summer School usually runs five weeks with students required to attend sessions onsite at Pullman High School. Summer School information will be available in May. Guidance counselors will assist students with course selection to assure summer classes will meet graduation requirements.

## Flexible Education

The Flexible Education (FlexEd) program is available to Pullman High School students who may benefit from independent online learning outside of their scheduled school day. Since Pullman School District does not have a full curriculum available in the online format this program is considered supplemental. As a result, students cannot fulfill all of their graduation requirements through this program. All interested students must go through an approval process to qualify for the FlexEd program. The FlexEd Program is governed by rules adopted by the State of Washington for Alternative Learning Experiences (ALE). This program is still subject to Washington State attendance policies which are met through a contract. This approval process is initiated by meeting with the student’s guidance counselor and approval will be based on the following considerations:

- Extenuating life circumstances
- Credit recovery for graduation requirements
- Extraordinary scheduling needs
- “At risk” for dropping out of high school
- Issues related to student’s social, emotional, or behavior needs that warrant further consideration of an alternative learning experience

## Running Start Programs

Running Start is a college credit program that enables a high school junior or senior to earn credit simultaneously for high school graduation and a college degree. Running Start in Pullman is available from Spokane Falls Community College (SFCC) and Washington State University (WSU) during the regular school year. Running Start is not available during the summer sessions. It is also important to know that dual-credit courses may not transfer to all schools outside of Washington state.

Requirements for students who participate in Running Start programs include:

- Junior or Senior status. Students participation in this program is limited to two years.
- Application to the program during the college enrollment period.
- Courses that are approved by the high school guidance counselor (meets graduation plan/at least 100 level)
- Be responsible for transportation, fees and text books.
- Confirming courses will transfer to their intended school after graduation.

Running Start students will not be allowed to schedule and take a PHS class that is in conflict with the time schedule for a Running Start class. The PHS staff will be flexible if the PHS schedule is changed for an assembly, testing, school delays, etc. However, students will not be allowed to routinely arrive late or leave early to a PHS class because of any Running Start class.

Students should meet with their guidance counselor to confirm details of participating in either Running Start Program. *See Appendix E for more information.*

Grades are issued by SFCC and WSU at the end of each term. All grades will be posted exactly as they are issued from the college. Pullman High School will not change any letter grade to a Pass/Fail, or leave a failed course off of the PHS transcript, or convert an issued Passing grade to a letter grade. PHS will translate college courses to earn high school credit as follows:

WSU Semester Schedule	SFCC Quarter Schedule
1.0 credit = 3,4,5-hour courses	1.0 credit = 4-5 quarter credits
0.5 credit = 2-hour courses	0.5 credit = 2-3 quarter credits
0.25 credit = 1-hour courses	0.25 credit = 1 quarter credit



## Off Campus Learning Credit

Occasionally, Pullman School District students may take courses outside of their scheduled school day and desire to receive credit on their high school transcripts. Before students enroll in any outside course for which they expect credit, a pre-approval form with a detailed explanation of the proposed coursework must be submitted for guidance counselor and principal approval. These forms are available from your guidance counselor. Once the coursework is approved, students must still maintain a full schedule.

Since these are not Pullman School District courses:

- Students will not be scheduled into free periods or study halls during the school day to work on outside credit.
- Pullman School District is not responsible for any fees or tuition related to this coursework.
- The district will not provide any teacher or tutors for this coursework.
- The district will not provide any technology support for the coursework (computers, software, cameras, internet services, etc.).
- Student must take responsibility to submit an official transcript documenting the completion of the course and earned credit to their guidance counselor.
- This policy is limited to 3 credits total that can be transferred to a PHS Transcript per student. Students can take as much outside coursework as they desire, but only 3 credits can be approved for transfer to their PHS transcript.
- Students who take courses for outside credit may be required to present those grade reports or transcripts for college admissions. This may apply even if you have the credit on your Pullman High School transcript.
- Credits will not be transferred simply to enhance GPA and must be applied to graduation requirements.
- All grades will be posted exactly as they are issued from the accredited curriculum provider. Pullman High School will not change any letter grade to a Pass/Fail, or convert an issued Passing grade to a letter grade. All courses posted to the student transcript will remain on the transcript.
- For pre-approved coursework that is *not* accredited only P/F grades will be issued.

## Waiver of High School Requirements

Pullman High School may grant a waiver of a maximum of **two elective credits** required for graduation. In order to graduate, students granted a waiver must earn seventeen required subject credits (four English, three Math, three Science, three Social Studies, two Health and Fitness, one Arts, one CTE). The procedure for processing requests for waiver of high school graduation requirements shall be as follows:

- A petition for Waiver of Graduation Requirement form must be submitted to the high school principal at least 30 days in advance of the anticipated graduation date.
- The high school principal, along with the counseling team will review the Petition of Waiver of Graduation Request.
- The high school principal shall approve or deny the petition based upon appropriate data.
- In the event a petition is denied, the parent or eligible student shall be notified that an appeal may be made in writing to the superintendent within twenty days of the decision.
- All requests will be placed in the student's cumulative permanent records.

## NON-PHS HIGH SCHOOL COMPLETION OPTIONS

### High School + Program

Spokane Falls Community College offers a local high school completion program which fulfills the required and elective courses needed to earn a state-certified high school diploma. Most instruction is individualized; courses are available online. Prior high school credits, military work and life experiences are recognized. Students must be at least 18 years of age and beyond the graduation date of their class co-hort. Students can see their guidance counselor if they are interested in this program.

### Open Doors Youth Reengagement Program

Students may request a release from the high school to test for certificate of educational competence (GED). Students must be over 16 years old at the start of the school year and significantly behind in credits towards graduation. Students may inquire with their guidance counselor or principal whether this program may be a good educational path for their situation. If it's determined that the student has a substantial and warranted reason, the student will be recommended to the Open Doors Program available to our district.

### General Education Diploma

Students may request a release from the high school to test for certificate of educational competence (GED) from the high school principal or his/her designee. The principal assigns the application process to a designated employee who will determine whether the applicant has a substantial and warranted reason. Any applicant aggrieved by a proposed decision may, within twenty days of the date of notification, appeal the proposed decision to the Board of Directors.

You are eligible to take the GED tests in the state of Washington if you meet one of the following criteria:

- You are between 16 and 18 years of age, have not graduated from high school, are not enrolled in high school and have been judged to have a warranted reason for leaving your regular high school program by the state.
- You are 19-years old or older, have not graduated from high school and are not enrolled in high school.
- You are between 16 and 18 years of age and have completed a home-based educational program.
- You are an active member of the military.
- You are a youth in a correctional facility.

Additionally, you must be a resident of the state of Washington at the time of testing. Accommodations may be made for you if you have a diagnosed disability.

Registration is completed online at [www.GED.com](http://www.GED.com). Washington charges a fee for each of the four subject area tests, which is due upon registering. Individuals need a government-issued ID, like a Washington state driver's license, to prove identity and residency. Testing schedules vary from center to center.

Retakes are an option for those who do not successfully complete a test module. A tester may retake a subject up to three times without any waiting, but if a subject is to be retaken a fourth time, the state of Washington imposes a 60-day waiting period before another test attempt is made and for any number of attempts beyond it. Within eligibility requirements, test retakes are offered at a discounted rate.

## NCAA Initial Eligibility

Along with course selection, test scores and grade-point average are parts of the eligibility criteria. Courses taken in the eighth grade can satisfy core-course requirements. For a list of the PHS approved courses and to register with the NCAA Clearing House, visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) (PHS CEEB number is 480-935). **Check with your high school guidance counselor to verify courses that are NCAA approved.**

Division I Academic Requirements	Division II Academic Requirements
<p><i>Full Qualifier</i></p> <ul style="list-style-type: none"> <li>Complete 16 core courses.</li> <li>Ten of 16 courses must be completed before the seventh semester (senior year) of high school.</li> <li>Seven of the 10 core courses must be in English, math or natural/physical science.</li> <li>Earn a core-course GPA of at least 2.300.</li> <li>Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale.</li> <li>Graduate from high school.</li> </ul>	<p><i>Full Qualifier</i></p> <ul style="list-style-type: none"> <li>Complete 16 core courses.</li> <li>Earn a core-course GPA of at least 2.200.</li> <li>Earn the ACT/SAT score matching your core-course GPA on the Division II sliding scale.</li> <li>Graduate from high school.</li> </ul>
<p><i>Academic Redshirt</i></p> <ul style="list-style-type: none"> <li>Complete 16 core courses.</li> <li>Earn a core-course GPA of at least 2.000.</li> <li>Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale.</li> <li>Graduate from high school.</li> </ul>	<p><i>Partial Qualifier</i></p> <ul style="list-style-type: none"> <li>Complete 16 core courses.</li> <li>Earn a core-course GPA of at least 2.000.</li> <li>Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale.</li> <li>Graduate from high school.</li> </ul>

**Division I** College-Bound student-athletes must graduate from high school and meet all of the following requirements to be eligible to practice, compete and receive an athletics scholarship in your first full-time year.



**Division II** College-Bound student-athletes must graduate from high school and meet all of the following requirements to be eligible to practice, compete and receive an athletics scholarship in your first full-time year.



## HIGH SCHOOL TIMELINE

### GRADE 9

#### Plan

- Start planning now! Take the right courses and earn the best grades you can.
- Ask your counselor for a list of your high school's NCAA core courses to make sure you take the right classes. Or, find your high school's list of NCAA core courses at [eligibilitycenter.org/courselist](http://eligibilitycenter.org/courselist).

### GRADE 10

#### Register

- Register for a Certification Account or Profile Page with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org).
- If you fall behind on courses, don't take shortcuts to catch up. Ask your counselor for help with finding approved courses or programs you can take.

### GRADE 11

#### Study

- Check with your counselor to make sure you are on track to graduate on time.
- Take the ACT or SAT, and make sure we get your scores by using code 9999.
- At the end of the year, ask your counselor to upload your official transcript.

### GRADE 12

#### Graduate

- Take the ACT or SAT again, if necessary, and make sure we get your scores by using code 9999.
- Request your final amateurism certification after April 1.
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation.

## NAIA- Initial Eligibility

If you will graduate from a U.S. high school this spring and enroll in college this coming fall, the requirements are simple. <https://www.playnaia.org/eligibility-center> An entering freshman must be a graduate of an accredited high school and

### MUST MEET TWO OF THE THREE

If as an entering freshman you do not meet at least two of the three standards, you cannot participate in athletics for the first full year of attendance (2 semesters, 3 quarters, or equivalent).

1. TEST SCORE REQUIREMENT	2. HIGH SCHOOL GPA REQUIREMENT	3. CLASS RANK REQUIREMENT
<b>Achieve a minimum of 18 on the ACT or 970 on the SAT</b>	<b>Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale</b>	<b>Graduate in the top half of your high school class</b>
<p>Tests must be taken on an international testing date prior to the start of the term in which you intend to participate in athletics and scores must be achieved on a single test date. The minimum SAT must be achieved on the Evidence-Based Reading &amp; Writing and Math sections only; the Writing score cannot be used.</p> <p>Minimum score requirements for tests taken prior to May 1, 2019 varied.</p> <ul style="list-style-type: none"> <li>• For tests taken prior to March 1, 2016: 18 ACT, 860 SAT (reading, math)</li> <li>• For tests taken between March 1, 2016 and May 1, 2019: 16 ACT, 860 SAT (evidence-based reading &amp; writing, math)</li> </ul>	<p>The NAIA accepts the grade point average determined by the high school, provided it is recorded and awarded in the same manner as for every other student at the school.</p>	<p>If a student's class rank does not appear on the transcript, a signed letter from the principal or headmaster, vice principal or guidance counselor written on the school's letterhead and with the school's official seal, stating the student's final class rank position or percent may be submitted.</p> <p><b>Exception:</b> Completion of nine institutional credit hours prior to identification at any institution of higher education can be used if no class rank appears on the final official high school transcript. The credit hours must be completed with a grade of "C" or better.</p>

## GRADING REGULATIONS

- All academic classes result in a **letter grade and credit** based upon the standard grading system listed below. PHS recognizes the plus and minus system, however there are no A+ or D- in the grading system.

<b>A 4.0</b>	<b>B+ 3.3</b>	<b>B- 2.7</b>	<b>C 2.0</b>	<b>D+ 1.3</b>	<b>F 0.0</b>
<b>A- 3.7</b>	<b>B 3.0</b>	<b>C+ 2.3</b>	<b>C- 1.7</b>	<b>D 1.0</b>	

- Grades will be posted six times per year.** Progress Reports are posted for Terms 1, 2, 4 and 5. These are measurements of the student's grade at that point in time. Terms 3 and 6 coincide with semesters ending. Semester grades are final and posted to the official high school transcript. Grade reports will be mailed home each of the six terms and posted on Skyward Family/Student Access.
- A **grade point average** (GPA) will be computed for each student who completes any course taken for letter grades. Each course is based on a four-point scale. The thousandths place decimal is used for these computations. Pullman High School uses an unweighted GPA scale. The GPA will not be rounded.
- A numerical **rank in class** will be determined by using the grade point average of each student using the standard grading system (listed above). Some students will be excluded from being ranked. Unranked students will not be eligible for honors designations, academic awards or scholarships that use ranking as a criterion. Students who are not included in the rank are as follows:
  - Exchange students will not be ranked.
  - Students with unaccredited coursework will not be ranked. Unaccredited coursework may be determined eligible to meet graduation requirements. Eligible unaccredited coursework will receive a P on the PHS transcript.
  - Students with six or more P's on their transcript will not be ranked. This applies to all students.
- Students **earning an "F" grade** do not earn credit and will need to repeat/retrieve/replace the class if it is required for graduation. The GPA points earned for an "F" is calculated into the student's GPA.
- Students who retake the exact same class DOES NOT mean that the lower grade will be removed from the transcript. Both grades will remain on the transcript, but credit and GPA computation will only be given for the higher grade.
- When an **Incomplete grade** is issued, an "I" will be placed in the semester grade and the student must complete the course work as contracted with the teacher. If the work has not been completed by the deadline assigned, the incomplete grade will be changed to an F. The credit earned for an "I" is not calculated into the GPA.
- Students who withdraw from a course within the first four weeks of a semester will have a "W" posted to this course on their high school transcript. Withdrawals after the first four weeks will result in an "F" posted on their high school transcript.
- Pullman High School does not offer courses as Pass/Fail unless they are non-academic courses OR pre-approved based on special circumstances.
- Any special circumstance that causes a family to request P/F instead of standard grading must include a written request (form) submitted to their guidance counselor **before** taking the course. There is no limit imposed on the number of P/F credits earned under the Pass/Fail option, however, the number of P's on a transcript may impact ranking and awards related to being a ranked student.
- Teaching and Office Assistants receive Pass/Fail grades and are required to have a 2.5 GPA.
- All coursework attempted in high school is required to be reflected on the transcript. Failed, withdrawn or incomplete courses cannot be removed from the transcript.
- Each transcript will include all Washington State Requirements (Sample follows)

## The High School Transcript used by all Washington State High schools

A transcript is a paper that summarizes your classes, grades and cumulative GPA. Colleges use your transcript to review your academic career and potential. Employers may use it to get a sense of what kind of employee you will be. The National College Athletic Association uses it to determine recruitment eligibility. Your transcript reports your classes and your grades.

The diagram shows a sample transcript with several callout boxes:

- Your name, student ID, & parent/guardian name:** Points to the 'STUDENT INFORMATION' section.
- Grade Point Table:** Points to the 'GRADE POINT TABLE' section.
- The high school name & address:** Points to the 'SCHOOL OF RECORD' section.
- This section lists all of the high schools a student has attended:** Points to the 'SCHOOLS ATTENDED' section.
- 1<sup>st</sup> semester classes, grades & credits earned:** Points to the first semester of the 'ACADEMIC RECORD'.
- 2<sup>nd</sup> semester classes, grades & credits earned:** Points to the second semester of the 'ACADEMIC RECORD'.
- Cumulative GPA:** Points to the 'REPORT PERIOD AND CUMULATIVE GPA' section.
- Cumulative credits earned:** Points to the 'CUMULATIVE' row in the GPA table.
- NOTICE: If you fail a class, you won't earn credit:** Points to the 'COURSE DESIGNATION KEY'.
- Middle School Alg. 1 & Geom. can be added to your H.S. Transcript:** Points to the 'COURSE DESIGNATION KEY'.

**Transcript Content:**

**STUDENT INFORMATION**  
 WASHINGTON STATE HIGH SCHOOL TRANSCRIPT  
 SCHOOL OF RECORD  
 1508 125TH ST SE  
 HILL CREEK, WA 98012  
 425-395-7000  
 EVERETT SCHOOL DISTRICT

**SCHOOLS ATTENDED**  
 Entry Exit School City, State  
 09/2009 06/24/2016 HILL CREEK HIGH HILL CREEK, WA

**COURSE DESIGNATION KEY**  
 A = ADVANCE PLACEMENT  
 B = HONORING START  
 C = HONORING COSE

**ACADEMIC RECORD**

Course	Grd	Cred	Grd	Cred	Course
TR111 FAMILY HEALTH	B-	0.50	0.50	B	
TR101 ENGLISH 1 HONOR	D+	0.50	0.50	HB	
TR101 ALG 2 TRIG	C	0.50	0.50	B	
TR101 ALGEBRA 1/2	A	1.00	1.00	B	
TR101 GEOMETRY 1/2	B	1.00	1.00	B	
TR101 PE 1	B	0.50	0.50	HB	
TR101 COORD SCI HON	C+	0.50	0.50	HB	
TR101 FRENCH 1	C+	0.50	0.50	B	
TR101 CHLDR DEV	F	0.00	0.00		
TR101 ENGLISH 1 HONOR	D+	0.50	0.50	HB	
TR101 INTRO ART	B	0.50	0.50	B	
TR101 ALG 2 TRIG	C	0.50	0.50	B	
TR101 COORD SCI HON	C	0.50	0.50	HB	
TR101 FRENCH 1	D	0.50	0.50	B	

**REPORT PERIOD AND CUMULATIVE GPA**

Mo/Yr	Exam	Actp	Exam	Actp	Exam	Actp	GPA
02/2010	5.00	5.00	5.00	5.00	5.00	5.00	2.750
06/2010	2.50	1.00	2.50	3.00	4.00	1.500	
Cumulative:	7.50	8.00	7.50	8.00	14.00	2.300	

**ADDITIONAL STATE REQUIREMENTS**  
 High Sch & Beyond Plan  
 Designating Project  
 CREDIT PROGRAM  
 TITLE  
 DATE  
 PAGE 1 of 1

## NON-PULLMAN HIGH SCHOOL STUDENTS

Private or home school students may request ancillary services or partial enrollment to attend classes at Pullman High School. Depending on enrollment numbers and staffing there may be limitations to access certain classes or teachers. Families must complete the online enrollment process, ancillary service or course request form and home school intent forms prior to accessing any courses or services. Some of these forms are usually due to Pullman School District in the fall, but to provide adequate staffing and balance to classrooms we process these requests in the spring semester for high school students. Current participating families will usually receive these annual forms to submit during the spring semester. Please contact the Pullman High School registrar or the assigned guidance counselor if you have any questions on required enrollment or the annual forms.

