Pullman School District

Regular Board Meeting

Date and Time

Wednesday April 29, 2026 at 6:30 PM PDT

Location

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

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

D. Program Reports

- Kamiak Elementary School Showcase by Cheyenne Webber, Kamiak Principal
- Sustainability Committee by Bob Maxwell, Superintendent
- Spring Family Fair Follow-Up by Bob Maxwell, Superintendent

E. A Community of 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 - April 15, 2026 Regular Board Meeting

B. Minutes - April 22, 2026 Board Listening 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. Overnight Field Trip Requests

V. Action Items

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

A. 2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook

Presenter: Bob Maxwell, Superintendent

B. 2026-2027 Pullman Public Schools Student and Family Handbook

Presenter: Bob Maxwell, Superintendent

C. 2026 Summer Athletic and Activities Programs

Presenter: Juston Pollestad, Executive Director of Operations

VI. Discussion Items

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

A. 5404 Family, Medical, and Maternity Leave

Presenter: Bob Maxwell, Superintendent

B. Emergency Closure Waiver Request - December 17 and 18, 2025

Presenter: Bob Maxwell, Superintendent

C. Diversity, Equity, Inclusion & Belonging (DEIB) Task Force Appointments

Presenter: Board of Directors

D. Pullman School Board-City Council Joint Meeting Follow-Up

Presenter: Board of Directors

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. Current Enrollment

For 2025-2026 School Year
Budgeted FTE: 2540
Current FTE: 2599.85
Current Year Average FTE: 2627.52

C. Procedures

D. Expense Claim Audit - Community Update Board Schedule

E. Board Calendar

F. The Pullman Promise: Priorities, Goals, Success Indicators

VIII. Executive 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. Evaluation of Public Employees

IX. Closing Items

A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Minutes - April 15, 2026 Regular Board Meeting

Section:	IV. Consent Agenda
Item:	A. Minutes - April 15, 2026 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on April 15, 2026 2026_04_15_board_meeting_minutes.pdf

DRAFT

Pullman School District

Minutes

Regular Board Meeting

Date and Time
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Arron Carter, Craig Nelson, Deena Bayoumi, Lisa Waananen Jones

Directors Absent
Stephanie Horn

Directors who arrived after the meeting opened
Craig Nelson

Guests Present
Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad, Ryan Mulvey

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Arron Carter called a meeting of the board of directors of Pullman School District to order on Wednesday Apr 15, 2026 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Lisa Waananen Jones made a motion to approve the agenda.
Deena Bayoumi 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 and upcoming ASB activities, including:

- Preparations for ASB executive elections and the upcoming class election season.
- The ASB constitution has been finalized and approved by students and will be brought forward for Board approval.
- Prom invitations have been distributed, with this year's theme, "Vogue." Additional details about the event were shared.
- Student representatives from the Pullman High School AAPI Club shared information about the upcoming Multicultural Night, an annual event that provides students the opportunity to showcase and celebrate diverse cultures. The event will include cultural tables, as well as a talent and fashion show, and is held in partnership with Washington State University.
    - *In response to a question from Board Director Waananen Jones regarding attendance, students confirmed that the event is free and open to the entire community. They also noted their involvement in supporting the Jefferson Elementary Multicultural Night.*

Craig Nelson arrived at 6:33 PM.

B. Board Reports

- Deena Bayoumi: Information was shared about the upcoming Community Connections event at Pullman High School, including appreciation for participating volunteers and community organizations. The event will support family engagement, student enrollment, and include a Board-hosted listening session. Efforts are ongoing to strengthen connections with school groups. An update was provided on the WSSDA model policy pilot, which invites individual Board member

input on policy positions. Board members were directed to review materials sent via email, including guidance on submitting comments and the associated timeline. It was noted that proposed changes to policy positions—such as retiring, revising, combining, or introducing new positions—would require formal Board approval prior to submission.

- Craig Nelson: No report.
- Lisa Waananen Jones: Reported on recent updates from Jefferson Elementary School, including the upcoming book fair and ongoing preparations for the school talent show.
  Highlighted the installation of a new outdoor water fountain over spring break, a project initiated through a student-led petition. The fountain, long discussed, is now complete and accessible to both students and the broader community. Noted a recent joint meeting between the School Board and City Council took place. Authored a follow-up article from that session for an upcoming issue of the Pullman Community Update.
- Arron Carter: Provided an overview of recent discussions between the School Board and City Council, highlighting areas of collaboration and potential partnership. Efforts are underway to prioritize next steps identified during that meeting. Reported that the audit exit interview has been completed and the final report was provided to the Board. There were no major findings, with identified areas of focus including ASB, time off reporting, and nutrition services.

C. Superintendent's Report

- The District received its 10th consecutive clean audit and recognized Diane Hodge for her contributions to the process and associated awards.
- An update was provided on planned renovations to the SEL Wellbeing Center, scheduled from May 1 through October 1. The project will impact girls swim, with accommodations being coordinated in partnership with Washington State University.
- It was shared that 5th grade students will participate in swim safety instruction next week in preparation for Camp Wooten.
- Provided attendance percentages for elementary conferences along with an update on overall attendance rates for each school and Free/Reduced Price Lunch (FRPL) percentages by school and district.
    - *In response to a question from Board Director Bayoumi regarding the potential impact of legislation on FRPL numbers, it was noted that while families may be required to complete an alternative form that can be more challenging to collect, the District continues to emphasize the importance of completing school meal applications due to their impact on funding opportunities and access to student and family supports.*

D. Program Reports

Mid-Winter Assessment Review

Presenter: Ryan Mulvey, Assistant Superintendent

Assistant Superintendent Mulvey presented mid-winter MAP Growth assessment results for grades K–5, comparing student performance from fall to winter. The MAP assessment is administered in grades 6–8; however, it is not used at the high school level due to reliability considerations at that level.

Results showed overall student growth in both English Language Arts (ELA) and Mathematics, with increases in the percentage of students scoring in higher achievement bands. Areas identified for continued focus include reducing the number of students performing in lower percentile ranges, while also recognizing areas of celebration in growth across grade levels in both ELA and Math. MAP data will continue to be used to guide instructional planning and targeted student supports.

Board discussion included clarification that MAP results are reported in national percentiles, reflecting student performance relative to peers nationwide, and that teachers use the data at an individual student level to monitor progress. Board members inquired about cohort trends over time, with staff noting that longitudinal analysis can be conducted to identify patterns across year-to-year groups. Additional discussion highlighted upcoming opportunities to further review data at the School Board Retreat, as well as the use of LinkIt as an additional tool for analyzing trends over time.

E. A Community of Belonging - Update

- April 17: Multicultural Night event at PHS
- April 22: Spring Family Fair event at PHS - Enrollment, Community Connections & Board Listening Session
- Board Director Carter provided an update on the DEIB Task Force, noting that there are currently vacancies. Applications for membership have closed, and the submissions will be forwarded to the Board for review and ranking. Recommendations for additional Task Force members will return to the Board at the next meeting for approval.
- April 24: SOCA Night event at LMS

III. Public Comment

A. Speakers

Speaker: Megan Itani
Topic(s): Ongoing investigation with ClearRisk. Local Coffee, Local People event featuring two school board members. Public records requests, board conduct, and Open Public Meetings Act.

Speaker: Stephanie Bray
Topic(s): Violations of open public meetings act and Board conduct.

IV. Consent Agenda

A. Minutes - March 25, 2026 Regular Board Meeting

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 03-25-26.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes - April 1, 2026 Special Board Meeting

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Special Meeting: Joint Meeting with the Pullman City Council on 04-01-26.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Personnel Report

D. Warrants

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. In addition, payroll warrants in the amount of $3,131,482.75 are also approved.

Fund: Capital Projects
Voucher numbers 252600151 through 252600151 totaling $475.15.

Fund: ASB
Voucher numbers 252600152 through 252600152 totaling $5,396.76.
Voucher numbers 252600153 through 252600153 totaling $18,322.01.
Voucher numbers 26737643 through 26737644 totaling $55.81.
Voucher numbers 26737645 through 26737655 totaling $30,598.93.

Fund: General
Voucher numbers 252600154 through 252600154 totaling $63,350.05.
Voucher numbers 252600155 through 252600156 totaling $40.03.
Voucher numbers 252600157 through 252600166 totaling $15,533.71.
Voucher numbers 26737656 through 26737666 totaling $774.79.
Voucher numbers 26737667 through 26737723 totaling $171,593.58.
Payroll warrant numbers 26737604 through 26737642 totaling $3,131,482.75.