### ASB Only Participants

Although private or home school students will be “enrolled” in our database to participate in a club or sport, the district does not include ASB only students in state reporting or claim the student for any funding. These students will still need to pay for any required ASB and/or club fees to participate in desired activities. Private or home school students may only be on the PHS campus during the scheduled time for activities in which they are rostered to participate. Non-PHS students are not permitted to participate in a club or sport that is available to them in their primary school. A student must meet the district’s prerequisites and program requirements in order to participate in any sport or activity.

### Running Start Participants

Enrolling at PHS to participate in local Running Start Programs require different reporting based on state required contracts between the Pullman School District and the colleges. Running Start students will be included in state reporting for this program regardless of private school or home school status. Families can retain private or home school status while being enrolled in these programs. Running Start students should only be on the PHS campus when they have a scheduled meeting with the guidance counselor and must sign in at the main office.

### Taking Courses at Pullman High School

Private or home school students taking courses at PHS will be included in state reporting as required for funding for the course periods in which they are enrolled. Credits earned will be posted in the district database as required by law. Placement in these courses will be based on space available. Private or home school students are required to follow all Pullman High School attendance procedures related to the classes they are attending. Private or home school students may only be on the PHS campus for the classes or activities in which they are participating. Private school students are not permitted to enroll in courses that are offered at their school. Grades and credit earned from taking courses at Pullman High School will be added to a Washington State Transcript issued by the Pullman School District. Families can request a copy of that transcript at any time to combine with their academic records.

### Grade Level Placement

Students will be placed at grade level according to confirmed age. Students may be placed above or below a confirmed age grade level if official school records from an accredited organization substantiates that request.

## Course Placement

Non-PHS students will be placed in courses according to the following criteria:

- Private or home school students requesting to attend PHS courses or Running Start courses will be placed at grade level according to confirmed age.
- Private or home school students transferring in to PHS will be placed at grade level according to confirmed age.
- Private or home school students requesting a course that is above their grade level must meet the same pre-requisite criterion that is required for Pullman High School students. Some courses are not available to lower grade level students even if pre-requisites are met.
- Private or home school students will be placed in requested grade level courses based on space available in those courses as per staffing ratio required.
- Official grade reports from accredited educational organizations that demonstrate mastery/readiness will meet pre-requisite requirements for eligible courses if submitted by mid-August to accommodate scheduling for the start of that school year. However, these grades will not be transferred to a Pullman School District transcript.
- Private or home school students without accredited documentation who want to join a course above their grade level may request a course mastery test with the PHS department they are requesting to join. This test must be requested and take by the student prior to June 1 for placement in the fall semester. The exam must be proctored by the teacher at school. The teacher will provide tools required for the test (such as calculators) and pertinent resources or instructions (such as no phones). Teachers will also communicate prior to the exam what level of mastery must be demonstrated to be eligible for placement in the next sequential course being requested. Teachers will notify the student and guidance counselor of the results of the test prior to the end of the school year so proper course placement for the fall can be established. Such tests do not provide credit for the course and will not be calculated into GPA, or placed on the Pullman School District transcript.

## Earning a Washington State High School Diploma

Private and home school students accessing courses or ancillary services are not considered Pullman School District students who are working towards a Pullman High School diploma nor will they participate in the Pullman High School's graduation ceremony or related commencement activities. The school or family of non-PHS students are responsible to document all of their student's coursework and maintain academic records that verify eligibility for the diploma they are working towards.

## Earning a Pullman High School Diploma

If a non-PHS student wants to transfer into Pullman High School for the purpose of earning a diploma, the guidance counselor and administrators will assess transfer coursework submitted from private school or home school families to determine what credit can be applied towards graduation. The Pullman School District will decide if credit will or will not be granted based on grading regulations and the following criteria:

- Home school transcripts with all high school coursework must be submitted to PHS by June 1 of student's junior year to be evaluated for graduation eligibility.
- Transfer into Pullman High School must be complete (transfer form, transcripts evaluated, pre-requisite coursework established, updated enrollment) by mid-August prior to the student's senior year.
- Must be enrolled full-time (six classes) for both semesters once becoming a PHS student and earn a passing grade for all courses.
- The student will no longer retain the home school status.
- Students must meet all graduation requirements both credit and non-credit.
- Accredited coursework will be posted as per issuing institution. Both grade and credit will match the official grade report.
- Unaccredited coursework will be assessed towards eligibility to satisfy graduation requirements. If approved, only P's will be awarded for grades.
- Students with unaccredited coursework will not be included in the PHS rank list or be eligible for honors designations or academic awards that use ranking as a criterion



## CAREER & TECHNICAL EDUCATION PATHWAYS

Listed below are potential pathways students can enroll in order to work toward their post high school goals. Students completing 2.0 credits from the **same pathway area** below may be eligible for the CTE graduation pathway which should align with their High School and Beyond Plan. Students should work with their school counselor when planning on using CTE as their Graduation Pathway.

AGRICULTURAL SCIENCE PATHWAYS	SKILLED & TECHNICAL PATHWAYS	SKILLED & TECHNICAL PATHWAYS (CONT'D)
<p><u>Agriscience/Research</u>                      Biology in Agriculture *                      Physical Science in Agriculture *                      Animal Science *~^                      Plant Science *^                      Journalism &amp; Leadership in Agriculture Communications^</p> <p><u>Plant Science</u>                      Biology in Agriculture *                      Physical Science in Agriculture *                      Plant Science I *^                      Plant Science II *</p> <p><u>Animal Science</u>                      Biology in Agriculture *                      Physical Science in Agriculture *                      Animal Science *~^</p> <p><u>Veterinary Science</u>                      Biology in Agriculture *                      Physical Science in Agriculture *                      Veterinary Science *~^</p> <p>Work Site Learning</p>	<p><u>Video/Graphic Design</u>                      Digital Media: Video Production *~                      Digital Media: Graphic Production *~                      HoundCentral Productions *~</p> <p><u>Video Game Design</u>                      Digital Media: Video Production *~                      Digital Media: Graphic Production *~                      VR/Video Game Design *~                      3D Modeling &amp; Animation *</p> <p><u>Photography</u>                      Digital Media: Video Production *~                      Digital Media: Graphic Production *~                      Digital Photography *~^                      AP Art Photography *~</p> <p><u>Welding</u>                      Metals I ~                      Metals II ~^                      Metals III ~                      Metals IV *~</p> <p><u>Construction</u>                      Intro to Construction ~                      Construction II ~                      Construction III *~                      Woods IV *~</p> <p>Work Site Learning</p>	<p><u>Materials Management</u>                      Metals I ~                      Drafting I ~</p> <p><u>Construction Management</u>                      Intro to Construction                      Drafting I ~</p> <p><u>Computer Aided Drafting</u>                      Drafting I ~                      Drafting II ~                      Drafting III *~                      Drafting IV *~</p>
		STEM PATHWAYS
		<p><u>Engineering</u>                      Engineering Essentials ^                      Digital Electronics ^</p> <p>Work Site Learning</p>
FAMILY & CONSUMER SCIENCES PATHWAYS	BUSINESS & MARKETING PATHWAYS	
<p>Early Childhood Education ~^                      Fashion Design *</p> <p><u>Culinary Arts</u>                      Foods &amp; Nutrition ~^                      Culinary Arts *~^                      Work Site Learning</p>	<p>Career Choices &amp; Financial Literacy ^</p> <p>AP Computer Science A *~</p> <p><u>E-Marketing/Social Media Specialist</u>                      Introduction to Marketing ^                      Entrepreneurship ^                      Yearbook *~</p> <p>Work Site Learning</p>	<p><u>Accountant/Tax Preparer</u>                      Accounting *^                      Economics *</p> <p><u>Sales/Buyer</u>                      Intro to Marketing ^                      Entrepreneurship ^                      Marketing Operations ^</p> <p><u>Project Management</u>                      Leadership I                      Leadership II</p>

APPROVED CROSS PROGRAM GRADUATION PATHWAYS ARE LISTED BELOW BY OCCUPATIONAL ALIGNMENT. FOLLOW ONE OF THESE PATHS IN ORDER TO MEET YOUR CTE GRADUATION PATHWAY IF ONE OF THE PATHWAYS ABOVE IS NOT FOR YOU. Students should work with their school counselor when planning on using CTE as their Graduation Pathway and it must align with their High School and Beyond Plan.

<p><b><u>Commercial Photography</u></b> Introduction to Marketing ^ Entrepreneurship ^ Digital Photography *~^</p> <p><b><u>Culinary Photography</u></b> Digital Photography *~^ Culinary Arts *~^</p> <p><b><u>Fashion Photography</u></b> Fashion Design * Digital Photography *~^</p> <p><b><u>Television Video Production</u></b> Intro to Marketing ^ Entrepreneurship ^ HoundCentral Productions *~</p> <p><b><u>Visual Production</u></b> HoundCentral Productions *~ Yearbook *~</p> <p><b><u>Computer Science and Engineering</u></b> AP Computer Science A *~ Engineering Essentials ^</p> <p><b><u>Digital Electronic Programming and Software</u></b> AP Computer Science A *~ Digital Electronics ^</p>	<p><b><u>Digital Art</u></b> Digital Media: Video Production *~ Digital Media: Graphic Production *~ Yearbook *~</p> <p><b><u>Graphic, Interior, &amp; Fabric Design</u></b> Digital Media: Video Production *~ Digital Media: Graphic Production *~ Fashion Design *</p> <p><b><u>Catering &amp; Event Planning</u></b> Leadership Culinary Arts *~^</p> <p><b><u>Restaurant &amp; Food Service Management</u></b> Culinary Arts *~^ Marketing Operations ^</p> <p><b><u>Restaurant &amp; Food Service Marketing</u></b> Intro to Marketing ^ Entrepreneurship ^ Culinary Arts *~^</p> <p><b><u>Photo Journalism</u></b> Yearbook*~ Digital Photography *~^</p> <p><b><u>Visual Communications</u></b> Journalism &amp; Leadership in Ag Communications^ Digital Photography *~^</p>	<p><b><u>Farm to Table</u></b> Plant Science I *^ Foods and Nutrition~^</p> <p><b><u>Fabrication Management</u></b> Intro to Marketing ^ Entrepreneurship ^ Metal I ~</p> <p><b><u>Fashion Design &amp; Marketing</u></b> Intro to Marketing ^ Entrepreneurship ^ Fashion Design *</p> <p><b><u>Early Childhood Services</u></b> Intro to Marketing ^ Entrepreneurship ^ Early Childhood Education~^</p> <p><b><u>Family &amp; Community Services</u></b> Early Childhood Education ~^ Accounting *^</p> <p><b><u>AgriMedia</u></b> Journalism &amp; Leadership in Ag Communications^ Yearbook*~</p> <p><b><u>Meat &amp; Food Science</u></b> Animal Science*~^ Culinary Arts*~^</p> <p><b><u>Meat &amp; Food Science</u></b> Veterinary Science*~^^ Culinary Arts*~^</p>
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<p><b><u>Career Choices</u></b> Career Choices &amp; Financial Literacy meets a PSD Graduation Requirement (<i>it does not count as a Career &amp; Technical Education credit</i>)</p>	<p><b><u>Key:</u></b> * This course may meet the “two-for-one” policy – see page 10 ~ Course offers Industry Recognized Credentials ^ Course offers Dual Credit – see page 10</p>
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## CAREER AND TECHNICAL EDUCATION COURSES

Career and Technical Education (CTE) programs specialize in the skilled trades, applied sciences, modern technologies and career preparation. Students in CTE courses acquire challenging academic, technical and employability skills to succeed in postsecondary education and high demand careers. All CTE programs include the state requirements for relevant industry, leadership and employability standards.

### AGRISCIENCE

#### **SC 25 BIOLOGY IN AGRICULTURE**

**Equivalent to Biology SC 22**

This course integrates biological science practices as it relates to agriculture. This class utilizes the same standards and content as Biology class, just with hands-on experience of life science based on real world experiences of agriculture. This biology course is separated into four roughly equal units: cells, genetics, evolution and ecology. As we learn together, you'll gain a deeper appreciation for the living world around you. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA organization, the largest intra-curricular leadership organization in the U.S. for high school students. Honors level work may be available to students in this course. The instructor will provide information early in the course.

**Offered: Full Year  
CTE or Lab Science credit**

#### **SC 15 PHYSICAL SCIENCE IN AGRICULTURE**

**Equivalent to Physical Science SC11**

**Prerequisite: Biology or Biology AG or equivalent**

This class utilizes the same standards and content as the Physical Science class, just with hands on experience of life science based on real world experiences of agriculture. Using agriculture as the learning vehicle, this course emphasizes the principles, standards, central concepts and interrelationships in the physical science education. Some of the different activities' students will be doing for this class are: wind turbines to learn about energy, work, power and wiring to making hand warmers. Course standards are aligned with Washington State Academic Learning Standards and the class still prepares you for later science classes both in High School and after. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization.

**Offered: Full Year  
CTE or Lab Science credit**

#### **SC 35 PLANT SCIENCE I**

**Prerequisite: Junior/Senior**

*College credit may be available*

This class provides students with a practical understanding of plant morphology, anatomy and growth of plant crops. Students will develop the knowledge needed to understand plants, their processes and greenhouse management through the use of inquiry and application. Students will apply the knowledge and skills learned in the classroom in our greenhouse. Standards are aligned with Washington State Academic Learning Standards. Students will have the opportunity to earn college credit through Walla Walla Community College through this class. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization. To receive college credit, students must earn an A or B in this course. Credit is only available for either Plant Science I or II, not both. The instructor will provide registration information for college enrollment.

**Offered: Full Year  
CTE or Lab Science credit**

**SC 38 ANIMAL SCIENCE**

NEXT OFFERED 2025-26

**Offered: Full Year****Prerequisite: Junior/Senior OR Two Science Credits****CTE or Lab Science credit***College credit may be available*

Students will be exposed to the world of animal science through class discussion, inquiry-based labs, indoor/outdoor activities and field trips. Students will utilize science knowledge and skills to develop solutions to real world problems. Subjects emphasized are biological systems and animal management systems with a strong emphasis on veterinary sciences. Medical terminology, discussion of animal issues and & problem solving will also be heavily emphasized. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization. To receive college credit, students must earn an A or B in this course. The instructor will provide registration information for college enrollment. This course rotates yearly with Veterinary Science.

**SC 45 PLANT SCIENCE II****Offered: Full Year****Prerequisite: Plant Science I****CTE OR Lab Science credit***College credit may be available*

This course is designed to provide students with an advanced practical experience in the horticultural industry. Classroom work will be combined with projects in the greenhouse along with floral design. Golf and turf grass management, as well as, landscaping will also be introduced. Plant identification and propagation will continue to be an emphasis in this class. Students will also learn about marketing, selling, pricing and communication skills in the horticulture settings. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization. To receive college credit, students must earn an A or B in this course. Credit is only available for either Plant Science I or II, not both. The instructor will provide registration information for college enrollment.

**AG 37 JOURNALISM & LEADERSHIP IN AGRICULTURAL COMMUNICATIONS****Offered: Full Year****Prerequisite: Junior/Senior***College credit may be available*

Are you interested in learning about how to prepare yourself for a career? Want to develop successful communication skills that will give you an edge over the average high school student? The main topics covered in this project-based course are: job interview skills and materials development, sales strategies and processes, presentation and recognition of current issues and journalistic communications through various media (newspaper, radio & broadcasting, etc.). Course standards are aligned with state and national guidelines. **To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.**

**SC 47 VETERINARY SCIENCE**

NEXT OFFERED 2026-27

**Offered: Full Year****Prerequisite: Junior/Senior & Two Science Credits- Must include a Biology****CTE or Lab Science Credit***College credit may be available*

This laboratory science course will focus on animal health, animal pathology and animal production. Topics include animal anatomy and systems dissections, medical terminology, animal behavior, handling techniques, advanced nutrition, disease pathology and disease control, safety and sanitation in the animal laboratory and animal reproductive anatomy and breeding programs. Students will be responsible for the demonstration of skills and competencies through labs, scientific research and assessment of classroom projects. Students must be able to work in a team/group environment and be able to stay focused and self-directed. Upon successful completion of the program, optional testing is available for students to become a Certified Veterinary Assistant Level 1. To receive college credit, students must earn an A or B in this course. The instructor will provide registration information for college enrollment. This course rotates yearly with Animal Science.

## **MEDIA PRODUCTION/BROADCASTING**

### **TI 10 DIGITAL MEDIA GRAPHIC DESIGN**

**Offered: Semester  
CTE or Fine Arts credit**

Whether you are interested in pursuing a career in graphic design or just want to learn how to create stunning designs for your personal projects, this course is the perfect place to start! This course introduces students to the exciting world of graphic design. This hands-on class emphasizes the use of industry standard software such as Photoshop and InDesign to create visually stunning designs. Students will learn the fundamentals of graphic design, including color theory, composition, and typography, while also exploring the world of social media design by creating eye-catching graphics and advertisements to help businesses reach their target audience. In addition to the technical aspects, students will also delve into the world of branding by learning the importance of creating a consistent visual identity for a brand. Students will have the opportunity to design logos, business cards, and other promotional materials. This course provides students with a comprehensive understanding of graphic design as they compile a portfolio of design projects that showcase their abilities and reflect industry standards. Join us for a semester filled with creativity, design, and digital media!

### **TI 11 DIGITAL MEDIA VIDEO PRODUCTION**

**Offered: Semester  
CTE or Fine Arts credit**

Interested in exploring the world of video production? This hands-on class will introduce students to the art and technology of video production, with a focus on non-linear video editing using industry-standard software such as Adobe Premiere, DaVinci Resolve, and Adobe After Effects. Students will learn the basics of video production, including camera operation, lighting, audio production, interviewing, and special effects. They will develop their skills in non-linear video editing, learning how to use cutting-edge software to create polished and professional-looking videos. Additionally, students will explore the creative side of the field, learning how to tell compelling stories through video. They will have the opportunity to work on a variety of projects, including short films, news broadcasts, and commercial advertisements. This course is designed to provide students with a comprehensive understanding of video production and to equip them with the skills needed to succeed in this dynamic and growing industry. By the end of the course, students will have a portfolio of video projects that showcase their abilities and reflect industry standards. Whether you are interested in pursuing a career in video production or just want to learn how to create stunning videos for personal projects, this course is the perfect place to start. Join us for a semester filled with creativity, technology, and digital media!

### **TI 15 VIDEO GAME DESIGN & VR/AR DEVELOPMENT** *next offered 2026-2027*

**Offered: Full Year**

**Prerequisite: Sophomore/Junior/Senior/3D Modeling Recommended**

**CTE or Fine Arts or Geometry credit**

In this year-long course, students will learn to “Create with Code” in Unity programming software as they develop a series of video game projects by using C# programming. Students will continue their skill development by learning to design and develop their own Virtual Reality (VR) and Augmented Reality (AR) applications through prototypes and challenges that build and solidify essential skill sets. You will create your own unique VR project from start to finish, beginning with a blank design document and ending with a fully functional project, bringing your ideas to life in VR. Video game creation and XR (VR & AR) development is projected to be one of the fastest growing industries in next decade.

### **TI 16 3D MODELING & ANIMATION**

**Offered: Full Year  
CTE or Fine Arts or Geometry credit**

Students will be thoroughly introduced to industry-standard software for 3D creation, including Maya and Substance Painter. The curriculum incorporates projects that stimulate the imagination, fostering experimentation and problem solving. Students initially delve into 3D modeling techniques and workflows, becoming comfortable working with complex 3D animation software. Animation, rendering and modeling – the three main areas of the 3D world – will all be introduced in this course, but an emphasis will be placed on modeling and rendering. Those skills are then applied to compositing in video, with an emphasis on light effects, particle effects, texturing and rendering. Additionally, emphasis will be placed on optimizing 3D assets for video game creation.

**TI 30 DIGITAL PHOTOGRAPHY****Offered: Full Year  
CTE Or Fine Arts credit*****COLLEGE CREDIT MAY BE AVAILABLE***

Digital Photography is a yearlong introduction to the digital camera as an art-making tool designed for students at the beginning level. The course will use digital photography to help students learn and apply the basic elements of art and the principles of design. This course will also provide students with opportunities to extend their knowledge and skills in the field of photography and the use of Adobe Photoshop and Lightroom. Four areas of instruction will be emphasized: how cameras work, how composition works, how lighting works, how to use photo editing software. Students will explore photo-retouching and photo manipulation in Photoshop and delve into advanced Photoshop techniques, with an emphasis placed on preparing for Adobe Certified Expert Exam in Photoshop. Cellphone photography and editing with a variety of phone applications will be infused in the curriculum. Students create their own blogsites as a place to exhibit their projects and portfolio work. Self-promotion of student photography is encouraged and beginning social media marketing is introduced. **To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.**

**TI 37 HOUNDCENTRAL PRODUCTIONS****Prerequisite: TI 10 & TI 11 Sophomore/Junior/Senior****Offered: Full Year  
CTE or Fine Arts or English credit**

This course covers Video Production Technology where students will delve further into the world of nonlinear video editing and desktop video productions, as well as other multi-media projects. In part, the class will focus on social media (Twitter, Instagram, Facebook) and web development (HoundCentral.org) as it pertains to Pullman High School. Students will produce both in-school and out-of-school broadcasts to be aired on television and the web. The course provides students an opportunity to develop a variety of skills both in front of the camera and behind the scenes. Projects will strengthen student skills in graphic design, video editing, writing, interviewing, television broadcast production techniques and leadership. Seniors repeating HoundCentral may be eligible to use this course for an English credit if they have passed three previous English courses with a C or better and met any state English graduation assessments or requirements.

**TI 49 AP STUDIO ART: 2D DESIGN – PHOTOGRAPHY****Prerequisite: TI 30 Junior/Senior****Offered: Full Year  
CTE or Fine Arts credit**

AP Photo is a yearlong course and is designed for students who are seriously interested in the practical experience of art-making and promotes the sustained investigation of portfolio development. The core of the course consists of intensive, guided exploration of media, demonstrations, reference gathering, weekly group or individual critiques, reflections and frequent sketch booking. Students are expected to work independently: mastering their media and engaging deeply with the themes and content of the concentration. In building the portfolio, students experience a variety of concepts, techniques and approaches designed to help them demonstrate their abilities as well as their versatility with techniques, problem solving and conceptualization.

**TECHNOLOGY/STEM****TI 17 ENGINEERING ESSENTIALS****Offered: Full year*****College credit may be available***

A year long course designed to be a high school student's first exposure to the Project Lead the Way Engineering program, appropriate for students in grades 9-12. It will explore the work and role of engineers in the design and development of solutions to real-world problems. Students will be empowered to build technical skills through a variety of engineering tools, such as geographic information systems (GIS), 3-D solid modeling software, and prototyping equipment. Students learn and apply the engineering design process to develop mechanical, electronic, process and logistical solutions to relevant problems across a variety of industry sectors, including health care, public service, and product development and manufacturing. **To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.**

**TI 18 DIGITAL ELECTRONICS****Offered: Full Year****Prerequisite: Sophomore/Junior/ Senior or Algebra 1 or higher***College credit may be available*

Are you interested in working with electronics? Then try Digital Electronics! This Project Lead the Way course is the foundation of all modern electronic devices, such as cell phones, laptops, digital cameras, or HD television. In this activity-based course you will get a hands-on experience with electronics. You will learn how to analyze, design, and build electronic circuits that are used to control and power our digital world. **To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.**

**TI 38 AP COMPUTER SCIENCE A****Offered: Full Year****Prerequisite: Junior/Senior & Enrolled in Algebra II or higher****CTE or Science or Math, (Sr Only beyond Geometry) credit**

AP Computer Science A is a college-level introductory computer science course. Students cultivate their understanding of coding through Java analyzing, writing and testing code as they explore concepts like modularity, variables and control structures. Students who take AP CSA are usually planning to attend a 2 or 4-year college and will take the AP CSA exam in the spring. Students who do best in AP Computer Science genuinely want to learn new ideas and how to code. Students who are prepared for AP CSA have solid algebra and logic skills, but do NOT need to have ANY coding experience. Students will be expected to ask questions, drive their learning, complete application projects and challenge themselves. Math credit will be applied only if AP Computer Science students who take the course in the senior year of high school. The course cannot be used for both math and science.

**BUSINESS EDUCATION****BU 20/BU 25 MARKETING & ENTREPRENEURSHIP****Offered: Full Year***College credit may be available*

Introduces real world concepts, skills and underlying business foundations for understanding and development of marketing and the entrepreneurial process. Promotion, pricing, selling, product/service management, distribution, financing and marketing-information management. Advertising aspects focus on creation, execution, transmission and evaluation of commercial messages in various media. Students will be able to assess their personal readiness for a career as an entrepreneur and take part in teaching methods, which include case studies, guest speakers and team projects. The major course project is to develop and market an actionable business plan. Students enrolled in marketing classes will be eligible to participate in DECA, a national student organization sponsoring regional and national marketing competitions to receive college credit, students must earn an A or B in this course. The instructor will provide registration information for college enrollment.

**BU 26 MARKETING OPERATIONS****Offered: Full Year****Prerequisite: Marketing & Entrepreneurship or Senior***College credit may be available*

*Students must go through an admittance process to be allowed into the course and be approved by instructor.* Ever wonder what it's like to run your own business? This course will provide these skills in a traditional classroom setting, as well as a hands-on approach through the creation and implementation of school-based enterprise. School based enterprises place students in leadership positions in a safe business environment, as well as engaging students in the logistics of starting a small-scale business operation. These skills allow for students to engage in creative, meaningful endeavors that unite them with the school, their peers and leaders in their communities. Students enrolled in class will be eligible to participate in DECA, a national student organization sponsoring regional and national competitions. **To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.**

**BU 27 ACCOUNTING****Prerequisite: Math Choice aligned with goals****Offered: Full Year  
CTE or Math Credit***College credit may be available*

All future business owners and those planning business careers need this class. This course consists of the basic accounting cycle as it relates to service and merchandising businesses organized as sole proprietorships, partnerships or corporations. Emphasis is placed on accounting concepts, principles and theory as they relate to manual and computerized financial records for a business. To receive college credit, students must earn an A or B in this course. The instructor will provide registration information for college enrollment.

**BU 38 LEADERSHIP I****Offered: Full Year**

Project Management skill development focuses on projects that have a beginning and end and are carried out to meet established goals within cost, schedule, and quality objectives. Students in the course will study dynamics, goal setting, time management, interpersonal communication, presentations, situational leadership styles, conflict resolution, and relationships among groups. Students will provide leadership and project management for several varied school events and activities that may include assemblies, service projects, celebrations, registration, accreditation, or awareness events. Participation in activities outside of the school day will sometimes be expected. Per the ASB Constitution, it is recommended that ASB Executive officers enroll in a Leadership course. *\*Because participation as a leader carries with it great responsibility, students wishing to enroll will be asked to undergo an admittance process meant to encourage high program standards.*

**BU 39 LEADERSHIP II****Offered: Full Year****Prerequisite: Leadership I**

Through hands-on projects that benefit the school and greater community, students will demonstrate the ability to use specific complex skills needed for effective leadership—including enhancing group dynamic, communications, human relations, and self-reflection skills introduced in Leadership I. Students will have the opportunity to collaborate and expand their knowledge of leadership in various capacities. Students will demonstrate the ability to exercise appropriate problem solving and decision-making skills in a series of increasingly complex situations and record their experiences. Students in Leadership II will sometimes be asked to lead class discussions and help to create projects for the Leadership I students to implement. Students will provide leadership and project management for several varied school events and activities that may include assemblies, service projects, celebrations, registration, accreditation or awareness events. Participation in activities outside of the school day will sometimes be expected. *\*Because participation as a leader carries with it great responsibility, students wishing to enroll in Leadership II need to have demonstrated strong leadership skills during their time in Leadership I.*

**SS 44 ECONOMICS****Prerequisite: Junior/Senior****Offered: Semester  
CTE or Social Studies credit**

This course focuses on the study of business and consumer decision making and its relationship with the economy and politics. Course will also cover production, conservation and allocation of resources in conditions of scarcity, together with the organizational frameworks related to microeconomics and macroeconomics. Included are; comparative economic systems, money and banking systems, international economics, quantitative analytical methods, applications to specific industries and public policy issues. Students will also participate in a stock market game which will let them research and buy and sell stocks as if they were an individual investor or stock broker. Students enrolled in marketing classes will be eligible to participate in DECA, a national student organization sponsoring regional and national marketing competitions. This course will also address state financial literacy requirements.



**BU 47 YEARBOOK****Offered: Full Year  
CTE or Fine Arts credit**

Create Greyhound memories! Be a member of the production team of the PHS yearbook, The Kamiakin. This two-semester course provides excellent workplace skills and experience in copy, design, photography, marketing and publication within a functioning business. Students must be cooperative, dependable and organized with the ability to work under pressure to meet strict production deadlines. Outside class time will be necessary. Select students will be invited to attend a three-day Inland Northwest Yearbook Camp held over the summer. Students enrolled in the Yearbook class will be eligible to participate in DECA, a national student organization sponsoring regional and national marketing competitions.

**BU 50 CAREER CHOICES & FINANCIAL LITERACY****Offered: Semester****REQUIRED COURSE FOR ALL SENIORS – this is in addition to 1.0 CTE credit requirement**

College credit may be available

This course emphasizes the connection between individual capabilities, interests, and career readiness. Career exploration and preparation as well as the culmination of the High School and Beyond Plan are incorporated in this class. Additionally, students learn skills pertaining to personal finance, communication, and general professionalism including topics ranging from financial aid and application processes to resume writing, credit and taxes, interview skills, workplace law, and more. A senior showcase project is expected, which partially fulfills graduation requirements. The purpose of this project is to merge students' personal, professional, and academic interests in a manner that encourages initiative and leads to continued growth both while in high school and after graduation. It is anticipated that students will have ongoing opportunities to seek out and interact with professionals whose fields align with their career aspirations. **To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.**

**WORK-BASED LEARNING****BU 48 WORK SITE LEARNING****Offered: Full Year/Semester****Prerequisite: JR or SR enrolled in/completed CTE course supporting High School and Beyond Plan.**

Worksite learning is an opportunity for a student to earn credit for working at a job that supports his/her educational and career goals. Credit is earned when the student qualifies, completes the forms, works the minimum number of required hours (360 verifiable work hours per 1 credit or 180 hours per .5 credit) and performs satisfactorily on the job. Work-site learning plans are collaboratively developed and monitored by the supervising employer and the work site learning coordinator. Each student is assessed individually, based on real performance and measurable benchmarks.

**FAMILY AND CONSUMER STUDIES****FC 12 FOODS AND NUTRITION***(Fee Required)***Offered: Full Year***College credit may be available*

Hungry? Come take Foods & Nutrition and learn how to eat healthy and cook for yourself! This course will help students attain basic skills needed to be successful in the kitchen. In addition to food preparation skills, students will learn food safety practices and nutrition and wellness concepts. Students will gain hands on experience doing cooking labs and food science experiments. Additionally, students will have the opportunity to get their Food Handler's Permit. **To receive college credit, students must earn a C or better in this course. The instructor will provide registration information for college enrollment.**

**FC 13 CULINARY ARTS***(Fee Required)***Offered: Full Year****Prerequisite: FC 12 or Senior****CTE or Fine Arts or Science Lab Credit****College credit may be available**

Whether you want to go into the foodservice industry or just build your cooking skills, Culinary Arts is a great choice! Students will further develop food preparation skills learned in FC 12 and see them applied to the foodservice industry. Students will learn how to prepare foods in a professional setting as well as learn about foodservice management practices, facilities and safety. Hands on experience doing cooking labs and food science experiments. Additionally, students can earn their SERV Safe certification to be used in the foodservice industry. To receive college credit, students must earn an A or B in this course. The instructor will provide registration information for college enrollment.

**FC 14 FASHION DESIGN***(Fee Required)***Offered: Full Year****CTE or Fine Arts credit**

No experience necessary. Students will learn and utilize construction skills to create a variety of projects throughout the year. You will also learn about the design process, elements of design, fiber characteristics and other subjects in the fashion industry.

**FC 26 EARLY CHILDHOOD EDUCATION****Offered: Full Year****Prerequisite: Completed Health Course****CTE credit***College credit may be available*

Are you interested in the field of education, or any field where you will work with young children? In this class, students will learn about a variety of careers related to early childhood education, as well as other careers where you will have to work with young children (i.e. pediatrics, social work). Students will learn about child development, classroom management, and curriculum development. Whether you want to work with infants, preschool-aged children, young adults, or anywhere in between, this class will give you a taste of what it's like and how to get there. *To receive college credit, students must earn a B or better in this course. The instructor will provide registration information for college enrollment.*

**DRAFTING TECHNOLOGY****TE 11 COMPUTER DRAFTING I***(Fee Required)***Offered: Full Year**

This course is designed to introduce the following basic computer aided drafting skills: mechanical drafting, technical illustration and architectural drawing. Emphasis will be placed on application of logical and critical thinking to engineering and architectural drafting skills. The following programs are used: AutoCAD, Fusion, solidworks, and MASTERCAM.

**TE 21 COMPUTER DRAFTING II***(Fee Required)***Offered: Full Year****Prerequisite: TE 11 and Teacher Approval**

Emphasis will be placed on development of computer drafting skills. Students will spend the class time in the drafting computer room. Programs include: AutoCAD, Solid Works and Master Cam. In this course computer skills will be applied to mechanical drafting, technical illustration, architectural drawing, modeling and Computer Numerically Controlled (CNC) machining.

**TE 31 COMPUTER DRAFTING III***(Fee Required)***Offered: Full Year****Prerequisite: TE 21 and Teacher Approval****CTE or Fine Arts credit**

Continuation of TE 21 emphasizing Design and 3-D modeling and Computer Numerically Controlled (CNC) processes. Designs will be processed and manufactured using CNC and 3-d printing. This course is designed to allow students to continue through advanced third and fourth years of drafting.

**TE 40 INDIVIDUALIZED COMPUTER DRAFTING***(Fee Required)***Offered: Full Year  
CTE or Fine Art****Prerequisite: TE 31 and Teacher Approval***Course contract required with instructor.***MANUFACTURING WELDING****TE 14 METAL SHOP I***(Fee Required)***Offered: Full Year**

An introductory career and technical manufacturing course in welding and metalwork. This course is designed to introduce modern welding skills used in manufacturing. The course covers oxy-acetylene welding, cutting, and brazing, as well as “stick welding,” power tools operations, hand tool operations, tap and die work, basic blueprint reading, layout work, machine tools, measuring devices, metal identification and basic metal fabrication techniques. Analysis and synthesis of metals working skills and knowledge are stressed in the shop work.

**TE 24 METAL SHOP II***(Fee Required)***Offered: Full Year****Prerequisite: TE 14** *Must have passed Metal Shop with a C or better**College credit may be available*

This course is designed to further the skill level and knowledge of welding, machine work and metal fabrication learned in Metal Shop I. In this course emphasis will be on advanced manufacturing processes and related skill development in the machining and welding. **To receive college credit, students must earn an A or B in this course** The instructor will provide registration details for college credit option.

**TE 34 METAL SHOP III***(Fee Required)***Offered: Full Year****Prerequisite: TE 24**

Entry level welding skills will be required of students in Metals III. Advanced practical skills and techniques will be stressed. Areas covered will include all position SMAW, GTAW and GMAW processes. Materials will include carbon steels, aluminum and alloys. Advanced practical applications of related metallurgy, blue print reading and fabrication will be emphasized. Advanced Manufacturing processes of CNC and Plasma CNC will be emphasized.

**TE 44 INDIVIDUALIZED METAL SHOP***(Fee Required)***Offered: Full Year****Prerequisite: TE 41 and Teacher Approval****CTE or Fine Arts credit***Course contract required with instructor.***WOODSHOP & CONSTRUCTION****TE 16 INTRODUCTION TO CONSTRUCTION***(Fee Required)***Offered: Full Year**

Are you interested in the construction field? Or do you just want to know how to build and put things together? This exploratory course offers students a way to explore the construction industry and all it has to offer. This hands-on course provides an opportunity to explore career options in construction, learn about blueprint reading, dive into construction science and focus on residential and commercial framing. Students will put their math skills to use through production and construction math. All of these skills will be learned in an environment that mimics a real-world construction zone.