E. Student Transfer Requests

F.

Overnight Field Trip Requests

G. ASB Fundraisers

H. Budget Status Report

I. Consent Agenda Approval

Craig Nelson made a motion to approve the consent agenda.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Action Items

A. 5401 Sick Leave

Presenter: Bob Maxwell, Superintendent
This item was presented at the last meeting and there have been no questions received.
Deena Bayoumi made a motion to approve the revisions to Policy 5401 Sick Leave.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Discussion Items

A. 2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook

Presenter: Evan Hecker, Pullman High School Assistant Principal/Athletics & Activities Director
The 2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook has been revised and is presented to the board for review and feedback. Paper copies are also available upon request. Principal Hecker provided an overview of the major revisions to the handbook.

Discussion included clarification that WIAA policies are aligned with Washington State law, and that district practices follow WIAA requirements. Principal Hecker reiterated that as a member of WIAA, the district's policies must remain consistent with both WIAA regulations and state law.

Board members provided feedback on academic eligibility standards, including support for allowing students to have one failing grade without losing eligibility. This approach was noted as a way to encourage students to pursue more rigorous coursework while maintaining participation in athletics and keeping students engaged and connected to school.

B. 2026-2027 Pullman Public Schools Student and Family Handbook

Presenter: Bob Maxwell, Superintendent
The 2026-2027 Pullman Public Schools Family and Student Handbook has been revised and is presented to the board for review and feedback. The handbook is available on our district website and will be updated throughout the year, as needed, to reflect policy changes. Paper copies are also available upon request.

Major Revisions:

- Updated school addendums, subject to change as staffing is finalized
- Revised Annual Notifications list
- Updates to policies and procedures as appropriate
- Updated Board of Directors information

Board discussion included a question regarding access to physical copies. Dr. Maxwell clarified that printed handbooks are available at all school main offices as well as the District Office.

C. 2026 Summer Athletic and Activities Programs

Presenter: Juston Pollestad, Executive Director of Operations
The Board, at the end of the school year, approves activities that will take place over the summer. In addition, notification of activities is a requirement of United Schools Insurance Program so that our insurance administrator is aware of summer activities. Only submitting activities for Lincoln Middle School and Pullman High School.

VII. Informational Items

A. Administrative Requirements Update

- April

B. Current Enrollment

For 2025-2026 School Year
Budgeted FTE: 2540
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Current Year Average FTE: 2627.52

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar

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

VIII. Executive Session

A.

Executive Session

A. Carter announced there will be an Executive Session to discuss the evaluation of public employees that will end at 8:45pm. No action will be taken.

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 8:45 PM.

Respectfully Submitted,
Arron Carter

Documents used during the meeting

- 2026_03_25_board_meeting_minutes.pdf
- 2026_04_01_board_meeting_minutes.pdf
- Board Report - 4.15.2026 Personnel.pdf
- Payroll Warrant Authorization Form_March 2026.pdf
- CK Summaries 4.15.26.pdf
- 2026 04.15 Regular Board Meeting - Student Transfer Requests (1).pdf
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- ASB Fundraiser - PHS Art Club 4.15.26.pdf
- ASB Fundraiser - PHS Black Student Union 4.15.26.pdf
- 2025-2026 Budget Status Report_March.pdf
- ES 5401 Sick Leave 3.25.26.pdf
- 5401 Sick Leave 3.25.26.pdf
- ES 2026-2027 LMS-PHS Athletics and Activities Handbook Updated 4.15.26.pdf
- 2026-27 LMS-PHS Athletics and Activities Handbook.pdf
- ES 2026-2027 Family and Student Handbook 4.15.26.pdf
- 2026-2027 Family Handbook 04.08.2026.pdf
- ES 2026 Summer Athletic and Activities Program 4.15.26.pdf
- Summer Programs and Risk Analysis_2026.pdf
- April Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf

• 2025-26 Strategic Plan Goals_Priorities_Success Indicators.pdf

DRAFT

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D. Land Acknowledgement Statement

E. Approval of Agenda

Lisa Waananen Jones made a motion to approve the agenda.
Deena Bayoumi seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Reports, Correspondence & Program

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Presenter: Bob Maxwell, Superintendent
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VIII. Executive Session

A.

Executive Session

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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 8:45 PM.

Respectfully Submitted,
Arron Carter

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- April Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf

• 2025-26 Strategic Plan Goals_Priorities_Success Indicators.pdf

Coversheet

Minutes - April 22, 2026 Board Listening Session

Section:	IV. Consent Agenda
Item:	B. Minutes - April 22, 2026 Board Listening Session
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Community Listening Session on April 22, 2026 2026_04_22_board_meeting_minutes.pdf

DRAFT

Pullman School District

Minutes

Board Community Listening Session

Date and Time
Wednesday April 22, 2026 at 4:30 PM

Location
Auditorium
Pullman High School
510 NW Greyhound Way
Pullman, WA 99163

Directors Present
Arron Carter, Craig Nelson, Deena Bayoumi, Lisa Waananen Jones, Stephanie Horn

Directors Absent
None

Directors who left before the meeting adjourned
Stephanie Horn

Guests Present
Bob Maxwell, Courtney Hodge, Ryan Mulvey

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Arron Carter called a meeting of the board of directors of Pullman School District to order on Wednesday Apr 22, 2026 at 4:30 PM.

II. Agenda Items

A. Community Listening Session

The Board of Directors participated in an informal community listening session held during the Spring Family Fair. The purpose of this session was to provide an opportunity for Board members to engage directly with students, families, staff, and community members in an informal, accessible setting. Board members circulated through the fair to engage with attendees and observe activities.
Stephanie Horn left at 5:30 PM.

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 6:30 PM.

Respectfully Submitted,
Arron Carter

DRAFT

Pullman School District

Minutes

Board Community Listening Session

Date and Time
Wednesday April 22, 2026 at 4:30 PM

Location
Auditorium
Pullman High School
510 NW Greyhound Way
Pullman, WA 99163

Directors Present
Arron Carter, Craig Nelson, Deena Bayoumi, Lisa Waananen Jones, Stephanie Horn

Directors Absent
None

Directors who left before the meeting adjourned
Stephanie Horn

Guests Present
Bob Maxwell, Courtney Hodge, Ryan Mulvey

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Arron Carter called a meeting of the board of directors of Pullman School District to order on Wednesday Apr 22, 2026 at 4:30 PM.

II. Agenda Items

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Stephanie Horn left at 5:30 PM.

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 6:30 PM.

Respectfully Submitted,
Arron Carter

Coversheet

Personnel Report

Section: IV. Consent Agenda
Item: C. Personnel Report
Purpose: FYI
Submitted by:
Related Material: Board Report - 4.29.2026 Personnel.pdf
Admin Salary Schedule 2026-2027.pdf
Certificated Salary Schedule 2026-2027.pdf
Custodian Wage Schedule 2026-2027.pdf
ESP 2026-2027.pdf
Exempt Supv Salary Schedule 2026-2027.pdf
Paraeducator Wage Schedule 2026-2027.pdf
Unrepresented Classified Employee Wage Schedule 2026-2027.pdf

MEMORANDUM

TO: Board of Directors

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

DATE: April 29, 2026

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: **Aubrey Anderson,** CTE teacher at Lincoln Middle School, resignation effective at the completion of the 2025-2026 school year to accept position as assistant principal at Pullman High School

Marki Bouffiou, fourth grade teacher at Sunnyside Elementary School, resignation effective at the completion of the 2025-2026 school year

Madalynn Hall, kindergarten teacher at Franklin Elementary School, request for a leave of absence for the 2026-2027 school year

Classified: **Christoffer Eide,** regular route bus driver, resignation

Tyler (Sam) Stockton as regular route bus driver

I recommend the Board of Directors approve the following salary/wage schedules for the 2026-2027 school year (see attached):

- Administrative Salary Schedule
- Certificated Salary Schedule
- Custodian Wage Schedule
- Exempt Supervisor Wage Schedule
- Paraeducator Wage Schedule
- Pullman Educational Support Personnel (ESP) Wage Schedule
- Unrepresented Classified Employee Wage Schedule

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

Aubrey Anderson, ASB advisor, spirit club advisor, and yearbook club advisor at Lincoln Middle School, resignation

For Your Information:

Administrative
2026-2027 Salary Schedule

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Elementary Assistant Principal*	$125,595	$130,619	$135,844	$141,278	$146,929
Assistant Director of Special Services**	$125,595	$130,619	$135,844	$141,278	$146,929
Middle School Assistant Principal*	$134,941	$140,339	$145,953	$151,791	$157,862
High School Assistant Principal*	$140,380	$145,995	$151,835	$157,908	$164,225
Elementary Principal*	$145,821	$151,653	$157,719	$164,028	$170,589
Middle School Principal*	$151,263	$157,314	$163,606	$170,150	$176,957
High School Principal*	$156,706	$162,974	$169,493	$176,273	$183,324
Executive Director	$169,577	$176,360	$183,414	$190,751	$198,381
Finance Director	$169,577	$176,360	$183,414	$190,751	$198,381
Assistant Superintendent	$185,287	$192,699	$200,407	$208,423	$216,760

**Contract revised from 260 days to 215 days, which includes the addition of two personal leave days and the elimination of 30 vacation days.*

***Contract revised from 232 days to 215 days, which includes the addition of two personal leave days and the elimination of 27 vacation days.*

PENDING BOARD APPROVAL

2026-2027
Pullman School District
Certificated Salary Schedule

Years of Service	BA	BA+15	BA+30	BA+45	BA+90	MA	MA+45	MA+90 or Ph.D.
0	$58,459	$60,038	$61,673	$63,313	$68,574	$70,087	$75,348	$78,740
1	$59,246	$60,846	$62,503	$64,215	$69,530	$70,866	$76,182	$79,550
2	$59,995	$61,611	$63,286	$65,129	$70,430	$71,651	$76,950	$80,356
3	$60,768	$62,399	$64,092	$65,994	$71,285	$72,394	$77,681	$81,170
4	$61,525	$63,229	$64,931	$66,900	$72,221	$73,173	$78,495	$82,009
5	$62,308	$64,020	$65,739	$67,817	$73,118	$73,965	$79,269	$82,852
6	$63,113	$64,787	$66,565	$68,746	$74,022	$74,777	$80,055	$83,654
7	$64,526	$66,226	$68,027	$70,326	$75,681	$76,299	$81,651	$85,354
8	$66,596	$68,387	$70,231	$72,721	$78,148	$78,691	$84,120	$87,956
9	$66,596	$70,626	$72,562	$75,142	$80,695	$81,110	$86,667	$90,635
10	$66,596	$70,626	$74,920	$77,686	$83,314	$83,657	$89,286	$93,384
11	$66,596	$70,626	$74,920	$80,305	$86,055	$86,276	$92,027	$96,208
12	$66,596	$70,626	$74,920	$82,841	$88,871	$88,998	$94,841	$99,150
13	$66,596	$70,626	$74,920	$82,841	$91,754	$91,815	$97,725	$102,160
14	$66,596	$70,626	$74,920	$82,841	$94,652	$94,716	$100,813	$105,287
15	$66,596	$70,626	$74,920	$82,841	$97,115	$97,178	$103,433	$108,025
16	$66,596	$70,626	$74,920	$82,841	$99,057	$99,121	$105,502	$110,184

PENDING BOARD APPROVAL

APPENDIX A

Pullman School District No. 267
Pullman Education Support Personnel
(Custodians)

2026-2027 Wage Schedule

Position	Step 1 (Year 1)	Step 2 (Year 2)	Step 3 (Year 3)	Step 4 (Year 4)
Custodian/Itinerant Custodian: Clean and finish designated area, minor repairs, and assist lead custodian (see job description)				
Hourly	**$23.52**	**$24.69**	**$25.93**	**$27.22**
Lead I Custodian: Clean and finish designated area, minor repairs, direct custodial shift crew, take direction from lead II custodian (see job description)				
Hourly	**$24.91**	**$26.15**	**$27.46**	**$28.84**
Lead II Custodian: Clean and finish designated area, minor repairs, direct custodial shift crew, take direction from Principal (see job description)				
Hourly	**$25.56**	**$26.84**	**$28.18**	**$29.59**

Substitute: Hourly Sub Rate = Custodian, Step 1 (Effective April 1, 2014)

PENDING BOARD APPROVAL

Pullman Educational Support Personnel (ESP)
2026-2027 Wage Schedule

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Computer Technician 1	$31.01	$32.33	$33.70	$35.14	$36.63
Computer Technician 2	$35.88	$37.40	$38.99	$40.65	$42.38
IT Systems Administrator	$92,338/yr	$96,263/yr	$100,354/yr	$104,619/yr	$109,065/yr
Office Assistant/Clerk	$29.88	$31.15	$32.47	$33.85	$35.29
Fiscal Technician	$32.50	$33.88	$35.32	$36.82	$38.38
Accounting Specialist	$35.88	$37.40	$38.99	$40.65	$42.38
Program Manager - State & Federal Programs	$35.88	$37.40	$38.99	$40.65	$42.38
Program Manager - Curriculum & Assessment	$35.88	$37.40	$38.99	$40.65	$42.38

PENDING BOARD APPROVAL

Exempt Supervisor
2026-2027 Wage Schedule

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Transportation Supervisor	$91,500	$95,160	$98,966	$102,925	$107,042
Maintenance Supervisor	$91,500	$95,160	$98,966	$102,925	$107,042
Nutrition Services Supervisor	$91,500	$95,160	$98,966	$102,925	$107,042
Admin Assistant to the Superintendent	$92,338	$96,263	$100,354	$104,619	$109,065
Lead District Nurse	$99,968	$103,967	$108,125	$112,450	$116,948
Human Resources Director	$121,449	$126,307	$131,359	$136,613	$142,078
Information & Instructional Tech Supervisor	$121,449	$126,307	$131,359	$136,613	$142,078

PENDING BOARD APPROVAL

Paraeducator
2026-2027 Wage Schedule

Position	Step 1	Step 2	Step 3	Step 4
General Paraeducator	$24.02	$25.22	$26.48	$27.81
Special Education Paraeducator	$25.02	$26.22	$27.48	$28.81
Library Paraeducator	$27.73	$29.12	$30.58	$32.11
ALE Technician	$29.16	$30.61	$32.15	$33.75
Certified Occupational Therapy Assistant	$41.49	$43.56	$45.74	$48.03

PENDING BOARD APPROVAL

Unrepresented Classified Employee
Wage Schedule
2026-2027

Transportation	Step 1	Step 2	Step 3	Step 4	Step 5
Bus Driver	28.34	29.55	30.80	32.11	33.48
Assistant Transportation & Vehicle Technician Supervisor	34.16	35.61	37.12	38.70	40.34
Diesel/Equipment Mechanic	35.88	37.40	38.99	40.65	42.38
Transportation Clerk	22.88	23.85	24.86	25.92	27.02

Food Services	Step 1	Step 2	Step 3	Step 4	Step 5
Food Service Worker	19.01	19.82	20.66	21.54	22.46
Assistant Cook/Cashier	20.98	21.87	22.80	23.77	24.78
Elementary Head Cook	22.04	22.98	23.96	24.97	26.04
Secondary Head Cook	24.32	25.35	26.43	27.56	28.73

District Office Staff	Step 1	Step 2	Step 3	Step 4	Step 5
Instructional Programs Clerk	29.88	31.15	32.47	33.85	35.29
Payroll/HR Technician	35.88	37.40	38.99	40.65	42.38

LMS Office Staff	Step 1	Step 2	Step 3	Step 4	Step 5
Attendance Technician	26.79	27.92	29.11	30.35	31.64

PHS Office Staff	Step 1	Step 2	Step 3	Step 4	Step 5
Attendance/Discipline Technician	26.79	27.92	29.11	30.35	31.64

Maintenance	Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance Technician	31.01	32.33	33.70	35.14	36.63

Special Services	Step 1	Step 2	Step 3	Step 4	Step 5
Nurse	35.88	37.40	38.99	40.65	42.38

PENDING BOARD APPROVAL

Coversheet

Professional/Personal Services Contracts

Section: IV. Consent Agenda
Item: D. Professional/Personal Services Contracts
Purpose:
Submitted by:
Related Material: Board Report - Contracts 4.29.2026.pdf

MEMORANDUM

TO: Board of Directors

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

DATE April 29, 2026

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:

Margaret Rice Consulting , LLC to conduct a dual-phase review of the District's CTE programs and extended day staff compensation practices, April 15, 2026, through July 1, 2026, $6,000.