**TE 26 CONSTRUCTION II***(Fee Required)***Offered: Full Year****Prerequisite: TE 16 .** *Must have passed intro to construction with a C or better.*

A continuation of TE 16 with increasing knowledge and use of tools, materials and processes common to working with wood and wood construction. Advancing techniques and projects will be taught and students will experience the expansion of their ability to apply technical instruction to their hands-on shop projects. The course will offer a focus on exterior and interior finishing. Safety in all shop activities continues to be a crucial part of success in this course. This course may combine computer aided design and woodworking

**TE 36 CONSTRUCTION III***(Fee Required)***Offered: Full Year****Prerequisite: TE 26****CTE or Fine Arts credit**

The goal is to develop greater independence in the context of safety, design, layout and the processes of woodworking and woods construction. Students will be given the opportunity to learn to operate more complex tools and machines than the basic courses. This course may combine computer aided design and woodworking. The course will also focus on electrical, plumbing, and masonry.

**TE 46 ADVANCED WOODSHOP***(Fee Required)***Offered: Full Year****Prerequisite: TE and Teacher Approval****CTE or Fine Arts credit**

Course contract required with instructor. The course will allow students to explore the “woodshop” and fine woodworking skills. The course focuses on precise measurements and pristine finished products.

**ENGLISH****EN 16 SURVEY TO LITERATURE****Offered: Full Year**

Freshman English develops critical thinking skills and concepts needed to engage in a higher level of learning. Teachers incorporate College Board Pre-AP strategies to develop the rigorous critical thinking needed to succeed in upcoming courses. Students will develop the skills of reading, writing and communication needed to engage in active learning and academic success. Students will start to develop the skills needed in academic research. Literature analysis encompasses a survey of genres.

**EN 27 HISTORICAL LITERATURE AND COMPOSITION****Offered: Full Year**

Sophomore English continues to advance the skills and concepts needed to engage in a higher level of learning. Teachers incorporate College Board Pre-AP strategies to develop the rigorous critical thinking needed to succeed in upcoming courses. Throughout the year, students further develop their writing and research skills. They also pursue more advanced analysis of literature. This includes short fiction, poetry, novels and drama with an emphasis how the historical context has influenced the writing.

**EN 35 AMERICAN LITERATURE AND COMPOSITION****Offered: Full Year**

Junior English studies the chronological and thematic development of American Literature by reading authors from various periods and by experiencing different genres. Writing includes a variety of forms as students respond to the texts. Students discuss ideas prompted by the texts and explore the literary and rhetorical devices the authors use. Curriculum is rigorous, yet attainable providing students the experiences needed to succeed in future Advanced Placement courses of all content areas and the work world. Students continue to advance the skills needed in research.

**EN 48 WORLD LITERATURE AND COMPOSITION****Offered: Full Year***College credit may be available (pending approval)*

The senior-level English course provides further experience in discussing literature while focusing on both fiction and nonfiction texts from around the world. Students engage in increasingly complex writing activities which call for a mature development of ideas. The curriculum is rigorous yet attainable for all students moving on to college or the work world. The course focuses on the skills needed to further one's ability to understand and communicate complex ideas.

**EN 39 AP ENGLISH LANGUAGE AND COMPOSITION** next offered 2026-27**Offered: Full Year**

**Prerequisite:** Jr/Sr Level with successful completion of freshmen (E16) and sophomore (E27) English *College credit may be available Juniors/Seniors rotate yearly between AP Literature AP Language, college-level English course offerings at PHS.*

The Advanced Placement English Language and Composition course is designed to help students become skilled readers of prose written in a variety of periods, disciplines, rhetorical contexts and to become skilled writers who can compose for a variety of purposes. Students become aware of the interactions among writers' purposes, audience, expectations and subjects. Students also write in a variety of forms – narrative, exploratory, expository and argumentative – and on a variety of subjects from personal experiences to public policies, from imaginative literature to popular culture. Students have the option of taking the Advanced Placement Examination in early May, and students may elect to enroll in college credit through College in the High School (CiHS). The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking CiHS courses will not be required to pay any college level tuition or fees. Enrolling in any CiHS program for both high school and college credit automatically starts an official college transcript, regardless of a student's performance in the course. See Appendix C for more information.

**EN 49 AP LITERATURE AND COMPOSITION**next offered 2025-2026**Offered Full Year**

**Prerequisite:** Jr/Sr Level with successful completion of freshmen (E16) and sophomore (E27) English.

*Juniors/Seniors rotate yearly between AP Literature AP Language, college-level English course offerings at PHS.*

English AP Literature begins with an examination of short stories from around the globe coupled with in-depth instruction on the methods and purposes of literary analysis and criticism. Subsequent work will explore the themes of colonialism, race, gender, class, psychology, existentialism. Academic research and writing are given a high priority in this course. Students have the option of taking the Advanced Placement Examination in early May, and students may elect to enroll in college credit through College in the High School (CiHS). The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking CiHS courses will not be required to pay any college level tuition or fees. Enrolling in any CiHS program for both high school and college credit automatically starts an official college transcript, regardless of a student's performance in the course. See Appendix C for more information.

## **ENGLISH LANGUAGE DEVELOPMENT - ELD**

English as a Second Language is offered to all students whose first language is not English and who qualify as having limited English proficiency on the WIDA Access. The English language development curriculum focuses on listening, speaking, reading and writing to prepare students for high school level courses while acquiring the language. Cross cultural concepts and study skills needed to make a smooth transition in the regular classroom setting are also stressed.

### **EN 11 ENGLISH LANGUAGE DEVELOPMENT I**

**Offered: Full Year**

**Prerequisite: Proficiency Testing**

The course is open to all students whose first language is not English and score a 1 to 2 on the WIDA Access screener test. The curriculum in ELD I includes speaking and listening in English, as well as study in grammar and vocabulary development. Communicative activities requiring active participation will be a strong component of this course. Additional help is provided in order to complete assignments across the curriculum.

### **EN 20 ENGLISH LANGUAGE DEVELOPMENT II**

**Offered: Full Year**

**Prerequisite: Teacher Placement/Proficiency Testing**

The ELL students in the class are students who received a placement score of 2+ to 3. The students in this class are working to improve their language skills through reading, writing, speaking and listening at an appropriate skill level. The material and activities in this class are designed to assist in language acquisition and success in high school level classes. Students test out of this class when their language skills are deemed transitional on the annual state language assessment.

### **EN 30 ENGLISH LANGUAGE DEVELOPMENT III**

**Offered: Full Year**

**Prerequisite: Teacher Placement/Proficiency Testing**

The ELL students in the class are students who received a placement score of 3+ to 4.5. The students in this class are working to improve their language skills through reading, writing, speaking and listening at or near grade level. The material and activities in this class are designed to assist in language acquisition and success in high school level classes. Students test out of this class when their language skills are deemed transitional on the annual state language assessment.

## **FINE, VISUAL AND PERFORMING ARTS**

Includes all music, visual, and performing arts. There are courses beyond these departments that may count as fine arts. They would have this listed in the descriptions.

### **VISUAL ART COURSES**

#### **FA 11 DESIGN STUDIO**

*(Fee Required)*

**Offered: Semester/Year**

Design Studio is an introductory course to the visual arts. The elements and principles of design will be the focus of this semester. We will use a variety of media to explore design concepts. Composition, color theory and the design process are emphasized over drawing. This course is great way to explore the basics of design in our very visual culture.

#### **FA 13 DRAWING**

*(Fee Required)*

**Offered: Semester/Year**

In this drawing course we will explore the basics of drawing with an emphasis on those things that block us from being able to draw well. The exercises we do will focus on right/left brain theory to unlock the student's ability to perceive and draw what they see for direct observation. If you "can't draw", this is the class for you. If you can draw you will improve your skills. A variety of materials and mixed media techniques will be used. This course is repeatable for credit.

#### **FA 26 PAINTING**

*(Fee Required)*

**Offered: Semester/Year**

In this course, students will explore techniques and creativity while painting with acrylic (fall semester) and watercolor (spring semester)

#### **FA 27 CERAMICS**

*(Fee Required)*

**Offered: Semester/Year**

Clay every day is the routine in this class. Here you will be able to explore ceramic work in a hand building and/or wheel thrown direction. Ample time is given to making a personal portfolio of your ideas. This course is repeatable for credit.

#### **FA 37 Honors Art**

*(Fee Required)*

**Offered: semester/Year**

**Prerequisite: Four Semesters of art and instructor approval**

Independent study is for students who are interested in creating a portfolio of their work for college preparation or personal use. Students must be determined workers to meet the minimum amount of artworks per semester.

#### **FA 49 AP STUDIO ART- Seniors Only**

*(Fee Required)*

**Offered: Full Year**

**Prerequisite: Four semesters of art and instructor approval**

This class is for students who want to take the AP Studio Art which is portfolio based. You may create a portfolio in either 2D Design or Drawing and submit it in May. Your portfolio will be evaluated by the College Board and you will be given an Advanced Placement score. This course is very rigorous and requires many hours of hard work. **AP exam portfolio is required.**

### **VOCAL ARTS**

#### **MU 15 CONCERT CHOIR**

*next offered 2026-2027*

**Offered: Year/Semester**

Concert Choir is open to any student who would like to sing and perform music. Previous singing experience is not needed and the class covers a wide range of styles. The choir typically performs four to five concerts a year and takes an annual trip. Attendance at these events is required. Offered every other year.

**MU 16 TREBLE TRIAD ZERO PERIOD****Offered: Year/Semester****Prerequisite: Audition with Choir Teacher**

Treble Triad is a select choral ensemble. The class does NOT meet daily and only .25 credit is awarded per semester. Students enrolled in Treble Triad are highly encouraged to also sing in Concert Choir or Advanced Ensemble. Participation in concerts, community events and festivals are required. Piano players also needed. Members must audition to participate in the group.

**MU 17 ADVANCED ENSEMBLE****Offered: Full Year/1<sup>st</sup> or 2<sup>nd</sup> Semester****Prerequisite: Audition with Choir Teacher**

A select vocal ensemble designed to study vocal jazz, a Capella, pop music and other choral techniques. Students involved with Advanced Ensemble are encouraged to sing in Treble Triad or Concert Choir. This group travels throughout the Northwest and performs at multiple festivals. Attendance at these performances is required. Bass players, piano players, guitarist and drummers needed yearly. Audition required for all singing and playing members of this ensemble.

## **INSTRUMENTAL MUSIC ARTS**

**MU 10 CONCERT BAND****Offered: Full Year/Semester**

Concert band is open to any student grade 9-12 who plays or wishes to play a traditional band instrument. However, students with no prior experience with their instrument or with significantly sub-average skills will be expected to take private lessons in order to achieve a level of proficiency necessary to perform with the band. The class time is spent playing all genres of music, ranging from rock tunes (in pep band) to concert literature and full orchestral arrangements. Opportunities exist to play outside of class such as concerts, field trips, festivals, football and basketball games, assemblies, parades and community events. Participation in these events is required but at the instructor's discretion, based on performance skill. Musical concepts such as intonation, balance, blend; phrasing, rhythm, musical style and music theory will be explored during rehearsals and performances. All students are required to purchase a T-Shirt

**MU 11 JAZZ BAND ZERO PERIOD****Offered: Full Year/Semester****Prerequisite: Enrollment in Concert Band**

The Jazz Band is a select instrumental ensemble. The class does NOT meet daily and only .25 credit is awarded per semester. This group performs many times throughout the year and at various festivals around the Northwest. Attendance at these events is required and the ensemble also participates in all pep band events. Students must audition to become a member of this group. Students in Jazz Band are required to take Concert Band to continue broadening technical & musical foundation. Contact the instructor concerning audition materials and prerequisites.

**MU 12 BLUE ORCHESTRA ZERO PERIOD****Offered: Full Year/Semester****Prerequisite: Grades 10-12 - Audition required**

Blue Orchestra is open to string players only (violin, viola, cello and string bass) and must have five or more years playing experience. Students will be exposed to a wide variety of musical concepts (intonation, balance, phrasing, blend, rhythm, style). Rehearsal and performance of orchestral literature of a wide variety of styles will be required along with the study of music theory. Each year, the orchestra participates in either a festival or a tour in order to have the opportunity to represent PHS outside of Pullman.



**MU 14 GRAY ORCHESTRA****Offered: Full Year/Semester**

Gray Orchestra is open to string players only (violin, viola, cello and string bass) and must have four or more years playing experience, grades 9-12. No audition is required. Students in this ensemble will gain skills necessary to move into the Blue Orchestra such as shifting, vibrato and more advanced bowing techniques. Students participating in Gray Orchestra will be exposed to a wide variety of musical concepts (intonation, balance, phrasing, blend, rhythm and style) as well as music theory. Students will perform regularly throughout the year and will attend a festival or tour either in Pullman or out of town.

**MU 13 GUITAR****Offered: Full Year**

This course provides beginning guitar instruction in playing and reading chords, chord symbols, picking, strumming patterns, reading musical notation, theory and playing chord progressions and a variety of guitar styles. This class provides opportunities for students to explore their musical aspirations through Folk, Rock, Blues and Classical guitar. No previous musical experience is necessary.

**PERFORMING ARTS****FA 30 DRAMA/THEATRE ARTS****Offered: Full Year**

Students will study the history of the theatre as well as various genres of written plays. The class will explore techniques of performance as well as the technical side to performing arts such as lighting, sound and set construction. Students will perform monologues, one-acts and other works for critique by the class and instructor. Offered every other year.

**HEALTH AND FITNESS****PE 12 FITNESS I****Offered: Semester****Required for all Freshman**

This course is designed to expose students to the widest variety of fitness options available while helping them to improve their individual fitness level. Participation and effort are expected in a variety of physical fitness activities include weight training, aerobic, anaerobic and core exercise, team and dual sports. Students will be tested on their fitness level gains using FITNESSGRAM assessments. This class cannot be taken concurrently with other fitness classes.

**PE 37 HEALTH****Offered: Semester****Required for all Freshman**

This course emphasizes informed decision making for healthy living now, and after high school. Students will increase their cognitive understanding of health and wellness in the classroom setting to support their decisions and life in the real world. Topics covered will include: Stress and Time Management, Identity, Emotions, Communications/Healthy Relationships, Technology, Sleep, Mental Health, Substances, Goal Setting, Nutrition, Diseases and Disorders, and Comprehensive Sexual Health. This course will also include instruction in cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED).

**PE 15 STRENGTH TRAINING****Offered: Full Year/Semester****Prerequisite: PE 12 or Enrolled in grades 10-12**

This class offers a program for those students who are motivated to improve their strength, agility and speed for maximum athletic performance. The weight-training program consists of Power and Olympic style weight lifting exercises and their variations. Injury prevention, flexibility exercises, agility and speed drills and plyometrics will also be part of the daily program. Progress and achievement will be measured regularly. Games will be played at the discretion of the staff. Students may enroll for repeated credit.

**PE 20 FITNESS II LIFETIME FITNESS/SPORT****Offered: Full Year/Semester****Prerequisite: PE 12 or Enrolled in grades 10-12**

This one-semester class is designed for students of all physical ability levels, with a focus on promoting lifelong habits for health & wellness. The Lifetime sport activities that will be included in the course are: team and individual sports. Other sport activities may be included throughout the semester as well. A fitness and conditioning portion of the class will be integrated in all units. Students are expected to participate in all conditioning activities & fitness assessments, meeting ALL components of fitness.

**PE 21 FITNESS II YOGA****Offered: Full Year/Semester****Prerequisite: PE 12 or Enrolled in grades 10-12**

This one-semester class is designed to improve all fitness components through regular yoga practice and a variety of cardio activities: walk/jog, bike, step aerobics, Zumba, etc. Each class period will be organized to meet multiple fitness components and strong emphasis will be placed on mental health through the practice of mindfulness and relaxation for stress relief. Through exposure to a variety of yoga styles throughout the semester, you'll be prepared to participate in community yoga classes. The walking portion will involve campus walks, on and off the track as long as the weather permits. Students are expected to participate in all conditioning activities & fitness assessments, meeting ALL components of fitness.

**PE 30 SENIOR LIFETIME FITNESS***(Fee Required)***Offered: Semester****Prerequisite: senior only**

This one-semester class is designed for SENIORS of all physical ability levels, with a focus on access to community resources that promote healthy habits and participation in activity outside of high school. Activities that will be included in the course are: tennis, ultimate Frisbee, ice skating, disc golf, badminton, pickle ball, softball, bowling, golf, swimming and yoga. Other activities may be included throughout the semester as well. A fitness and conditioning portion of the class will be integrated in all units. Students are expected to participate in all conditioning activities & fitness assessments, meeting ALL components of fitness. A unique aspect of this course is that eight to ten times throughout the semester we will take busses to off-site facilities to participate in a sport or activity. We will seek teacher recommendations for the course as needed (not required) to ensure that students can handle the added responsibilities of accessing community resources off campus. The class fee is estimated at \$60-80. Scholarships will be available to any student in need. Please inquire with your guidance counselor.

## **SPECIAL SERVICES**

### **SE 26            ACADEMIC SKILLS – FRESHMEN**

**Prerequisite:** Active IEP

Students may earn credit for elective or subject areas based on meeting eligibility through their Individual Education Program (IEP). Course work content will emphasize mathematics, English and pre-vocational/vocational learning experience.

### **SE 28            DAILY LIVING SKILLS**

**Prerequisite:** Active IEP

This class is a specialized curriculum. It helps the student develop skills in living arrangements, leisure, personal management, transportation, personal relationships, financial services and vocational exposure. The course can be repeated as needed.

### **SE 36            ACADEMIC SKILLS – SOPHOMORE**

**Prerequisite:** Active IEP

Students may earn credit for elective or subject areas based on meeting eligibility through their Individual Education Program (IEP). Course work content will emphasize mathematics, English and pre-vocational/vocational learning experience.

### **SE 38            ACADEMIC SKILLS – JUNIORS**

**Prerequisite:** Active IEP

Students may earn credit for elective or subject areas based on meeting eligibility through their Individual Education Program (IEP). Course work content will emphasize mathematics, English and pre-vocational/vocational learning experience.

### **SE 40            EMPLOYMENT SKILLS**

**Prerequisite:** Active IEP

### **SE 46            ACADEMIC SKILLS – SENIORS**

**Prerequisite:** Active IEP

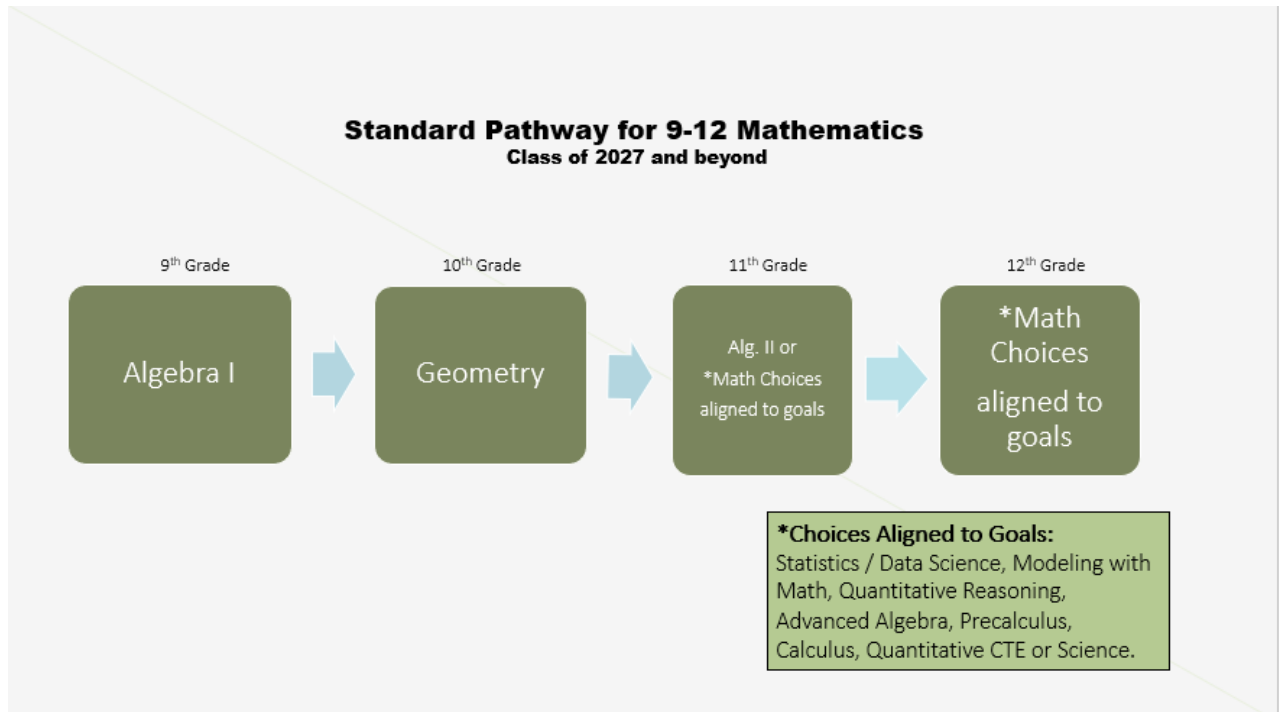
Students may earn credit for elective or subject areas based on meeting eligibility through their Individual Education Program (IEP). Course work content will emphasize mathematics, English and pre-vocational/vocational learning experience.

### **SE 48            COMMUNITY WORK EXPERIENCE**

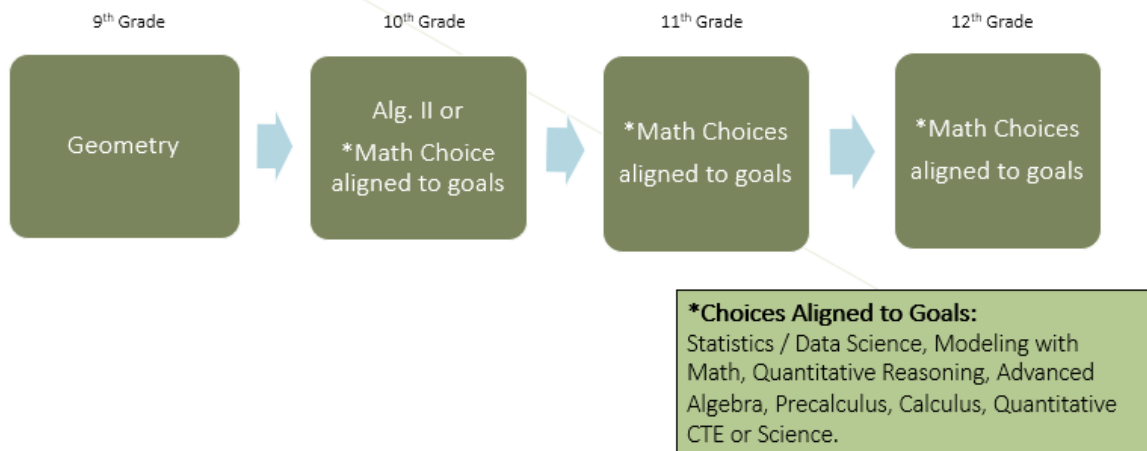
**Prerequisite:** Active IEP

Work experience for students who qualify through an IEP team decision.

# MATHEMATICS



**Accelerated Pathway for 9-12 Mathematics**  
Class of 2027 and beyond



**MT 14 ALGEBRA I****Offered: Full Year****Prerequisite: Pre-Algebra or Math 8**

This course reviews concepts of one-variable equations and inequalities and covers the laws of exponents, manipulating radicals (using the laws of exponents), factoring of polynomials, solving linear systems, operations on rational expressions and solving quadratic equations.

**MT 13 ALGEBRA LAB****Offered: Full Year**

Algebra Lab is a support class taken concurrently with Algebra I. This course “pre-teaches” concepts covered in Algebra I every day. The goal for this course is to build confidence and familiarity with Algebra I concepts while revisiting key ideas from Math 7 and Math 8. Algebra Lab also provides students with increased 1:1 support in mathematics and classroom time to assist with completion of daily work and projects in other classes. This course is recommended for students who completed Math 8 with C- or lower.

**MT 15 GEOMETRY****Offered: Full Year****Prerequisite: Algebra I or Integrated Math**

This course teaches reasoning skills in the context of relationships between and about figures such as lines, angles, triangles, circles, etc. and an introduction to trigonometry. Students learn by conducting investigations using various construction tools, making conjectures then verifying and applying these conjectures. Many of these conjectures will be formalized and used in later courses. This course is recommended for students who completed Algebra I with C or better.

**MT 18 INTEGRATED MATH****Offered: Full Year****Prerequisite: Algebra I or teacher recommendation**

This course works to emphasize understanding and proficiency in skills and concepts involving numbers and operations in the areas of algebra and geometry. This will include work with proportional relationships, linear equations and graphs, solving inequalities, simplifying polynomial expressions, solving simple systems of equations, working with the concept and notation of a function, simplifying irrational numbers and radicals, introducing geometric definitions, investigating properties of transformations using coordinates (rotations, reflections, translations, dilations), investigating angle relationships in triangles and finding volumes of geometrical shapes. This course is recommended for students who did not complete Algebra I with C or better.

**MT 25 STATISTICS AND ALGEBRAIC CONCEPTS****Offered: Full Year****Prerequisite: Algebra I and either Geometry or Integrated Mathematics.**

This is an introductory statistics course. In this course, students will learn to do the following: Represent data with graphs, linear regression analysis, find probability using two-way tables and probability trees, create a survey, design an experiment, find probabilities using Normal Distribution, and work with geometric distributions to find the mean and variance of a discrete random variable.

**MT 35 ALGEBRA II****Offered: Full Year****Prerequisite: Algebra I and Geometry, Statistics**

This course will cover in depth the following topics: quadratics, systems of equations, polynomials, logarithms, exponential functions, unit circle trigonometry, rational functions and an introduction to function notation and functions-inverses and composites. This course requires time outside of class for daily work to keep pace with content required. This course is recommended for students who completed Geometry with C or better.

**MT 47 MATHEMATICAL MODELING****Offered: Full Year****Prerequisite: Algebra I, Geometry, Statistics, Algebra II***College credit may be available*

Mathematical Modeling will build upon students' knowledge of algebra, geometry, probability and statistics to analyze information, represent mathematical relationships, make decisions or solve problems based on quantitative data and logical reasoning. *The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking this course College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.*

**MT 45 PRECALCULUS****Offered: Full Year****Prerequisite: Algebra I, Geometry, Statistics, Algebra II***College credit may be available*

Pre-Calculus deals in depth with the following topics: rational functions, exponential and logarithmic functions, trigonometric functions & modeling vectors, complex numbers, sequences and series, limits and derivatives and conic sections. *The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking this course College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.*

**MT 55 AP CALCULUS****Offered: Full Year****Prerequisite: Pre-Calculus***College credit may be available*

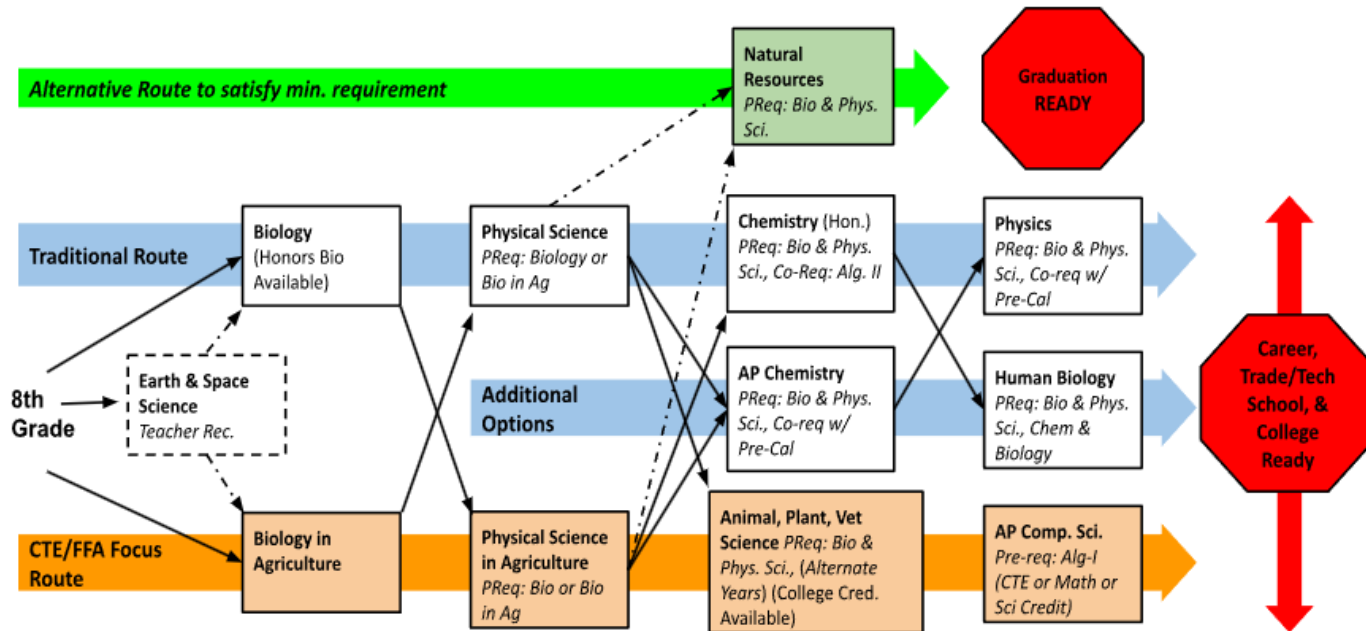
Topics will include; limits, continuity, derivatives and integrals. Students will be taught to differentiate and integrate polynomials, rational functions, logarithmic functions, exponential functions and the trig functions. They will be able to apply the derivative to max-min problems, implicitly related rates problems, differential problems and L'Hopital's Rule. They will study the Fundamental Theorem of Calculus. They will be able to apply the integral to volume problems, area problems and Riemann Sums. Students can choose to take the Advanced Placement Calculus AB Exam in May based upon material learned in this course. *The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking this course College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.*

**TI 38 AP COMPUTER SCIENCE A****Offered: Full Year****Prerequisite: Junior/Senior & Enrolled in Algebra II or higher****CTE or Science or Math (beyond Geometry) credit**

AP Computer Science A is a college-level introductory computer science course. Students cultivate their understanding of coding in Java through analyzing, writing and testing code as they explore concepts like modularity, variables and control structures. Students who take AP CSA are usually planning to attend a 2 or 4-year college and will sit the AP CSA exam in the spring. Students who do best in AP Computer Science genuinely want to learn new ideas and how to code. Students who are prepared for AP CSA have solid algebra and logic skills, but do NOT need to have ANY coding experience. Students will be expected to ask questions, drive their learning, complete application projects and challenge themselves.

# LABORATORY SCIENCES

2023 Version



## SC 12 EARTH & SPACE INTEGRATED SCIENCE

Offered: Full Year

**Prerequisite:** Teacher Recommendation

This course is designed to support students in future high school courses. We will practice the skills necessary to be successful in high school science by working on scientific reading, graphing, mathematical reasoning and lab procedures. Course work will be completed in class. Course will be assigned based on teacher recommendation.

## SC 22 BIOLOGY

Offered: Full Year

By studying biology, we can learn about how we influence and are influenced by the living world around us. In this course we cover roughly four units as we investigate life from its smallest units (Cells, Genetics) to the Earth's larger living systems (Evolution, Ecology). In addition to teaching biological concepts, this course aims to develop students' abilities to apply knowledge and systems-level thinking in order to answer big questions and solve problems. Honors level work may be available to students in Biology. The instructor will provide information early in the course.

## SC 25 BIOLOGY IN AGRICULTURE

Offered: Full Year

**Equivalent to Biology SC 22**

**CTE or Science credit**

This course integrates biological science practices as it relates to agriculture. This class utilizes the same standards and content as Biology class, just with hands-on experience of life science based on real world experiences of agriculture. This biology course is separated into four roughly equal units: cells, genetics, evolution and ecology. As we learn together, you'll gain a deeper appreciation for the living world around you. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA organization, the largest intra-curricular leadership organization in the U.S. for high school students. Honors level work may be available to students in this course. The instructor will provide information early in the course.

**SC 11 PHYSICAL SCIENCE****Offered: Full Year****Prerequisite: Biology or Biology AG or equivalent**

Physical Science provides an introduction to the fundamental principles of Physics and Chemistry through a variety of laboratory experiments and classroom activities. Topics include Thermodynamics, Properties of Matter, Chemical Bonds, Wave dynamics and Basic Mechanics. This is supplemented with extensions into science basics, science literacy and applications like astronomy and mechanical engineering. Students can expect a variety of individual and group activities throughout the year.

**SC 15 PHYSICAL SCIENCE IN AGRICULTURE****Offered: Full Year****Equivalent to Physical Science SC11****CTE or Science credit****Prerequisite: Biology or Biology AG or equivalent**

This class utilizes the same standards and content as the Physical Science class, just with hands on experience of life science based on real world experiences of agriculture. Using agriculture as the learning vehicle, this course emphasizes the principles, standards, central concepts and interrelationships in the physical science education. Some of the different activities' students will be doing for this class are: wind turbines to learn about energy, work, power and wiring to making hand warmers. Course standards are aligned with Washington State Academic Learning Standards and the class still prepares you for later science classes both in High School and after. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization.

**SC 31 CHEMISTRY****Offered: Full Year****Prerequisites: Two high school science credits (Biology and Physical Science or Ag equivalents) and enrolled in Algebra II or higher**

Chemistry is a college preparatory course that begins to explain matter. How it is connected to life on earth and how it is supported by an understanding of physics. Students who take chemistry are usually planning to attend a 2 or 4-year college where they will be expected to take science classes no matter their major. Students who do best in chemistry genuinely want to learn new ideas, not merely turn work in. Students who are prepared for chemistry are those who mastered a fair amount of the concepts in Algebra-I, Physical Science and Biology. Students will be expected to ask questions, drive their learning, complete application projects and challenge themselves. Honors level work may be available to students in Chemistry. The instructor will provide information early in the course.

**SC 34 NATURAL RESOURCES****Offered: Full Year****Prerequisite: Junior/Senior Biology and Physical Science**

Explore and investigate the interrelationships of the natural world, identify and analyze environmental problems, both natural and human-made, evaluate the relative risks associated with these problems and examine alternative solutions for resolving and/or preventing them. Participate in hands-on, laboratory and field investigations to apply scientific principles, concepts and methodologies in order to better understand our natural systems and to critically think about environmental issues and potential solutions.

**SC 40 AP CHEMISTRY****Offered: Full Year****Prerequisite: Two high school science credits (Biology and physical or AG science or ag equivalents) and enrolled in Precal or higher.**

AP Chemistry is a college-level introductory course that delves into the broad topics of chemistry. Students who take AP Chemistry are usually planning to attend a 2 or 4-year college and sit the AP Chemistry Exam. Students who do best in AP Chemistry genuinely want to learn new ideas, will attempt to solve problems on their own and will actively seek feedback and help. Students who are prepared for AP Chemistry are those who mastered most to all of the concepts in Algebra-I, Physical Science and Biology. Students will be expected to ask questions, drive their learning, solve very complex problems and challenge themselves.



**SC 41 PHYSICS****Offered: Full Year****Prerequisite: Biology and Physical Science and completion of Pre-Cal or higher***College credit may be available*

The most effective means to understand Physics principles is through experimental learning. Students will learn the basic principles of mechanics, electromagnetism, wave mechanics and thermodynamics, in an interactive environment. Emphasis is placed on graphic and numerical analysis, group discussion and project-based labs. Concurrent enrollment in Precalculus or Calculus is recommended. *The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking College in High School courses will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.*

**SC 42 HUMAN BIOLOGY (ANATOMY/PHYSIOLOGY)****Offered: Full Year****Prerequisite: Biology & Physical Science or Chemistry and Biology**

This is a one-year lab science course designed for students interested in a career in advanced biological, veterinary and health sciences. This lecture-heavy course includes an intensive study in human anatomy and physiology, the structure and function of tissues and organ systems, as well as possible disorders of these systems. The lab portion of the course will include a comparative anatomy dissection, various research projects, microscopy and physiology experiments.

**SC 35 PLANT SCIENCE I****Offered: Full Year****Prerequisite: Junior/Senior****CTE or Lab Science credit***College credit may be available*

This class provides students with a practical understanding of plant morphology, anatomy and growth of plant crops. Students will develop the knowledge needed to understand plants, their processes and greenhouse management through the use of inquiry and application. Students will apply the knowledge and skills learned in the classroom in our greenhouse. Standards are aligned with Washington State Academic Learning Standards. Students will have the opportunity to earn college credit through Walla Walla Community College through this class. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization. To receive college credit, students must earn an A or B in this course. Credit is only available for either Plant Science I or II, not both. The instructor will provide registration information for college enrollment.

**SC 38 ANIMAL SCIENCE****Offered: Full Year****Prerequisite: Junior/Senior Biology and Physical Science.****CTE or Science credit***College credit may be available*

This course offers students the opportunity to further explore the animal science field. Students will be exposed to the world of animal science through class discussion, inquiry-based labs, indoor/outdoor activities and field trips. Students will utilize science knowledge and skills to develop solutions to real world problems. Subjects emphasized are biological systems and animal management systems with a strong emphasis on veterinary sciences. Medical terminology, discussion of animal issues and & problem solving will also be heavily emphasized. Students will have the opportunity to earn college credit through Walla Walla Community College through this class. To receive college credit, students must earn an A or B in this course. The instructor will provide registration information for college enrollment. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization. Rotates annually with Science.