Angel Sobotta to provide Niimiipuu storytelling to 5th grade students at the Camp Wooten campsite, May 14, 2026, $250 plus mileage reimbursement.

Coversheet

Warrants

Section: IV. Consent Agenda
Item: E. Warrants
Purpose: FYI
Submitted by:
Related Material: CK Summaries 4.29.26.pdf
Payroll Warrant Authorization Form_April 2026.pdf

3apckp07.p Pullman School District #267 2:38 PM 04/23/26
05.26.02.00.00-010021 Check Summary PAGE: 1

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 April 29, 2026, the board, by a _____ vote, approves payments, totaling $315,708.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737766 through 26737809, totaling $315,708.83

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26737766	Avista Utilities	04/30/2026	90,414.51
26737767	Bryson Sales & Service	04/30/2026	339.73
26737768	Ccooper Services	04/30/2026	570.00
26737769	Chapman, Kellie	04/30/2026	43.50
26737770	Charlies Produce	04/30/2026	3,334.04
26737771	Community Child Care Center	04/30/2026	1,458.56
26737772	Community Colleges Of Spokane	04/30/2026	120,280.00
26737773	Consolidated Electric	04/30/2026	5,940.00
26737774	Employment Security Dept	04/30/2026	7,364.09
26737775	Envoy Plan Services, Inc.	04/30/2026	17.50
26737776	Ferguson Enterprises Inc	04/30/2026	355.75
26737777	Foster and Flourish LLC	04/30/2026	3,633.96
26737778	Four Star Supply Co., Inc	04/30/2026	873.09
26737779	Gray, Helen	04/30/2026	40.60
26737780	HD SUPPLY	04/30/2026	3,549.12
26737781	Heritage Wheel & Tire	04/30/2026	2,565.68
26737782	Hilliard's Htg & Plumbing, Inc	04/30/2026	283.50
26737783	Inland North Waste	04/30/2026	610.54
26737784	Kimball Midwest	04/30/2026	153.21
26737785	King County Director's Assoc	04/30/2026	874.58
26737786	Kovanda, Rachel Cathy	04/30/2026	150.00
26737787	Kuhl Auto Parts, LLC	04/30/2026	790.39
26737788	Lakeshore Learning Materials	04/30/2026	546.34
26737789	Les Schwab	04/30/2026	22.67
26737790	Level 3 Communications	04/30/2026	408.50
26737791	LKJ Pizza LLC	04/30/2026	1,325.13
26737792	Marenem Inc	04/30/2026	219.61
26737793	MasterLibrary	04/30/2026	3,090.00
26737794	Moscow-Pullman Bldg. Supply	04/30/2026	659.81
26737795	OFFICE DEPOT	04/30/2026	212.90
26737796	Otis Elevator Co	04/30/2026	349.31
26737797	Penland, Sarah	04/30/2026	172.55
26737798	Phelps, Brittany Jean	04/30/2026	6,729.15

Check Nbr	Vendor Name	Check Date	Check Amount
26737799	Pullman Regional Hospital	04/30/2026	2,450.00
26737800	Reality Works Inc	04/30/2026	6,514.69
26737801	RWC Group	04/30/2026	1,180.34
26737802	Stevens - Clay PS	04/30/2026	11,658.00
26737803	US Foods, Inc.	04/30/2026	10,450.91
26737804	Valley Sweeping, LLC	04/30/2026	5,395.00
26737805	Vernier Software & Technology	04/30/2026	4,721.00
26737806	WA ST Center for Childhood Dea	04/30/2026	112.50
26737807	Walter E Nelson Co	04/30/2026	2,978.44
26737808	Washington State School for th	04/30/2026	12,810.00
26737809	WSIPC	04/30/2026	59.63

44 Computer Check(s) For a Total of 315,708.83

	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
	44	Computer	Checks For a Total of	315,708.83
Total For	44	Manual, Wire Tran, ACH & Computer Checks		315,708.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	315,708.83

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-283.36	0.00	315,992.19	315,708.83

3apckp07.p Pullman School District 1:54 PM 04/23/26
05.26.02.00.00-010021 Check Summary PAGE: 1

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 April 29, 2026, the board, by a _____ vote, approves payments, totaling $343.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737764 through 26737765, totaling $343.36

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26737764	Anderson, Samuel L	04/30/2026	68.51
26737765	Mayer, Melissa Ann	04/30/2026	274.85
2	Computer Check(s) For a Total of		343.36

	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
	2	Computer	Checks For a Total of	343.36
Total For	2	Manual, Wire Tran, ACH & Computer Checks		343.36
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	343.36

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	343.36	343.36

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 April 29, 2026, the board, by a _____ vote, approves payments, totaling $2,680.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737763 through 26737763, totaling $2,680.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26737763	SynTier Engineering, Inc	04/30/2026	2,680.00

1 Computer Check(s) For a Total of 2,680.00

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	2,680.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		2,680.00
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	2,680.00

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	2,680.00	2,680.00

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 April 29, 2026, the board, by a _____ vote, approves payments, totaling $674.13. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600169 through 252600170, totaling $674.13

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600169	H & H Business Systems	04/30/2026	540.00
252600170	IML Security Supply	04/30/2026	134.13

2 ACH Check(s) For a Total of 674.13

	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	674.13
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		674.13
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	674.13

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	674.13	674.13

3apckp07.p PULLMAN SCHOOL DISTRICT #267 1:21 PM 04/23/26
05.26.02.00.00-010021 Check Summary PAGE: 1

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 April 29, 2026, the board, by a _____ vote, approves payments, totaling $166.39. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600167 through 252600168, totaling $166.39

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600167	Claassen, Katelyn Jamie	04/30/2026	26.39
252600168	Maxwell, Robert L	04/30/2026	140.00

2 ACH Check(s) For a Total of 166.39

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	166.39
0	Computer	Checks For a Total of	0.00
Total For 2	Manual, Wire Tran, ACH & Computer Checks		166.39
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	166.39

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	166.39	166.39

Ap-pHS A&B 4.30.26

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 April 29, 2026, the board, by a _____ vote, approves payments, totaling $2,468.56. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737724 through 26737730, totaling $2,468.56

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26737724	Academics Are Cool	04/30/2026	130.00
26737725	Henry Schein, Inc.	04/30/2026	132.73
26737726	Moscow School District	04/30/2026	250.00
26737727	Northwest Engraving Services L	04/30/2026	93.15
26737728	Pullman School Dist - Revolvin	04/30/2026	1,270.00
26737729	Ronald McDonald House Charitie	04/30/2026	102.00
26737730	US Foods, Inc.	04/30/2026	490.68

7 Computer Check(s) For a Total of 2,468.56

	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
	7	Computer	Checks For a Total of	2,468.56
Total For	7	Manual, Wire Tran, ACH & Computer Checks		2,468.56
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,468.56

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	2,468.56	2,468.56

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 April 29, 2026, the board, by a _____ vote, approves payments, totaling $914.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 202500056 through 202500059, totaling $914.01

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202500056	Department Of Revenue	04/13/2026	481.32
202500057	Department Of Revenue	04/13/2026	7.92
202500058	Department Of Revenue	04/13/2026	182.70
202500059	Department Of Revenue	04/13/2026	242.07
4	Wire Transfer Check(s) For a Total of		914.01

	0	Manual	Checks For a Total of	0.00
	4	Wire Transfer	Checks For a Total of	914.01
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	4	Manual, Wire Tran, ACH & Computer Checks		914.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	914.01

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	664.02	0.00	0.00	664.02
40	Associated Stude	249.99	0.00	0.00	249.99

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

PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers 26737731 to 26737762 inclusive, with payroll amounting to $3,097,741.55 issued 04/30/2026 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.

Secretary

President of Board of Directors

Coversheet

Student Transfer Requests

Section: IV. Consent Agenda
Item: F. Student Transfer Requests
Purpose: FYI
Submitted by:
Related Material: 2026 04.29 Regular Board Meeting - Student Transfer Requests.pdf

SCHOOL BOARD REPORT
Student Transfer Requests
April 29, 2026

Transfer Requests 2025-2026

Released to PSD

-

Released from PSD

- S. De La Cruz, Grade 12, Released to Everett Reengagement Academy Graduation Alliance in the Everett School District – *Renewal*

Rescinded Transfer Requests

-

Transfer Requests 2026-2027

Released to PSD

- D. Lungu, Grade 10, Released from Oakesdale School District – *New*
- K. Loughney, Grade 6, Released from Colton School District – *Renewal*
- A. Loughney, Grade 8, Released from Colton School District – *Renewal*

Released from PSD

- N. McCormack, Grade 2, Released to Washington Online School in the South Bend School District – *Renewal*
- U. McCormack, Grade 5, Released to Washington Online School in the South Bend School District – *Renewal*
- C. McCormack, Grade 4, Released to Washington Online School in the South Bend School District – *Renewal*
- K. Johnson, Grade 9, Released to Washington Online School in the South Bend School District – *Renewal*
- P. Hevly, Grade 11, Released to Washington Digital Academy in the South Bend School District – *Renewal*
- K. Lowery, Grade 12, Released to Washington Digital Academy in the South Bend School District – *Renewal*
- C. Lozaga, Grade 11, Released to Pacific Crest Online Academy in the Richland School District – *Renewal*
- M. Heilman, Grade 11, Released to Washington Connections Academy in the Goldendale School District – *Renewal*

Coversheet

Overnight Field Trip Requests

Section: IV. Consent Agenda
Item: G. Overnight Field Trip Requests
Purpose:
Submitted by:
Related Material: Overnight Field Trip - PHS Boys Golf_MAY 2026.pdf
Overnight Field Trip - PHS Boys Soccer_MAY 2026.pdf
Overnight Field Trip - PHS Girls Golf_MAY 2026.pdf
Overnight Field Trip - PHS Tennis_MAY 2026.pdf
Overnight Field Trip- PHS Track-Field_MAY 2026.pdf
Overnight Field Trip - PHS Softball_MAY 2026.pdf
Overnight Field Trip- PHS Baseball_MAY 2026.pdf

Pullman School District Form 2320F

Overnight Field Trip Request

Teacher/Group Requesting: PHS Boys Golf

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 6
2. Purpose of trip: State Golf Tournament
3. Destination: Tumwater Valley Golf Club (Tumwater)

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   Best Western Tumwater Inn, Tumwater, WA
5. Number of chaperones: 2

   Names of chaperones:
   Eric Martin and TBD
6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund

   Cost to student: $_____ Total Cost: $2000
7. Date(s) and time of departure and return: 5/17 8AM - 5/20 5 PM
8. Insurance implications: NA
9. Method of transportation:

   ☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: _____

Signature of Building Principal: _____

Signature of Superintendent: _____

Board Action: _____ Date: _____

Pullman School District Form 2320F

Overnight Field Trip Request

Teacher/Group Requesting: PHS Boys Soccer

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 18

2. Purpose of trip: State Soccer Playoffs

3. Destination: Opening Rounds TBD - Semis and Finals - Federal Way

   Is this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):

   TBD

5. Number of chaperones: 4

   Names of chaperones:
   Doug Winchell, Scott Thompson, Hannah Fields, and Jake Stevens

6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund

   Cost to student: $_____ Total Cost: $3000

7. Date(s) and time of departure and return: 5/18-5/31 Dates and times TBD

8. Insurance implications: NA

9. Method of transportation:

   ☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: _____

Signature of Building Principal: _____

Signature of Superintendent: _____

Board Action: _____ Date: _____

Pullman School District Form 2320F

Overnight Field Trip Request

Teacher/Group Requesting: PHS Girls Golf

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 6
2. Purpose of trip: State Golf Tournament
3. Destination: Riverside Golf Club (Chehalis)

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   Best Western Plus Park Place Inn, Chehalis, WA
5. Number of chaperones: 2

   Names of chaperones:
   John Willy and McKenna Kendall
6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund

   Cost to student: $_____ Total Cost: $2000
7. Date(s) and time of departure and return: 5/17 8AM - 5/20 5 PM
8. Insurance implications: NA
9. Method of transportation:

   ☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: _____

Signature of Building Principal: _____

Signature of Superintendent: _____

Board Action: _____ Date: _____

Pullman School District Form 2320F

Overnight Field Trip Request

Teacher/Group Requesting: PHS Boys and Girls Tennis

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 12
2. Purpose of trip: StateTennis Championships
3. Destination: Nordstrom Tennis Center, Seatlle, WA

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   Hampton Inn and Suites Seattle
5. Number of chaperones: 3

   Names of chaperones:
   Dan Vollmer, Kelci Gordon, Cody Wednt
6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund

   Cost to student: $_____ Total Cost: $3000
7. Date(s) and time of departure and return: 5/21 8AM - 5/23 5 PM
8. Insurance implications: NA
9. Method of transportation:

   ☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: _____

Signature of Building Principal: _____

Signature of Superintendent: _____

Board Action: _____ Date: _____

Pullman School District Form 2320F

Overnight Field Trip Request

Teacher/Group Requesting: PHS Boys and Girls Track and Field

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 24
2. Purpose of trip: State Track and Field Championships
3. Destination: MOUNT TAHOMA HIGH SCHOOL, Tacoma, WA

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   Holiday Inn Express Suites, Tacoma, WA
5. Number of chaperones: 4

   Names of chaperones:
   Allix Potratz-Lee, Mary Marsh, Roberto Flores, Braydon Maier
6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund

   Cost to student: $_____ Total Cost: $3000
7. Date(s) and time of departure and return: 5/27 8AM - 5/30 5 PM
8. Insurance implications: NA
9. Method of transportation:

   ☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: _____

Signature of Building Principal: _____

Signature of Superintendent: _____

Board Action: _____ Date: _____

Pullman School District Form 2320F

Overnight Field Trip Request

Teacher/Group Requesting: PHS Softball (Fastpitch)

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 18
2. Purpose of trip: State Softball (Fastpitch) Championships
3. Destination: Selah, WA

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   TBD
5. Number of chaperones: 3

   Names of chaperones:
   Haylee Fishback, Nick Darling, Ryan Hodge
6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund

   Cost to student: $_____ Total Cost: $3000
7. Date(s) and time of departure and return: 5/21 8AM - 5/23 6 PM
8. Insurance implications: NA
9. Method of transportation:

   ☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: _____

Signature of Building Principal: _____

Signature of Superintendent: _____

Board Action: _____ Date: _____

Pullman School District Form 2320F

Overnight Field Trip Request

Teacher/Group Requesting: **PHS Baseball**

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 18
2. Purpose of trip: State Baseball Playoffs
3. Destination: Opening Rounds - Various Locations, Final - Bellingham

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   TBD
5. Number of chaperones: 3

   Names of chaperones:
   Kevin Agnew, Matt Coulter, Nate Clark
6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund

   Cost to student: $_____ Total Cost: $3000
7. Date(s) and time of departure and return: TBD 5/18-5/31 Playoff Window
8. Insurance implications: NA
9. Method of transportation:

   ☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: Evd Seaton

Signature of Building Principal: [signature]

Signature of Superintendent: [signature]

Board Action: _____ Date: _____

Coversheet

2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook

Section: V. Action Items
Item: A. 2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook
Purpose: Vote
Submitted by:
Related Material:
ES 2026-2027 LMS-PHS Athletics and Activities Handbook Updated 4.15.26.pdf
2026-27 LMS-PHS Athletics and Activities Handbook.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

2026-2027 LMS/PHS Athletics & Activities Handbook

Executive Summary

April 15, 2026

Evan Hecker

PHS Assistant Principal/Athletics & Activities Director

Background:

The 2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook has been revised and is presented to the board for review and feedback. Paper copies are also available upon request.

Major revisions (see next page).

Recommended Board Action:

Approval of the 2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook.

Motion to Approve

I move approval of the 2026-2027 Lincoln Middle School/Pullman High School Athletics & Activities Handbook, as presented.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

p.1 change from this: “The PHS & LMS Athletics & Activities Handbook is a sub-handbook under the Pullman School District Family & Student Handbook and WIAA Handbook. All expectations of this Athletics & Activities Handbook are in addition to those expectations outlined in the PHS & LMS Family and Student Handbook and WIAA Handbook appendices. PHS & LMS value Student-Athletes and Club Members and require them to be students first. Participants must prioritize commitments accordingly to be a successful student and to meet the requirements of extra-curricular activities if PHS & LMS students choose to participate. Athletes and Club members may miss a significant amount of school and thus must be proactive in their actions and prior planning. Communication is key for Club Members and Athletes to be successful in working with teachers, coaches, advisors and school administration; participants are encouraged to reach out to PHS & LMS staff when needed to ensure positive experiences.”