**SC 45 PLANT SCIENCE II****Prerequisite:** Plant Science I**Offered: Full Year****CTE OR Lab Science credit***College credit may be available*

This course is designed to provide students with an advanced practical experience in the horticultural industry. Classroom work will be combined with projects in the greenhouse along with floral design. Golf and turf grass management, as well as, landscaping will also be introduced. Plant identification and propagation will continue to be an emphasis in this class. Students will also learn about marketing, selling, pricing and communication skills in the horticulture settings. Through this class, students will have the opportunity to learn leadership skills and participate in the FFA club/organization. To receive college credit, students must earn an A or B in this course. Credit is only available for either Plant Science I or II, not both. The instructor will provide registration information for college enrollment.

**SC 47 VETERINARY SCIENCE****Prerequisite:** Junior/Senior Biology and Physical Science.**Offered: Full Year****CTE or Science credit***College credit may be available*

This laboratory science course will focus on animal health, animal pathology and animal production. Topics include animal anatomy and systems dissections, medical terminology, animal behavior, handling techniques, advanced nutrition, disease pathology and disease control, safety and sanitation in the animal laboratory and animal reproductive anatomy and breeding programs. Students will be responsible for the demonstration of skills and competencies through labs, scientific research and assessment of classroom projects. Students must be able to work in a team/group environment and be able to stay focused and self-directed. Upon successful completion of the program, optional testing is available for students to become a Certified Veterinary Assistant Level 1. Students will have the opportunity to earn college credit through Walla Walla Community College through this class. To receive college credit, students must earn an A or B in this course. The instructor will provide registration information for college enrollment. Rotates annually with Animal Science.

**TI 38 AP COMPUTER SCIENCE A****Prerequisite:** Junior/Senior & Enrolled in Algebra I**Offered: Full Year****CTE or Science or Math (beyond Geometry) credit**

AP Computer Science A is a college-level introductory computer science course. Students cultivate their understanding of coding in Java through analyzing, writing and testing code as they explore concepts like modularity, variables and control structures. Students who take AP CSA are usually planning to attend a 2 or 4-year college and will sit the AP CSA exam in the spring. Students who do best in AP Computer Science genuinely want to learn new ideas and how to code. Students who are prepared for AP CSA have solid algebra and logic skills, but do NOT need to have ANY coding experience. Students will be expected to ask questions, drive their learning, complete application projects and challenge themselves.

**SOCIAL STUDIES****SS 12 WASHINGTON STATE HISTORY****GRADUATION REQUIREMENT**

Those who did not take Pacific Northwest History or Washington State History in middle school will meet this state requirement by taking Civics in their senior year. The course includes a brief look at the geologic history of the Northwest, a chronology of Northwest history (primarily Washington), from Native American cultures through the present, units on regional economics as well as state and local government.

**SS 23 CONTEMPORARY WORLD HISTORY****Offered: Full Year**

Contemporary World History is designed to help students understand today's world by examining the social, economic, political, religious, military, scientific and cultural developments from the beginnings of the modern era (1500) to specific current world issues. Emphasis will be given to both western and non-western societies.

**SS 24 AP EUROPEAN HISTORY/CONTEMPORARY WORLD PROBLEMS****Offered: Full Year***College credit may be available*

This two-semester college-level course will develop students' knowledge about global history from 1450 to the present. In addition to exploring European and World culture, students will develop historical thinking skills including analyzing primary and secondary sources, developing historical comparisons and arguments and expressing critical thinking and understanding in writing. If successfully completed, this course will fulfill the 10th grade World History social studies requirement. The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.

**SS 32 U.S. HISTORY****Offered: Full Year**

This course is a survey of American history and government from the colonial period to the present. Special emphasis will be placed on the concept of federalism, the Supreme Court and the legal system, the balance between rule by the majority and the protection of individual rights, roots to the current world political struggle and the evolution of the current interpretation of the Constitution.

**SS 39 AP U.S. HISTORY****Offered: Full Year***College credit may be available*

This two semester course is a chronological, in-depth study of U.S. history designed to prepare students to take the Advanced Placement exam in May. It will require a considerable amount of reading, timed writing, analytical thinking and memorization from students. The course will emphasize the skills to succeed on the three main components of the AP test; answering multiple choice questions from the entirety of U.S. history, writing timed essay responses to AP prompts and writing responses to document-based questions (DBQs). **If successfully completed, this course will fulfill the 11th grade U.S. History social studies requirement. The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.**

**SS 44 ECONOMICS****Offered: Semester****Prerequisite: Junior/Senior****CTE or Social Studies credit**

This course focuses on the study of business and consumer decision making and its relationship with the economy and politics. Course will also cover production, conservation and allocation of resources in conditions of scarcity, together with the organizational frameworks related to microeconomics and macroeconomics. Included are; comparative economic systems, money and banking systems, international economics, quantitative analytical methods, applications to specific industries and public policy issues. Students will also participate in a stock market game which will let them research and buy and sell stocks as if they were an individual investor or stock broker. Students enrolled in marketing classes will be eligible to participate in DECA, a national student organization sponsoring regional and national marketing competitions. This course will also address state financial literacy requirements.

**SS 43 INTRODUCTION TO PSYCHOLOGY****Offered: Full Year****Prerequisite: Junior/Senior***College credit may be available*

This two-semester class is a survey of the major principals of psychology with an emphasis on the scientific nature of contemporary psychological investigation. Topics include; the history of psychology, research methods, behaviorism, human development, the biology of behavior, altered states of awareness, sleep and dreams, sensation and perception, stress and adjustment, learning, memory, cognition, motivation, emotion, social psychology and dysfunctional behavior and its therapies. Students will be prepared to take the AP Psychology exam in May, if desired. The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.

**SS 47 CIVICS****Offered: Semester****REQUIRED COURSE FOR ALL SENIORS****GRADUATION REQUIREMENT***College credit may be available*

A review of the U.S. Constitution, a study of the Washington State Constitution, a look at Pullman city government and a study of the rights and responsibilities of citizens at all levels of government. Electoral issues which include full instruction on party affiliation and spectrum, mock elections and simulated democratic processes at national, state and local levels. Civic Engagement covering service learning projects and concrete efforts to engage the rights and responsibilities of students in national, state and local communities beyond the political system. Regular practices will include reading and discussion of key documents of our government structure, of political/electoral culture, of current journalism and social media and participation in surveys, mock elections, school improvement drives, community projects and various forms of civic engagement on the school, community, state, national and international levels. **The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.**

## WORLD LANGUAGES

The World Language Department provides all students with the opportunity to learn the languages and study the cultures of the French and Spanish speaking world. The ability to communicate in another language and to appreciate other cultures is a broadening experience, which contributes to personal fulfillment, cultural literacy and global vision. Two years of world language is a state graduation requirement unless a student is following a Personal Pathway. Two or more years of the same world language study are required for entrance into many colleges and universities. Knowledge of a world language is helpful and rewarding for those considering work in an international or bilingual environment, for the military, or for those who have future study abroad or travel plans. Any student who plans to attend a college or university after high school graduation should consider the following points:

1. Many undergraduate programs, for example, those offered by the College of Arts and Sciences at Washington State University, require study of a world language before a degree is granted. It may be to the student's advantage to begin his/her world language in high school in order to facilitate the meeting of college graduation requirements.
2. Many graduate programs require world languages prior to completion of graduate degrees. Again, it may be to the student's advantage to begin that study at the high school level.
3. A student who has specific career goals should check with professionals in the field, the guidance counselors, or directly with colleges and universities for specific language requirements in the areas of her/his interest.
4. All four-year colleges and universities in Washington require at least two years of a world language for admission. Some schools and honor programs require a longer sequence of world language study

**Students must earn a grade of C or better and/or have a teacher permission to continue the sequential study of the language. This applies to both movement between semesters and between school years.**

## FRENCH

### FR 10 FRENCH I

**Offered: Full Year**

This is an introductory course for students interested in learning to understand, speak, read and write the French language. Emphasis is on building vocabulary and introducing the basic language structures necessary to communicate in practical situations. Students interact first in phrases and then in complete sentences, leading to oral dialogues and written paragraphs. Students will develop a general knowledge of the French-speaking world while studying the culture and geography of France in particular.

### FR20 FRENCH II

**Offered: Full Year**

**Prerequisite: FR 10**

This course builds upon the skills developed in French I. Emphasis is on mastery of basic grammar skills along with continued proficiency in speaking, reading and writing skills. Students will explore the cultures and current events of the francophone world through literature, film, presentations and projects while making connections with other disciplines.

### FR 30 FRENCH III

**Offered: Full Year**

**Prerequisite: FR 10 & FR 20**

*College Credit May Be Available*

This course will increase students' ability to communicate in authentic oral and written contexts and build confidence in the use of French through connections with literature, history and the arts. Two years of classroom French and/or teacher approval are required for this class. *The requirements for earning college credit will be provided in writing by the instructor at the beginning of the course. Students taking College in High School will not be required to pay any college level tuition or fees. Enrolling in any College in the High School program for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. See Appendix C for more information.*

**FR 40 AP French Language and Culture (FRENCH IV)****Offered: Full Year****Prerequisite: FR 30**

French IV & AP French Language and Culture is a comprehensive review of the French language through literature, media and linguistic interaction. Emphasis is placed on listening, speaking, reading and writing with an advanced level of proficiency. This class is conducted entirely in French and serves as a preparation for the AP exam in French language and culture.

**FR 50 FRENCH V French Civilization and Literature****Offered: Full Year****Prerequisite: FR 40**

This course concentrates on in-depth study of French Civilization through French language essays, novels, short stories, poems, plays, films, graphic novels and other culture artifacts of the French language and of the countries where it is spoken. Students who enroll must meet the prerequisites and receive teacher permission.

**SPANISH****SP 10 SPANISH I****Offered: Full Year**

This is an introductory course for students interested in learning to understand, speak, read and write the Spanish language. Emphasis is on building vocabulary and introducing the basic language structure necessary to communicate in practical situations. Students interact first in phrases and then in complete sentences, leading to oral dialogues and written paragraphs. Students will develop a general knowledge of the Hispanic speaking world while studying the culture and geography of Spain and Latin America

**SP 20 SPANISH II****Offered: Full Year****Prerequisite: SP 10**

This course builds upon the skills developed in Spanish I. Emphasis is on mastery of basic grammar skills along with continued proficiency in speaking, reading and writing skills. Students will explore the cultures of Spain and Latin America through internet searches, presentations and projects while making connections with other disciplines.

**SP 30 SPANISH III****Offered: Full Year****Prerequisite: SP 20 with at least a "B" or teacher's recommendation**

This course will increase students' ability to communicate in authentic oral and written contexts. They will build confidence in the use of Spanish through connections with culture, history and art. Students will explore current events of the Hispanic world through literature, film and internet searches while making connections with other disciplines.

**SP 40 SPANISH IV****Offered: Full Year****Prerequisite: SP 30**

The course will broaden a student's knowledge and command of the Spanish language. The focus in this class is to increase fluency in communication, reading and writing at the advanced level. Skills will be refined through connection with other disciplines, as well as comparisons of language and cultures in authentic contexts. Students will read literature works and plays by Peninsular and Latin American authors. In addition, they will access current world situations and news

# PULLMAN SCHOOL DISTRICT MISSION STATEMENT

## Ensuring Learning While Challenging and Supporting Each Student to Achieve Full Potential

Teachers and Students, working together with the community, will continue to develop a quality school, which will:

1. Encourage students to think independently and to use their minds well.
2. Develop respect for others and understand the value of diversity.
3. Encourage students and teachers to take risks in an environment where they can collaborate and learn from each other in a positive learning climate of spirit and comradeship.
4. Academically prepare students to be productive through mastery and achievement in essential skill and knowledge areas as well as pursuing their individual learning needs.
5. Provide each student with a sense of accomplishment, community and confidence to pursue personal and career goals.

**The Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless the parent advised the school district to the contrary. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephone listings—unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

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The Pullman School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

The following employee has been designated to handle questions and complaints of alleged discrimination: **Roberta Kramer**, Assistant Superintendent, Pullman School District Administrative Offices, 240 SE Dexter Street, Pullman, WA 99163, 509.332.3144, [rkramer@psd267.org](mailto:rkramer@psd267.org). Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584.

Pullman School District  
Affirmative Action Officer  
Title IX/Sex Equity Compliance Officer  
504/ADA Compliance Officer



## Appendix A - 2026 Fee List

<b>Classes</b>	
Metal Shop / Wood Shop / Computer Drafting	\$20.00
Fashion Design	\$15.00
Art ( per class per semester)	\$20.00
Foods & Nutrition / Culinary Arts	\$15.00
<b>Senior Lifetime Fitness</b>	<b>\$50.00</b>

<b>Consumables</b>	
<b>ASB Activities Card</b>	<b>\$30.00</b>
<b>ASB Athletics Card</b>	<b>\$70.00</b>
Yearbook	\$65.00

<b>Clubs</b>	
FFA	\$25.00
JSA	\$20.00
Weights (Winter / Summer)	\$50.00ea
Key Club	\$16.00
FCCLA	\$40.00
DECA	\$40.00
Art Club	\$20.00
<b>Science Olympiad</b>	<b>\$15.00</b>
<b>Skills Computer Science</b>	<b>\$20.00</b>
<b>Skills Construction &amp; Welding</b>	<b>\$20.00</b>
<b>Skills Communication</b>	<b>\$15.00</b>



## **Appendix B – Spring Course Requests**

PHS Webpage: [Next Year Course Requests](#)

Every March students are required to request courses for the next school year. This process is completed online in Family or Student Access.

The following pages have the grade level information for requesting courses for the 2025-2026 school year.

Reviewing graduation requirements, your updated High School & Beyond Plan and reading through this Course Guide can help inform your choices on course requests.

A final master schedule is completed in early August.

Student schedules are distributed in mid-August and can be picked up at the annual Gear-Up event or viewed on Student/Family Access.

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## Pullman High School 2025-2026 - Freshman

**STUDENTS ARE REQUIRED TO SUBMIT ONLINE COURSE REQUESTS BY FRIDAY, MARCH 28<sup>TH</sup>**

### Not Returning in the Fall?

Please email your Guidance Counselor AND PHS Registrar, Edie Talbot ([etalbot@psd267.org](mailto:etalbot@psd267.org)) to alert them of this change in enrollment. Do not complete any other part of the process below. Thank you!

### To Request Courses Online

1. Go to: <http://lms.pullmanschools.org/>
2. **Select Skyward Family Access Icon on the LMS main page.**  
Parent or Student access can be used for the request process. If you need your Family Access Login, please contact LMS main office at 334-3411. *If you have forgotten your login/password you can reset it by clicking on the "Forgot your Login/Password" on the skyward login page. Then check your email for a link to reset. Resets must be done on a computer, not a phone.*
3. **Once logged into Family Access:**  
Choose "Schedule" (blue column on left side of screen)  
Click on "view request for 2025-26" in Pullman High School (right of screen)
4. **Adding Courses**  
Left side of screen is all course options for Freshman at PHS  
Scroll through courses in left column list, select course by highlighting course from list, and click on "Add course". Most courses will be a full year. Make sure Sem 1 (.1) & Sem 2 (.2) appear for full year courses. If adding a semester only course, please make sure you select another semester only course.
  - **Select a Science course - Biology OR Biology in Agriculture**
  - **English and Health & Fitness will be added for you**
  - **Math class will be added by your current math teacher**
  - **Add two elective requests (should equal four semesters) – see next page for freshman electives offered**
    - Electives selected impact college admission requirements (such as World Languages).
  - **If you need to remove a course:** Highlight course on right side of screen and click remove request
- Zero Period – Please email your Guidance Counselor if interested in a Zero period course.**  
Full Year Course options of: Jazz Band **OR** Treble Triad
5. **Add two Alternates Requests:** Click on "Request Alternates Tab"  
Using the same method as **Step 4**, enter two more full year or combined semester electives (should equal four semesters).

*Courses will only be scheduled if there are enough student requests to fill a class. If a class is pulled from the schedule, students will be assigned an alternate course by the guidance counselor. Students are required to select alternate course choices for each elective. If you do not choose an alternate and cannot get into your first choice classes, your guidance counselor will choose courses for you. This will be based on graduation requirements and your High School and Beyond Plan.*

**Questions?** Email your Guidance Counselor, based on your last name

A-K Deanna Kile [dkile@psd267.org](mailto:dkile@psd267.org)

L-Z Katie Evermann [kevermann@psd267.org](mailto:kevermann@psd267.org)

Special Ed (IEP) Gene Baldeck [ebaldeck@psd267.org](mailto:ebaldeck@psd267.org)

Course Guide and other information are on the PHS Website under [Counseling Center](#)

# Freshman Electives

## **DRAMA/THEATRE ARTS**

Students will study the history of the theatre as well as various genres of written plays. The class will explore techniques of performance as well as the technical side to performing arts. Students will perform monologues, one-acts, and other works for critique by the class and instructor.

## **ADVANCED ENSEMBLE**

A select vocal ensemble will study vocal jazz, acapella, pop music and other choral techniques. This group travels the Northwest and performs at multiple festivals. Attendance at these performances is required. Bass players, piano players, guitarist and drummers needed yearly. Audition required for all singing and playing members of this ensemble.

## **GRAY ORCHESTRA**

Open to string players only and must have four or more years playing experience. No audition required. Students will perform regularly throughout the year and will attend a festival or tour, locally or out of town.

## **GUITAR**

Beginning guitar instruction in playing and reading chords, chord symbols, picking, strumming patterns, reading musical notation, theory and playing chord progressions, and a variety of guitar styles. No previous musical experience is necessary.

## **SPANISH I/SPANISH II – Prerequisite: Spanish I**

An introductory course for students interested in learning to understand, speak, read, and write the Spanish language. Emphasis is on building vocabulary and introducing the basic language structure necessary to communicate in practical situations.

## **FRENCH I/FRENCH II – Prerequisite: French I**

An introductory course for students interested in learning to understand, speak, read, and write the French language. Emphasis is on building vocabulary and introducing the basic language structures necessary to communicate in practical situations.

## **FOODS AND NUTRITION**

Attain basic skills needed to be successful in the kitchen. In addition to food preparation skills, students will learn food safety practices and nutrition and wellness concepts. Students will gain hands on experience doing cooking labs and food science experiments.

## **DIGITAL MEDIA – GRAPHIC DESIGN – (SEMESTER)**

This hands-on class emphasizes the use of industry-standard software to create visually stunning designs. Students will learn the fundamentals of graphic design, while also exploring the world of social media design by creating eye-catching graphics and advertisements to help businesses reach their target audience.

## **DIGITAL MEDIA – VIDEO PRODUCTION – (SEMESTER)**

This hands-on class will introduce students to the art and technology of video production. Students will learn the basics of video production, including camera operation, lighting, audio production, interviewing, and special effects.