To this: *The PHS & LMS Athletics & Activities Handbook is a sub-handbook of the Pullman School District Family & Student Handbook and the WIAA Handbook. The expectations outlined here are in addition to those described in the district and WIAA handbooks and their appendices.*

PHS & LMS value student-athletes and club members and expect participants to be students first. Those who choose to participate in athletics or activities must prioritize their academic responsibilities while meeting the commitments of their extracurricular programs.

Because participation may require students to miss portions of the school day, athletes and club members must plan ahead, stay organized, and take responsibility for their learning. Clear and proactive communication with teachers, coaches, advisors, and administrators is essential to ensure a positive and successful experience.

p. 6 Changed First practice dates, practices needed, and contest limit to align with WIAA 2026-2027 dates and expectations.

p. 14 Changed attendance language to align with GSL Handbook to be more clear about pre-arranged excused absences.

p. 21 and p.26 Kramer to Mulvey

p. 21 omitted “Gender most consistently expressed”. Left the language “consistent with their gender identity” because it aligns with current WIAA language.

P. 21 Change this: “eligibility is granted for the duration of the student’s participation and does not need to be renewed every sports season of school year.” To this:

“…eligibility is granted for the duration once eligibility is established, it typically remains in place and does not require re-approval each season.” because it aligns with current WIAA language.

p.21 Change “State rules and regulations require schools” to “State law, OSPI guidance, and WIAA policy require…”

p. 37 changes to better align with WIAA. Previous: In order to maintain athletic/activity eligibility during the current semester, the PHS student shall be enrolled in at least 3 credits per semester and maintain passing grades in a minimum of five (5) full-time subjects. Any class taken one (1) period daily for the duration of the semester shall be considered a full-time

subject. A PHS student shall have passed at least five (5) full-time subjects in the immediately preceding semester. The record at the end of the semester shall be final, except for those credits earned in a regular accredited summer school program and accepted by the school district. Pullman High School has six (6) grade reporting periods and Lincoln Middle School has four (4) grade reporting periods. PHS & LMS Athletes are only allowed 1 F reported for each grading period to remain eligible for athletics and activities. If a PHS student is not passing at least five classes at those grade reporting periods, they will not be eligible to play or cheer for 4 weeks. At the end of 4 weeks, grades will be rechecked to determine eligibility. If an LMS student has more than 1 F, they are ineligible for competitions until their grades improve to having 1 or less F's. If the PHS or LMS student is still not meeting academic requirements, PHS students will remain ineligible until the next grade reporting period or LMS until they improve their grades to meet standards. Ineligible students are expected to practice, BUT CANNOT travel, play, compete, or perform with the team/activity. All students are expected to participate in practice during the period between grade checks if they wish to resume as a full member of the squad when they become grade eligible. Incompletes may be made up for credit during the first five (5) weeks of the subsequent semester. The student shall be ineligible for competitions/activities until the incomplete(s) are cleared. Please align Pullman's to the attached.

Proposed: Academic Eligibility – Pullman School District (Aligned with WIAA 18.8)

Minimum Academic Requirements (Current Semester)

To maintain eligibility for athletics and activities, a Pullman High School (PHS) student must:

- Be enrolled as a full-time student (minimum 3 credits per semester)
- Be passing a minimum of five (5) full-time subjects, consistent with WIAA requirements for a six-period schedule
- Maintain passing grades in all classes required to meet this minimum standard

Any class meeting daily for a full semester is considered a full-time subject.

Previous Semester Requirement

A student must have passed at least five (5) full-time subjects in the immediately preceding semester to be eligible for the current semester.

- Semester records are final, except for credits earned through an accredited summer school or approved alternative program, consistent with WIAA policy

---

Grade Monitoring (3–6 Week Checks)

Pullman School District will monitor academic progress at least every 3–6 weeks, in alignment with WIAA requirements .

- PHS utilizes six (6) grading periods
- LMS utilizes four (4) grading periods

Academic Probation and Suspension (Current Semester)

Pullman High School (PHS)

- Students may have no more than one (1) failing grade (F) at each grade check
- Students with two (2) or more failing grades will be placed on academic suspension:
    - Ineligible for contests for five (5) weeks (aligned to WIAA 5-week standard window)
    - May continue to practice, but may not travel, compete, or perform
- After the suspension period, grades will be rechecked:
    - If passing at least five classes → eligibility restored
    - If not → remains ineligible until next grade check

Lincoln Middle School (LMS)

- Students with more than one (1) failing grade are ineligible for contests
- Eligibility is restored once grades improve to one or fewer failing grades

---

WIAA-Required Fall Probation (Previous Semester Deficiency)

If a student does not meet previous semester requirements:

- Fall Season (High School):
    - Student is placed on academic probation through the fourth Saturday in September
    - May practice and compete during probation
    - If still not meeting standards at that time:
        - Placed on academic suspension for 3 weeks (no contests, practice allowed)
- Winter/Spring:
    - Student is placed on academic suspension for five (5) weeks at the start of the semester if previous semester standards were not met

---

Practice vs. Competition

During any period of academic suspension:

- Students may practice
- Students may NOT travel, compete, or perform
- Students must remain engaged with the team/activity to regain full eligibility

LINCOLN MIDDLE SCHOOL • PULLMAN HIGH SCHOOL

ATHLETICS & ACTIVITIES









2026-2027

HANDBOOK

The PHS & LMS Athletics & Activities Handbook is a sub-handbook of the Pullman School District Family & Student Handbook and the WIAA Handbook. The expectations outlined here are in addition to those described in the district and WIAA handbooks and their appendices.

PHS & LMS value student-athletes and club members and expect participants to be students first. Those who choose to participate in athletics or activities must prioritize their academic responsibilities while meeting the commitments of their extracurricular programs.

Because participation may require students to miss portions of the school day, student-athletes and club members must plan ahead, stay organized, and take responsibility for their learning. Clear and proactive communication with teachers, coaches, advisors, and administrators is essential to ensure a positive and successful experience.

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Pullman School District Athletics & Activities

District Office:
240 SE Dexter Street
Pullman, WA 99163
Phone Number: (509) 332-3581
Fax Number: (509) 336-7202
Email: info@psd267.org

The Pullman School District interscholastic athletic & activities program is designed to provide opportunities for as many students as possible so that each student may reach their potential. Pullman School District takes pride in its fine tradition of academic and extra-curricular accomplishments. Students who attend Pullman High School and Lincoln Middle School are of high caliber and responsible character. This handbook serves to remind students, their parents/guardians, coaches and advisors that excellence, both in extra-curricular particpation and in classroom performance, necessitates self-responsibility and self-discipline. It is to this end that interscholastic sport and club participants, their parents/guardians, coaches, advisors, and the community are asked to pledge their support to the following guidelines.

The interscholastic athletic program and club particpation are completely voluntary. Participation is not required for graduation. Involvement in the athletic and activity program, however, do require extra effort and extra time on a voluntary basis beyond the regular school day. Although interscholastic athletics and club participation is voluntary, those participating do represent their student bodies and community. Therefore, standards, citizenship, sportsmanship, conduct, and reliability must be maintained at a high level. The total school program is reflected in the interscholastic athletic and activity program.

The selection of team members is necessary. However, the selection of team members is not based solely upon skill and performance, but also upon attitude, conduct, cooperation, reliability and an earnest and sincere desire by the student to participate on the team in a fashion that complements the school and the community.

We believe there is a positive correlation between an student's performance and their adherence to specific training practices. Following are rules and regulations concerning interscholastic athletics and club participation for all of our students in the Pullman School District.

The Pullman School District Board of Directors and the Pullman School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator, Assistant Superintendent, Ryan Mulvey (509) 332-3144, compliancecoord@psd267.org, and Section 504/ADA Coordinator, Dom Ventresco, compliancecoord@psd267.org. 240 SE Dexter Street, Pullman, WA 99163. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584.

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): https://www2.ed.gov/about/offices/list/ocr/index.html.

Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: https://www.pullmanschools.org/hib-discrimination

Powered by BoardOnTrack

Mission Statement

The Pullman School District is committed to providing quality opportunities in education, athletics and activities for all students while teaching the values of sportsmanship, teamwork, integrity, self-discipline, time management, responsibility, sacrifice, dedication, citizenship, and competition.