## **MARKETING/ENTREPRENEURSHIP**

Introduces real world concepts, skills and underlying business foundations required for the understanding and development of marketing and understanding the entrepreneurial process.

## **LEADERSHIP I**

Students will study goal setting, time management, interpersonal communication, presentations, situational leadership styles, conflict resolution, and relationships among groups. Students will provide leadership/management for several varied school events and activities. Participation in activities outside of school is expected.

## **COMPUTER DRAFTING I**

This course is designed to introduce the following basic computer aided drafting skills. The following programs are used: AutoCAD (Autodesk)/Rhino/Solidworks and Mastercam.

## **METAL SHOP I**

This is an introductory career and technical manufacturing course in welding and metalwork. This course is designed to introduce modern welding skills used in manufacturing.

## **INTRO TO CONSTRUCTION**

This course emphasizes safe use of hand tools and power equipment. This course covers wood identification, joinery, use of power tools, design and print reading and related math.

## **YEARBOOK**

Create Greyhound memories! Be a member of the production team of the PHS yearbook. Students must be cooperative, dependable, and organized with the ability to work under pressure to meet strict production deadlines. Outside class time will be necessary.

## **FASHION DESIGN**

No experience necessary. Students will learn and utilize construction skills to create a variety of projects throughout the year. You will also learn about the design process, elements of design, fiber characteristics and other subjects in the fashion industry.

## **ENGINEERING ESSENTIALS**

Explore the role of engineers in the design and development of solutions to real-world problems. Students will be empowered to build technical skills through a variety of engineering tools.

## **DESIGN ART STUDIO -- (SEMESTER ONLY)**

Design Studio is an introductory course. Composition, color theory, and the design process are emphasized over drawing.

## **DRAWING**

Explore the basics of drawing with an emphasis on those things that block us from being able to draw well. If you "can't draw", this is the class for you. If you can draw you will improve your skills. A variety of materials and mixed media techniques will be used.

## **PAINTING**

In the Painting course we will focus on the basic process of painting including color mixing, color theory, and personal expression. You will produce paintings with acrylic paint, watercolor, and pastels.

## **CERAMICS**

Clay every day is the routine in this class. Here you will be able to explore ceramic work in a hand building and/or wheel thrown direction.

## **CONCERT BAND**

Musical concepts such as intonation, balance, blend; phrasing, rhythm, musical style and music theory will be explored. Opportunities to play at concerts, field trips, PHS events or games, community events are required but at the instructor's discretion.

## **JAZZ BAND (Zero Period) – Must be enrolled in Concert Band**

The Jazz Band is a select instrumental ensemble. The class does NOT meet daily and only .25 credit is awarded per semester. Attendance at many Northwest events and festivals is required and the ensemble also participates in all pep band events.

## **TREBLE TRIAD (Zero Period) – Audition required**

Treble Triad is a select choral ensemble. The class does NOT meet daily and only .25 credit is awarded per semester. Participation in concerts, community events and festivals are required. Piano players also needed.

## **DIGITAL PHOTOGRAPHY**

Four areas of instruction will be emphasized: how cameras work, how composition works, how lighting works, and how to use photo editing software.

## **3D MODELING & VIDEO GAME DESIGN/PROGRAMMING**

Students initially delve into 3D modeling techniques and workflows. Those skills are then applied to compositing in video, with an emphasis on light effects, particle effects, texturing and rendering.

[Full Course Guide Link – \(For full course description\)](#)

**Pullman High School 2025-2026 - Sophomores**  
STUDENTS ARE REQUIRED TO SUBMIT ONLINE COURSE REQUESTS BY FRIDAY, MARCH 28TH

**Not Returning to PHS**

Please email your Guidance Counselor AND PHS Registrar, Edie Talbot ([etalbot@psd267.org](mailto:etalbot@psd267.org)) to alert them of this change in enrollment. Do not complete any other part of the process below. Thank you!

**To Request Courses Online**

1. Go to: <http://phs.pullmanschools.org/>

2. Select Skyward Family Access Icon on the PHS main page.

Parent or Student access can be used for the registration process.

If you need your Family Access login contact Mrs. Lowery at the PHS Main Office at 332-1551 or [clowery@psd267.org](mailto:clowery@psd267.org). If you have forgotten your login/password you can reset it by clicking on the "Forgot your Login/Password" on the skyward login page. Then check your email for the link to reset. Resets must be done on a computer, not a cell phone.

3. Once logged into Family Access:

- Choose "Schedule" (blue column on left side of screen)
- Click on "request courses for 2025-26" (middle top right of screen)

4. Add course: Scroll through courses in left column list, select course by highlighting course from list, and click on "Add course". Most courses will be a full year (1 credit). Make sure Sem 1 (.1) & Sem 2 (.2) appear for full year courses. If adding a semester only course, please make sure you select another semester only course.

- Science (choose) - Physical Science *OR* Physical Science in Agriculture
- Historical Literature will be added for you
- Social Studies - Contemporary World History *OR* Advanced Placement (AP) European History
- Math - Determined by current math teacher. (Will be entered by math teacher)
- Add Two Elective Preferences (full year each or four semesters)
  - Electives selected impact college admission requirements (such as World Languages).
- If you need to remove a course: Highlight course on right side of screen and click remove request

**Zero Period** – Please email your Guidance Counselor if interested in a Zero period course.

Full Year Course options of: Jazz Band *OR* Treble Triad *OR* Blue Orchestra

5. Add Alternates Requests: Click on "Request Alternates" tab.

Using the same method as Step 4, enter two more full year electives (this should equal four semesters)

*Courses will only be scheduled if there are enough student requests to fill a class. If a class is pulled from the schedule, students will be assigned an alternate course by the guidance counselor. Students are required to select alternate course choices for each elective. If you do not choose an alternate and cannot get into your first choice classes, your guidance counselor will choose courses for you. This will be based on graduation requirements and your High School and Beyond Plan.*

**Questions?** Email your Guidance Counselor, based on last name

A-K Deanna Kile [dkile@psd267.org](mailto:dkile@psd267.org)

L-Z Katie Evermann [kevermann@psd267.org](mailto:kevermann@psd267.org)

Special Ed (IEP) Gene Baldeck [ebaldeck@psd267.org](mailto:ebaldeck@psd267.org)

All forms and the Course Guide are on the PHS Website under [Counseling Center](#)

**Pullman High School 2025-2026 - Juniors**  
STUDENTS ARE REQUIRED TO SUBMIT ONLINE COURSE REQUESTS BY FRIDAY, MARCH 28<sup>TH</sup>

**Not Returning to PHS**

Please email your Guidance Counselor AND PHS Registrar, Edie Talbot ([etalbot@psd267.org](mailto:etalbot@psd267.org)) to alert them of this change in enrollment. Do not complete any other part of the process below. Thank you!

**To Request Courses Online**

1. Go to: <http://phs.pullmanschools.org/>
2. Select Skyward Family Access Icon on the PHS main page.  
Parent or Student access can be used for the registration process.  
If you need your Family Access login contact Mrs. Lowery at the PHS Main Office at 332-1551 or [clowery@psd267.org](mailto:clowery@psd267.org). If you have forgotten your login/password you can reset it by clicking on the "Forgot your Login/Password" on the skyward login page. Then check your email for the link to reset. Resets must be done on a computer, not a phone.
3. Once logged into Family Access:
  - Choose "Schedule" (blue column on left side of screen)
  - Click on "request courses for 2025-26" (middle top right of screen)
4. Adding Courses:  
Scroll through courses in left column list, select course by highlighting course from list, and click on "Add course". Most courses will be a full year (1 credit). Make sure Sem 1 (.1) & Sem 2 (.2) appear for full year courses. If adding a semester only course, please make sure you select another semester only course.
  - Science - Choose a Junior Level Science Course
  - English - American Literature and Composition **OR** AP English Literature and Composition
  - Social Studies - US History **OR** AP US History
  - Math - Determined by current math teacher. (Will be entered by math teacher)
  - Add Two Elective Preferences (full year or four semesters)
  - If you need to remove a course: Highlight course on right side of screen and click remove request.

**Zero Period – Please email your Guidance Counselor if interested in a Zero period course.**

Full Year Course options of: Jazz Band **OR** Treble Triad **OR** Blue Orchestra

5. Add Alternates Requests: Click on "Request Alternates" tab.

Using the same method as Step 4, enter two more full year electives (this should equal four semesters).

*Courses will only be scheduled if there are enough student requests to fill a class. If a class is pulled from the schedule, students will be assigned an alternate course by the guidance counselor. Students are required to select alternate course choices for each elective. If you do not choose an alternate and cannot get into your first choice classes, your guidance counselor will choose courses for you. This will be based on graduation requirements and your High School and Beyond Plan.*

- Electives selected impact college admission requirements (such as World Languages). Please refer to the Course Guide for details. [PHS Course Guide Link](#)
- If you select Teaching Aide (TA) for elective or alternate, you must fill out a permission form and submit to your Guidance Counselor. Go to PHS Website/Counseling Center/Academics/Spring Course Requests or [Click here for form](#).
- Running Start
  - o [See Website](#) or email your guidance counselor for enrollment process.
  - o Put in **FULL** PHS schedule **AS IF** you are **NOT** in Running Start – in the event your RS plans change

Questions? Email your Guidance Counselor, based on last name

A-K Deanna Kile [dkile@psd267.org](mailto:dkile@psd267.org)

L-Z Katie Evermann [kevermann@psd267.org](mailto:kevermann@psd267.org)

Special Ed (IEP) Gene Baldeck [ebaldeck@psd267.org](mailto:ebaldeck@psd267.org)

All forms and the Course Guide are on the PHS Website under [Counseling Center](#)

**Pullman High School 2025-2026 - Seniors**  
**STUDENTS ARE REQUIRED TO SUBMIT ONLINE COURSE REQUESTS BY FRIDAY, MARCH 28TH**

**Not Returning to PHS**  
 Please email your Guidance Counselor AND PHS Registrar, Edie Talbot ([etalbot@psd267.org](mailto:etalbot@psd267.org)) to alert them of this change in enrollment. Do NOT complete any other part of the process below. Thank you!

**To Request Courses Online**

1. Go to: <http://phs.pullmanschools.org/>
2. Select Skyward Family Access Icon on the PHS main page.  
 Parent or Student access can be used for the registration process.  
 If you need your Family Access login contact Mrs. Lowery at the PHS Main Office at 332-1551 or [clowery@psd267.org](mailto:clowery@psd267.org). If you have forgotten your login/password you can reset it by clicking on the "Forgot your Login/Password" on the skyward login page. Then check your email for the link to reset. Resets must be done on a computer, not a cell phone.
3. Once logged into Family Access:
  - Choose "Schedule" (blue column on left side of screen)
  - Click on "request courses for 2025-26" (middle top right of screen)
4. Adding Courses  
 Scroll through courses in left column list, select course by highlighting course from list, and click on "Add course". Most courses will be a full year (1 credit). Make sure Sem 1 (.1) & Sem 2 (.2) appear for full year courses. If adding a semester only course, please make sure you select another semester only course.
  - English - World Literature and Composition *OR* AP English Literature and Composition
  - Social Studies – Civics (semester) will be added for you **AND you choose one Social Studies semester elective**
  - Math - Determined by current math teacher. (Will be entered by math teacher)
  - Add 2.5 credits of Elective Preferences (should equal five semesters)
  - Career Choices is required and will be added for you
  - If you need to remove a course: Highlight course on right side of screen and click remove request.

**Zero Period – Please email your Guidance Counselor if interested in a Zero period course.**

Full Year Course options of: Jazz Band *OR* Treble Triad *OR* Blue Orchestra

5. Add two Alternate Elective Requests: Click on "Request Alternates" tab.  
 Using the same method as Step 4, enter 2 more full year electives (this should equal four semesters).  
*Courses will only be scheduled if there are enough student requests to fill a class. If a class is pulled from the schedule, students will be assigned an alternate course by the guidance counselor. Students are required to select alternate course choices for each elective. If you do not choose an alternate and cannot get into your first choice classes, your guidance counselor will choose courses for you. This will be based on graduation requirements and your High School and Beyond Plan.*
  - Review PHS Requirements to make sure you will be eligible for graduation.
  - Electives selected impact college admission requirements (such as World Languages). Please refer to the Course Guide for details. [PHS Course Guide Link](#)
  - Science courses can be continued as an elective
  - If you select Teaching Aide (TA) for elective or alternate, you must fill out a permission form and submit to your Guidance Counselor. Go to PHS Website/Counseling Center/Academics/Spring Course Requests or [Click here for form](#).
  - Running Start
    - o [See Website](#) or email your guidance counselor for enrollment process.
    - o Put in **FULL** PHS schedule **AS IF** you are **NOT** in Running Start – in the event your RS plans change

**Questions?** Email your Guidance Counselor, based on last name

A-K Deanna Kile [dkile@psd267.org](mailto:dkile@psd267.org)  
 L-Z Katie Evermann [kevermann@psd267.org](mailto:kevermann@psd267.org)  
 Special Ed (IEP) Gene Baldeck [ebaldeck@psd267.org](mailto:ebaldeck@psd267.org)

All forms and the Course Guide are on the PHS Website under [Counseling Center](#)

## 2025/26 PHS Classes

**English Department**  
 Survey of Literature (Fr)  
 Historical Literature & Composition (Soph)  
 American Literature & Composition (Jr)  
 World Literature & Composition (Sr)  
 AP Literature & Composition (Jr/Sr) (Not Avail 25-26)  
 AP Literature & Composition (Jr/Sr)  
 English Language Development I, II, III

**Fine Arts Department**

**Art**  
 Design Studio  
 Drawing  
 Ceramics  
 Painting  
 Honors Art (4 Sem of Art)  
 Advanced Placement Studio Art (4 Sem of Art)

**Drama/Theatre Arts**

**Media/Graphic Arts**  
 Digital Media – Graphic Design (Semester)  
 Digital Media – Video Production (Semester)  
 3D Modeling & Animation  
 Video Game Design & VR/AR Development (Soph/Jr/Sr) (Not Avail 2025-26)  
 HoundCentral Productions (Pre-Req: Dig, MMed)  
 Digital Photography  
 AP Studio Art:2D Design Photography (Jr/Sr)

**Music Instrumental**  
 Concert Band  
 Blue Orchestra (Zero Period)  
 Gray Orchestra  
 Jazz Band (Zero Period)  
 Guitar

**Music Vocal**  
 Concert Choir (Not Avail 2025-26)  
 Treble Triad (Zero Period)  
 Advanced Ensemble

**Health/PE Department**  
 Health and Fitness I (Fr)  
 Fitness II - Lifetime Fitness/Sport (Soph/Jr/Sr)  
 Fitness II Yoga (Soph/Jr/Sr)  
 Strength Training (Soph/Jr/Sr)  
 Senior Lifetime Fitness (Sr)

**Math Department**  
 Algebra I  
 Integrated Mathematics  
 Geometry  
 Statistics & Algebraic Concepts  
 Algebra II  
 Mathematical Modeling  
 Pre-Calculus  
 AP Calculus  
 AP Computer Sci A (Jr/Sr)

**Science Department**  
 Earth & Space Integrated Science  
 Biology in Agriculture (Fr)  
 Biology (Fr) (Honors Option)  
 Physical Science (Soph)  
 Physical Science in Ag (Soph)  
 Animal Science (Jr/Sr)  
 Plant Science I and II (Jr/Sr)  
 Natural Resources (Jr/Sr)  
 Chemistry (Jr/Sr) (AP and Honors Option)  
 Physics  
 Human Biology  
 AP Computer Science A (Jr/Sr)  
 Veterinary Science (Jr/Sr) (Not Avail 2025-26)

**Social Studies Department**  
 Contemporary World History (Soph)  
 AP European History (Soph)  
 US History (Jr) (AP Option)  
 Economics (Jr/Sr) (Semester)  
 Psychology (Jr/Sr)  
 Civics (Sr - Semester)

**World Language Departments**  
 French I, II, III, IV (AP) and V  
 Spanish I, II, III, and IV

**Career & Technical Education (CTE)**

**Agriculture**  
 Biology in Agriculture (Fr)  
 Physical Science in Ag (Soph)  
 Animal Science (Jr/Sr or 2 Sci Credits)  
 Journalism & Leadership in Agriculture Communications (Jr/Sr)  
 Plant Science I and II (Jr/Sr)  
 Veterinary Science (Jr/Sr) (Not Avail 2025-26)

**Media/Graphic Arts**  
 Digital Media – Graphic Design (Semester)  
 Digital Media - Video Production (Semester)  
 3D Modeling & Animation  
 Video Game Design & VR/AR Development (Soph/Jr/Sr) (Not Avail 2025-26)  
 HoundCentral Productions (Pre-Req: Dig, MMed)  
 Digital Photography  
 AP Studio Art:2D Design Photography (Jr/Sr)

**Business Education**  
 Marketing & Entrepreneurship  
 Marketing Operations (Mktg & Entrep. OR Sr)  
 Economics (Jr/Sr) (Semester)  
 Accounting I and II (Independent) (Jr/Sr)  
 Yearbook  
 Career Choices & Financial Literacy (Sem)(Sr)  
 Leadership I & II

**Drafting**  
 Computer Aided Drafting I, II, and III

**Family & Consumer Studies**  
 Foods and Nutrition  
 Culinary Arts (Soph/Jr/Sr)  
 Fashion Design  
 Early Childhood Development (Pre-req: Health)

**Welding**  
 Metal Shop I, II, and III  
 Individualized Metal Shop

**Woodshop**  
 Intro to Construction  
 Construction II  
 Construction III  
 Advanced Woodshop

**STEM Technology**  
 AP Computer Science A (Jr/Sr)  
 Engineering Essentials  
 Digital Electronics (Soph/Jr/Sr or Alg 1 or higher)

**Work Site Learning (Jr/Sr)**

**Other**  
 Office or Teacher Aide (Jr/Sr)  
 Running Start WSU  
 Running Start Spokane Falls Community

**Individual Education Plan**  
 Daily Living Skills  
 Academic Skills  
 Employment Skills  
 Community Work Experience

**Resources**  
 Many courses require pre-requisites, may count for different graduation requirements, qualify for college credit and some have fees or recommend ASB membership. Please see course guide for details.  
[PHS Course Guide Link](#)

If you have any questions about your schedule, please contact your guidance counselor based on your last name below.



**A-K**  
 Deanna Kile [dkile@psd267.org](mailto:dkile@psd267.org)

**L-Z**  
 Katie Evermann [kevermann@psd267.org](mailto:kevermann@psd267.org)

**Special Education (IEP) students:**  
 Gene Baldeck [ebaldeck@psd267.org](mailto:ebaldeck@psd267.org)

## **Appendix C – College in the High School and CTE Dual Credit**

College in the High School (CIHS) and CTE Dual Credit programs provide students an opportunity to enroll in college courses at their high school and earn both high school and college credit.

Students taking CIHS and/or CTE Dual Credit will not be required to pay any college level tuition or fees.

All registration deadlines must be met by Pullman High School students to receive college credit for these courses. Please talk with your instructor for further details about this process. If you need any financial assistance your instructor can connect you with resources available to students.

Enrolling in any CIHS class for both high school and college credit automatically starts an official college transcript regardless of a student's performance in the course. For college classes taken during high school, it is each student's responsibility to directly request the transferability of credits from the college(s) they wish to attend and whether the courses will appear on the college transcript.

College in the High School course offerings are subject to change.

Courses that may be available for college credit are noted in the course listings and listed below.

- AP Calculus
- AP European History
- AP United States History
- Civics
- French III
- Math Modeling
- Physics
- Precalculus
- Psychology
- World Literature and Composition

### CTE Dual Credit Courses

- Accounting
- Animal Science
- Career Choices
- Culinary Arts
- Digital Electronics
- Digital Photo/Adv. Photoshop
- Early Childhood Education
- Engineering Essentials
- Entrepreneurship
- Foods and Nutrition
- Intro to Marketing
- Journalism and Leadership in Agriculture Communications
- Marketing Operations
- Metal Shop II
- Plant Science I or II
- Vet Science



# Coversheet

## Resolution 25-26:02 - 2025-2026 Annual WIAA Membership

**Section:** V. Action Items  
**Item:** C. Resolution 25-26:02 - 2025-2026 Annual WIAA Membership  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
ES 25-26.02 - 2024-2025 Annual WIAA Membership 3.12.25.pdf  
2025-2026 Annual WIAA Membership - School Board Resolution 25-26.2.pdf



*To Ensure Learning While Challenging and Supporting Each Student to Achieve Full Potential*

Pullman School District No. 267 • 240 SE Dexter • Pullman, WA 99163 • (509) 332-3581

***Resolution 25-26:02 Annual WIAA Membership***

**Executive Summary**

**March 12, 2025**

***By: Bob Maxwell***

*Superintendent*

**Background:**

Each year, the WIAA (Washington Interscholastic Activities Association) requires that the board approve our district’s membership in the WIAA. The WIAA oversees and regulates interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

**Recommended Board Action:**

Approval of Resolution 25-26:02 - 2025-2026 Annual WIAA Membership.

**Motion to Approve**

I move that the Board approve Resolution 25-26:02 - 2024-2025 Annual WIAA Membership as presented.

Approved

Not Approved

**Date:** \_\_\_\_\_

**Board Secretary Signature:** \_\_\_\_\_



## SCHOOL BOARD RESOLUTION FORM

*DUE ANNUALLY BY THE SECOND FRIDAY IN JUNE*

School District Type (select one):  Public  Private  Charter  Tribal

School District Name: Pullman School District

Resolution # (optional): 25-26:02

Date: 3/5/25

Schools Approved for WIAA Membership: Pullman High School & Lincoln Middle School

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided. The local **SCHOOL BOARD PRESIDENT** and **SUPERINTENDENT** must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

### DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

### INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE & MEMBERSHIP BILLING

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools based on tiered billing rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities in which registered WOA officials officiate, and which are authorized and offered by School Board approval and listed on the school's WIAA membership form.

Member schools will be billed in August according to the Membership Fee Structure outlined in the handbook of the upcoming school year. Labor and Industries (L&I) fees will be included on the bills sent out to each member school at that time. Per Rule 3.6.4: Member school service and Labor and Industries fees are due November 1. Schools that fail to submit service and L & I fees by December 1 will be excluded from participation in regular season contests and culminating events until fees are remitted and be assessed a \$100.00 late fee.

*By signing below the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.*

Superintendent/Head of School: Dr. Robert Maxwell

Signature: \_\_\_\_\_

School Board President (if applicable): Nathan Roberts

Signature: \_\_\_\_\_

# Coversheet

## Administrative Requirements Update

**Section:** VII. Informational Items  
**Item:** A. Administrative Requirements Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** March Administrative Requirements Update.pdf



Pullman School District  
240 SE Dexter St.  
Pullman, WA 99163

## Monthly Administrative Requirements

### March

- Review of Photography Services
  - *Person(s) Responsible: Executive Director of Operations & Finance Director*
- Requests for Sabbatical leave need to be submitted to Supt.
- Seniority List
  - *Person(s) Responsible: Human Resources Manager*
- Highly Qualified Personnel Report
  - *Person(s) Responsible: Human Resources Manager*
- Principals submit Dedicated Teacher/Team Award nominations to Superintendent Office
  - *Person(s) Responsible: Principals*
- Job share requests to Superintendent
- Return from job share requests to Superintendent
- Review policy 2410, Graduation Requirements
  - *Person(s) Responsible: Superintendent & Asst. Superintendent*
- Parent and Student Handbooks for Next School Year – *Due second board meeting in March*  
(Principals: Elementary/Secondary – Finalize Addendums - Send to Supt Office for board packet)
  - *Person(s) Responsible: Superintendent's Office & Principals*

### April

- Grades 6-12 Course Offering Report
  - *Person(s) Responsible: Asst. Superintendent & Principals*
- SBAC Testing
- FTE Enrollment Projection
  - *Person(s) Responsible: Finance Director*
- Position Exchange Requests to Superintendent
- Plan to Leave from Leave of Absence to Superintendent
- Budget Development (Fiscal Office + Supervisors)
  - *Person(s) Responsible: Finance Office & Supervisors*
- ASB Budgets to Finance Director
  - *Person(s) Responsible: Secondary Principals*
- Facilities Projects Wish Lists to Executive Director of Operations
- Review & Revise Policy 2410 Graduation Requirements as needed
- Submit to Executive Director of Operations Summer Athletic Programs for Board
  - *Person(s) Responsible: Principals*
- CBA Report Due April 1 to Instructional Programs
  - *Person(s) Responsible: Asst. Superintendent*



# Coversheet

## Expense Claim Audit - Community Update Board Schedule

**Section:** VII. Informational Items  
**Item:** B. Expense Claim Audit - Community Update Board Schedule  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Expense Claim Audit Comm Update Schedule.pdf



# BOARD DIRECTOR SCHEDULES

## Expense Claim Audit Schedule

Month	Reviewer
August 2024	Amanda Tanner
September	Lisa Waananen Jones
October	Craig Nelson
November	Nathan Roberts
December	Arron Carter
January 2025	Amanda Tanner
February	Lisa Waananen Jones
March	Craig Nelson
April	Nathan Roberts
May	Arron Carter
June	Amanda Tanner
July	Lisa Waananen Jones

## Community Update Board Report Schedule

Month	Submitter	Deadline
September 2024	District - Bob	Need by end of July
October	Nathan Roberts	Need by end of August
November	Lisa Waananen Jones	Need by end of September
December	Craig Nelson	Need by end of October
January 2025	District - Roberta	Need by end of November
February	Arron Carter	Need by end of December
March	Amanda Tanner	Need by end of January
April	District - Juston	Need by end of February
May	Nathan Roberts	Need by end of March
June	Amanda Tanner	Need by end of April
July	Craig Nelson	Need by end of May
August	Arron Carter	Need by end of June

*\*Please provide article from principal or staff member (please, not too "school-specific") about 500 words and photos if applicable.*



# Coversheet

## Board Calendar & Communication Plan

**Section:** VII. Informational Items  
**Item:** C. Board Calendar & Communication Plan  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board of Directors Communication Plan 2024-2025\_1.22.25.pdf  
2024-2025 Board Meeting Content Calendar 11.8.24.pdf



# Board of Directors Communication Plan

January	February	March	April	May
<b>Finance Committee Meeting</b>	<b>Finance Committee Meeting</b>	<b>Finance Committee Meeting</b>	<b>Finance Committee Meeting</b>	<b>Finance Committee Meeting</b>
<b>Community Update Article</b> Nathan Roberts	<b>Community Update Article</b> Arron Carter	<b>Community Update Article</b> Amanda Tanner	<b>Community Update Article</b> District - Juston Pollestad	<b>Community Update Article</b> Nathan Roberts
<b>Staff Meeting Presentations</b> <i>Supt &amp; Board Member</i>	<b>Joint Communication to Staff from Supt. and Board</b>	<b>Board Listening Session</b> Topic: School Finances/Budget		<b>Joint Communication to Staff from Supt. and Board</b>
<b>Chamber of Commerce Presentation</b> <i>State of the District/Aquatic Center</i>	<b>Presentation to ASB &amp; Student Ambassadors</b>	<b>Spring Board Dinner (March or April)</b>		<b>Communication about School/District Website Change</b>
<b>Legislative Conference</b> <i>Superintendent</i>	<b>Enrollment for Next School Year Opens</b>	<b>Communication about School/District Website Change</b>	<b>Budget &amp; Post Legislative Session Update</b> PTA/PTO/Booster Clubs	
<b>Budget &amp; Legislative Update Presentation</b> PTA/PTO/Booster Clubs		<b>Survey</b>	<b>Staff Meeting Presentations</b> Post Legislative Session & Budget Impacts Update	
<b>Board Program Report</b> Board Operating Protocols Supt. Evaluation	<b>Board Program Report</b> Board Goals & Strategic Plan Supt. Contract Renewal Board Financial Disclosures	<b>Board Program Report</b> National Board Cert. Teachers	<b>Board Program Report</b> Dedicated Teacher/Team Award	<b>Board Program Report</b> Review Board Calendar Filing Open Board Positions

**Board Liaison:**

- Provides Spring PTA-PTO-Booster Club Report

**Board President with a Board Member & Supt. Weekly Meeting**

- **Weekly:** Wednesdays, 4:30pm-5:30pm

**Staff Weekly Report - 3:00pm, Thursdays**

- **Family Weekly Report - 4:00pm, Fridays**

**Supt. Monthly Newsletter w/Board Feature**

- *Board of Directors Information Section, submit 2 business days before the last business day of the month*



# Board of Directors Communication Plan

June	July	August	September	Oct
<b>Finance Committee Meeting</b>				
<b>Community Update Article</b> Amanda Tanner <i>*District Cover Page</i>	<b>Community Update Article</b> Craig Nelson	<b>Community Update Article</b> Arron Carter	<b>Community Update Article</b> TBD <i>*District Cover Page</i>	<b>Community Update Article</b> TBD
<b>EOY Staff Presentation</b> Budget Impacts Update	<b>Annual School Board Retreat</b> <i>with Finance Update</i>			<b>Board Listening Session</b>
<b>Reminder Communication about School/District Website Change</b>	<b>New District ParentSquare Website Launches July 1</b>		<b>Fall Board Dinner (September or October)</b>	
<b>Reminder: Enrollment for Next School Year</b>				
<b>Board Program Report</b> Summary of SIP Progress Supt EOY Evaluation	<b>Board Program Report</b> Board Committee Rep. Assigned Budget: Presentation	<b>Board Program Report</b> Affirmative Action Budget: Public Hearing	<b>Board Program Report</b> Program Compliance	<b>Board Program Report</b> Elem. School Improvement Plans

• **Board Liaison:**

- Provides Spring PTA-PTO-Booster Club Report

• **Board President with a Board Member & Supt. Weekly Meeting**

- **Weekly:** Wednesdays, 4:30pm-5:30pm

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• **Supt. Monthly Newsletter w/Board Feature**

- *Board of Directors Information Section, submit 2 business days before the last business day of the month*



**PULLMAN SCHOOL DISTRICT**

**2024-2025 BOARD OF DIRECTORS MEETING CALENDAR**

**Regular Meetings start at 6:30 p.m. in the Pullman High School Board Room**  
**Work Sessions start at 4:30pm at the designated location**

Additional meetings may be scheduled as needed in accordance with the Open Public Meetings Act.  
*Meeting Content Subject to Change*

**August 7 - Work Session at District Office**

- Board of Distinction Application

**August 14 - Regular Board Meeting**

- 2024-2025 Assessment Plan
- Budget Hearing
- Adopt School District Budget

**August 28 - Regular Board Meeting**

- Employee Agreements
- Grant Program Notification
- Report: Annual Affirmative Action Plan

**September - Superintendent/Board attends staff and PTA/PTO/Booster Meetings**

**September 4 - Work Session at Kamiak Elementary**

- School Showcase: Kamiak Elementary
- 2024-2025 Board Professional Development Plan
- Professional Learning Communities (PLC) Update and/or Board Training

**September 11 - Regular Board Meeting**

- School Showcase: Sunnyside Elementary
- Report: Summer School
- Report: ALE
- Report: Program Compliance
- Uncollected Non-Tax Revenue

**September 25 - Regular Board Meeting**

- Report: Highly Capable Services Report

**September - WSSDA Legislative Assembly**

**October 2 - Work Session at Franklin Elementary**

- School Showcase: Franklin Elementary
- Elementary Principals Present 2024-2025 School Improvement Plans

**October 9 - Regular Board Meeting**

- School Showcase: Jefferson Elementary
- Application for Basic Education Allocation
- Report: District Choice Report
- Report: Risk Management Program

**October 23 - Regular Board Meeting**

- Report: LMS & PHS Student Ambassadors
- Report: Curriculum Adoption Update, Cycle & Development
- Report: Sustainability Committee Update
- Review Classified Employee Award Nominations

**November 6- Work Session at Lincoln Middle School**

- School Showcase: Lincoln Middle School
- Secondary Principals Present 2024-2025 School Improvement Plans
- Professional Learning Communities (PLC) Board Training

**November 13 - Regular Board Meeting**

- School Showcase: Sunnyside Elementary
- Approve: 2024-2025 School Improvement Plans
- Present Classified Employee Award
- Report: Year-End Finance Report
- Report: Special Education Services Update

**November 21-23, 2024 - Annual WSSDA Conference**

**December 4 - Work Session at District Office**

- Communication Strategies for School Leaders Workshop with J. Marie

**December 11 - Regular Board Meeting**

- School Showcase: Jefferson Elementary
- Report: Inventory Loss/Write-Off
- Report: Transportation Services
- Report: Human Resources Report
- Report: CTE Program/Perkins Grant Approval
- Report: Assessment Results (*subject to change*)
- Elect Board President and VP (*biennial*)
- Oath of Office for New or Re-Elected Board Members (*as needed*)

**January 8 - Regular Board Meeting**

- School Showcase: Franklin Elementary
- Report: Technology Services
- Annual Review: 1101F Board Operating Protocols

**January 22 - Regular Board Meeting**

- School Showcase: Kamiak Elementary
- Executive Session: Superintendent Evaluation

**February - WSSDA Legislative Conference**

**February 5- Work Session at Jefferson Elementary**

- School Showcase: Jefferson Elementary
- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections
- Board Policy and/or Professional Development Workshop

**February 12 - Regular Board Meeting**

- School Showcase: Lincoln Middle School
- Report: Scratch Cooking/Nutrition Services Program Update

### February 26 – Regular Board Meeting

- Executive Session: Superintendent Contract Renewal – *Due March 1st*
- Board Financial Disclosures Due End of the Month (*Reminder*)
- Enrollment Projections

### March 5 – Work Session at Sunnyside Elementary

- School Showcase: Sunnyside Elementary
- Board Policy and/or Professional Development Workshop
- Alternative Learning Experiences Update

### March 12 – Regular Board Meeting

- School Showcase: Pullman High School
- Report: Visual/Performing Arts
- Annual Review: Social Media Policy 4309/P
- LMS/PHS Fee Schedules for Next School Year
- LMS/PHS Course Approvals for Next School Year

### March 26 – Regular Board Meeting

- School Showcase: Kamiak Elementary
- Recognize National Board-Certified Teachers
- Report: Maintenance/Facilities/Asset Preservation Program
- Reports: Administrative Intern Projects
- Report: Curriculum Adoption Update

### April 2 – Work Session at District Office (*Tentative*)

- Board Policy and/or Professional Development Workshop

### April 16 – Regular Board Meeting

*\*Please note, this meeting is scheduled for the 3<sup>rd</sup> Wednesday of the month due to the scheduling of Spring Break.*

- Review Dedicated Teacher/Teaching Team Award Nominations
- LMS/PHS Course Guides for Next School Year
- Discussion: Summer Athletic & Activities Program
- PSD Family & Student Handbook for Next School Year
- LMS/PHS Athletics & Activities Handbook for Next School Year

### April 30 – Regular Board Meeting

*\*Please note, this meeting is scheduled for the 5<sup>th</sup> Wednesday of the month due to the scheduling of Spring Break.*

- School Showcase: Franklin Elementary School
- Review Dedicated Teacher/Teaching Team Award Nominations
- Approve: Summer Athletic & Activities Program
- Report: Sustainability Committee

### May 7 – Work Session at District Office

- CEE Data Review (*every five years*)
- Board Self-Assessment Review Workshop

### May 14 – Regular Board Meeting

- Certificated Staffing
- Curriculum Adoptions (*as needed*)
- Annual WIAA Enrollment Resolution
- Present Dedicated Teacher/Teaching Team Award
- Review Annual Board Meeting Calendar
- Filing Period for Open School Board Positions (*as needed*)
- Preschool RFP (*as needed*)

### May 28 – Regular Board Meeting

- School Showcase: LMS & PHS Student Ambassadors
- Annual Review: Graduation Policy 2410/P

### June 4 – Work Session at District Office

- School Improvement Plans – Elementary & Secondary Principals Present Summary of 2023-2024 Progress

### June 11 – Regular Board Meeting

- Executive Session: Superintendent End-of-Year Evaluation
- Report: Safety
- Report: Summer School
- Report: ELD Program
- Report: Special Education Services Update

### June 25 – Regular Board Meeting

- Report: Professional Learning Communities (PLC) Summary
- Report: LMS and PHS Athletics and Activities, Title IX (*every three years, next report 2026*)
- Report: Wellness & Workforce Mental Health Committee
- Approve: ASB Fundraisers and Clubs
- Classified Staffing

### July – School Board Advance

- Board members send their Committee/Rep interests to the Board President for upcoming school year
- Board President Appoints Committee/Rep Roles

### July 9 – Regular Board Meeting (*Tentative*)

### July 23 – Regular Board Meeting

- Grants
- Report: Community Engagement Board and Attendance
- School Meal Prices
- Food Service Bid Awards (*as needed*)
- Dairy Bid (*as needed*)
- Fuel Bid Awards (*as needed*)
- Budget Presentation

*Approved: May 22, 2024  
Updated: June 13, 2024  
Updated: November 8, 2024*

# Coversheet

## The Pullman Promise: Priorities, Goals, Success Indicators

**Section:** VII. Informational Items  
**Item:** E. The Pullman Promise: Priorities, Goals, Success Indicators  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** The Pullman Promise.pdf

# The Pullman Promise:

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