WIAA Core Principles

Pullman School District Athletics and Activities supports the WIAA Core Principles by creating and providing opportunities in educational athletics and activities.

With integrity, we will:

- ***Ensure respect for all individuals and communities by valuing others, treating them with dignity, and promoting ethical behavior in all activities.***
- ***Provide a safe environment where participants pursue positive relationships and healthy activities.***
- ***Challenge all students to attain personal academic excellence through participation, competition, and teamwork.***
- ***Provide access to equitable, fair, and diverse activities.***
- ***Strengthen character, build confidence, and maximize potential through sportsmanship, leadership, and service.***

School Information:

315 SE Crestview St.
Pullman, WA 99163

Phone Number: (509) 334-3411
Email: lms-info@psd267.org

Lincoln Middle School Athletics & Activities Information

Lincoln Middle School Administrators	Name	Email
Principal	Cameron Grow	cgrow@psd267.org
Assistant Principal	Tammy Sewell	tsewell@psd267.org

Activity	Advisor	Advisor's Email
For a complete list of Lincoln Middle School Activities, Clubs, Advisors, and Advisor Emails, please click the following link: LMS ASB Activities		

School Information:

510 NW Greyhound Way
Pullman, WA 99163

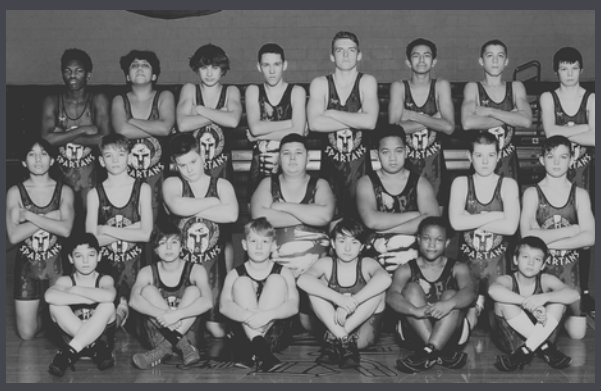
Phone Number: (509) 332-1551
Email: phs-info@psd267.org

Pullman High School Athletics & Activities Information

Pullman High School Adminstrators	Name	Email
Principal	Jerrod Fleury	jfleury@psd267.org
Assistant Principal	TBD	TBD
Assistant Principal/ Athletics & Activities Director (AD)	Evan Hecker	ehecker@psd267.org

Activity	Advisor	Advisor's Email
For a complete list of Pullman High School Activities, Clubs, Advisors, and Advisor Emails, please click the following link: PHS ASB Activities		

ATHLETICS & ACTIVITIES





SPORTS SEASON INFORMATION

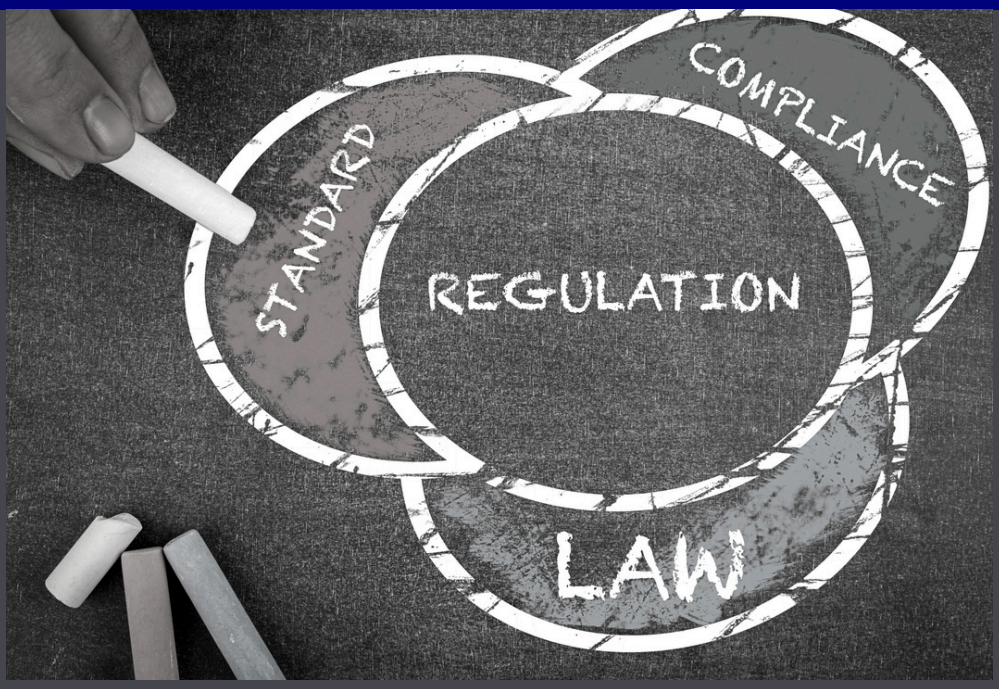
2026-2027 MIDDLE SCHOOL SPORTS SEASON INFORMATION

Sport	Practices Needed	Quarter
INTERSCHOLASTIC ATHLETICS (7th & 8th)		
Football	12	1
Cross Country- Girls' & Boys'	8	1
Girls' Volleyball	8	1
Boys Basketball	8	2
Girls Basketball	8	3
Wrestling (6th, 7th, 8th)	8	3
Track (6th, 7th, 8th)	8	4
INTRAMURAL ATHLETICS (6th)		
Girls Tennis (6th, 7th, 8th)	NA	1
Girls Volleyball	NA	1
Girls Bowling	NA	2
Boys Basketball	NA	2
Girls Basketball	NA	3

2026-2027 WIAA HIGH SCHOOL SPORTS SEASON INFORMATION

First Practice	Sport	Practices Needed	Contest Limit
August 19, 2026	Football	12	10 + Jamboree
August 24, 2026	Cross Country- Girls & Boys	7	10 + Jamboree
August 24, 2026	Girls Volleyball	7	18 + Jamboree
August 24, 2026	Girls Swim	7	12 + Jamboree
August 24, 2026	Girls Soccer	7	16 +Jamboree
November 2, 2026	Girls Bowling	NA	18 + Jamboree
November 16, 2026	Basketball- Girls & Boys	7	20 + Jamboree
November 16, 2026	Wrestling- Girls & Boys	9	16 + Jamboree
November 16, 2026	Boys Swim	7	12 + Jamboree
March 1, 2027	Tennis- Girls & Boys	7	16 + Jamboree
March 1, 2027	Golf- Girls & Boys	NA	12 + Jamboree
March 1, 2027	Track- Girls & Boys	7	10 + Jamboree
March 1, 2027	Girls Softball	7	20 + Jamboree
March 1, 2027	Boys Baseball	7	20 + Jamboree
March 1, 2027	Boys Soccer	7	16 + Jamboree

ATHLETICS & ACTIVITIES



GUIDELINES & STANDARDS

GUIDELINES & STANDARDS

PSD & WIAA General Rules & Regulation Statements

Pullman School District is a member of the Washington Interscholastic Activities Association (WIAA) and must comply with the rules as stipulated by the WIAA Handbook.

Students, school staff, and school boards of member school districts in all interscholastic relationships are obligated to practice and promote the highest principles of sportsmanship and ethics. To participate, all athletes/club members must purchase an LMS/PHS ASB card.

Students, Parents, Advisors/Coaches Code of Ethics

It is the duty of all concerned with school athletics/activities:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of competition.
- To stress the values derived from competing fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a friendly relationship between visitors and hosts.
- To respect the integrity and judgment of officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use initiative, and good judgment by the competitors.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual competitors.
- To remember that an athletic/activity contest is only a game/competition, not a matter of life or death for players/contestants, fans/parents, coaches/advisors, officials of the school.
- As a representative of Pullman School District, students, coaches/advisors, students, parents, and teachers should make every attempt to demonstrate exemplary behavior and respect and follow the rules, both within Pullman School Campuses and while visiting other campuses.

Sportsmanship



Athletics and activities exist for their educational value. All those in attendance to Pullman School District Sporting events are expected to meet the expectations established by the WIAA and Greater Spokane League for sportsmanship. Your actions and conduct as spectators and participants at athletic/activity events should be positive, respectful, exhibit responsible behavior, and be supportive. Sportsmanship is modeling honor and respect through positive leadership by all participants and spectators present. All other school rules apply to activities and athletics:

Participants and spectators who fail to meet these expectations can face the following consequences depending on the severity of their actions.

1. Warning
2. Removal from event and/or school discipline
3. Permanent ban from school events

Please refer to Pullman School District Policy 4600 Spectator Conduct and Sportsmanship for more information regarding spectator expectations.

Communication

Communication Between Student, Advisors/Coaches & Parents

When a student becomes involved in athletics or activities at LMS or PHS, students are expected to communicate with coaches/advisors to advocate and seek resolution for themselves. When these communication opportunities are taken, they provide students with experience in navigating potentially difficult situations and allows them to gain confidence in their communication and resolution skills. Participants and parents have the right to clear, concise communication of the program's expectations. This should include game/competition and practice schedules, review of team and school rules and regulations, transportation procedures, injury reporting, program philosophy and reviewing the process for addressing concerns. These issues should be addressed at the pre-season participant/parent meeting that each head coach/advisor is responsible for organizing and promoting. It is the participants and parents' responsibility to contact the coach/advisor if they are not able to attend the meeting and the coach/advisor will then provide you with the important information discussed at the meeting. If parents have questions, the first step is to ask your student to seek information from their coach or advisor.

Typically, students are valued for the opportunity they provide to exhibit and develop both character, knowledge, and skill. There will be times when participants and parents will be challenged with difficult situations. Examples could include lack of playing/participation time, not making the starting lineup or top team/group, feelings of being mistreated or neglected, differences of philosophy, etc. In all cases the solution lies in communication. Our primary goal is that of developing students who are prepared to meet the challenges of today and life after high school.

The following procedures will be used when addressing concerns:

1. Students address concerns with the coach/advisor. In some cases, students are reluctant to approach their coach/advisor. In that case the building's AD/assistant principal can help facilitate a meeting.
2. If a satisfactory solution does not occur, the student should address the issue with the AD/assistant principal. At that time, a meeting with the student-athlete, coach, and AD/assistant principal may be appropriate. In some cases, other solutions as determined by all concerned parties may be agreed upon.
3. After the student has exhausted all avenues for resolution outlined above, it is then appropriate for the parent or guardian to contact the coach/advisor and/or AD/assistant principal.

It should be noted that parents are encouraged to contact the coach/advisor or Athletic Director when concerns arise if the student has not been able to find resolution. In the event that parents do contact the coach or AD, parties will work together to facilitate the process described above. This process empowers students to work through problems utilizing the concept of chain of command and communication skills. This serves as a real world learning experience for students.

Social Media Conduct

Social media has become ingrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Instagram, Snapchat, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

Pullman School District recognizes and supports its students', coaches', and advisors' rights to freedom of speech, expression and association, including the use of social networks. In this context, each student, coach, and/or advisor must remember that participating and competing for the Pullman School District is a privilege, not a right. The student, coach, and/or advisor represent their school and the school district, and therefore, they are expected to portray themselves, their teams, and their high school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team, school, and school district rules and regulations (including those listed below).

Please refer to Pullman School District Board Policies & Procedures 2022/2022P Electronic Resources and Internet Safety for Students, and 3207/3207P Prohibition of Harassment, Intimidation, and Bullying of Students for specifically prohibited behaviors which include but are not limited to:

1. Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
2. Derogatory language regarding school personnel or other students.
3. Comments designed to harass or bully students or school personnel.
4. Nude, sexually-oriented, or indecent photos, images or altered pictures.

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology and related technologies, which disrupts or interferes with the educational process or activity, in any manner, is prohibited and may result in removal from the team or activity and a recommendation for further discipline consistent with school district policy may occur.

ATHLETICS & ACTIVITIES CODE



The opportunity to participate in the interscholastic athletic and activities program is a privilege granted to all students of the district. Participants in this voluntary program are expected to follow specific conduct standards established by the principals, athletic coaches and activity advisors. A student who is found by a staff member of the student's school to be in violation of any rules is subject to removal from team or activity. Provision is made for a student who has allegedly violated one or more of the conduct rules to appeal a disciplinary action as specified in this code (see Pullman School District Board Policy and Procedure 2151P).

The following athletic code will apply from the student's first signed registration form through their athletic/activity eligibility within the Pullman School District. Disciplinary action will carry over from one school year to the next (6th grade -8th grade; 9th grade-12th grade) and will apply both in and out of season.

ATHLETICS & ACTIVITIES CODE

Unsportsmanlike Conduct

Athletes and coaches shall exhibit appropriate conduct in all practices and/or contests. See WIAA Handbook 20.0.0 for what constitutes an ejection and the sport specific consequences that will be applied.

If an athlete is ejected, they are finished for the contest but must remain with the team. If a coach is ejected, they must vacate the playing area/facility, if there is not a qualified assistant coach to supervise/coach the team, the contest will be forfeited.

If an athlete or coach is ejected from a contest, the Athletic Director is to be notified immediatly as ejections have to be reported to the WIAA within 1 school business day.

The WIAA appeal process can be followed to try and reverse an ejection if there is valid evidence to do so.

If an athlete or coach's suspension period cannot be completed in the current season, the suspension will be carried over into the succeeding season and the participant must finish that season for their suspension to be complete.

WIAA and Pullman School District may increase a suspension based on upon the agressive conduct, inappropriate language, and/or circumstances following an ejection.

Safety

Students will follow all safety rules and instructions provided by the Coach/Advisor and will comply with instructions given by Athletic Trainer if present. If an Athletic Trainer is not available, the Coach/Advisor will provide basic first aid and the family will be responsible to seek medical treatment from their family physician. After an absence due to injury, an athlete will provide the coach notice of clearance by the athletic trainer or licensed family physician to return to participation. WIAA protocols for Concussion, When in Doubt Sit Them Out, will be followed and the Return to Play guidelines will be followed.

Parents/Guardians of athletes will register via Final Forms and indicate they have reviewed, understand & accept current concussion and sudden cardiac arrest information and protocols.

FINALFORMS SPORTS REGISTRATION

Pullman Public Schools Final Forms Athletic & Activity Registration: https://pullman-wa.finalforms.com/

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ATHLETICS & ACTIVITIES CODE

Attendance

Attendance at School

An athlete who is absent for one or more periods on the day of a contest must receive approval from the Principal or designee to participate that day. This expectation ensures student health and appropriate attendance practices—students who are too ill for school are not considered fit for competition. Pre-arranged absences for school activities or medical/dental appointments are permitted, provided they are approved in advance. Excused absences are defined in Pullman School District Policy 3122/3122P Excused and Unexcused Absences & WAC 392-401-020. Common examples include:

- Medical, dental, or health appointments
- Family emergencies approved by school administration
- School-sponsored activities
- Religious observances

Absences must be pre-arranged—preferably at least 24 hours in advance—with the Principal or designee, in coordination with the Athletic Director, coach, family, and teachers. Approval will be based on the nature of the absence and whether the student has met academic expectations.

Attendance at Team/Club Activities

When a student makes a decision to participate on a team or in an activity, the student is expected to attend each practice and contest/competition on time. If a student must conduct other school or personal business and/or participate in another school activity, the team Coach/Advisor must be notified in advance of the event.

Dress Code

At a minimum, students are to adhere to the Pullman School District Board Procedure 3224P Student Dress when participating in athletics and activities. Coaches and Advisors will ensure the team/activity dress code expectations are clear as athletes and club members shall maintain the dress and grooming standards of the team or club.

- First offense: verbal warning.
- Repeated offenses: removed from activity for up to 5 days.

Multiple Sports At One Time

Student-athletes may not turn out for more than one interscholastic sport at a time, see WIAA rule 18.23.0. Student-athletes may not turn out for intramural sports if participating in an in-season sport at the time. Exceptions to this policy may be made on an individual basis regarding cheerleading or dance but only upon agreement by both the athlete's Coach and the school's Athletic Director or Principal.

ATHLETICS & ACTIVITIES CODE

Two or More Conflicting PSD Activities

Pullman High School and Lincoln Middle School provide a wide variety of extra-curricular and curricular activities in which students are encouraged to participate. It is not the intention of the school for participation to be limited to a single activity. In fact, research shows that a student's satisfaction with the high school experience is enhanced if they are involved in two or more activities. It is important, however, that students avoid ongoing activities with schedules that regularly conflict. Students will also be expected to prioritize school activities ahead of non-school activities. Failure to do so can result in appropriate consequence at the discretion of the coach, advisor or director.

-As much as possible, students should be provided in advance with schedules for each activity so they can avoid conflicts among activities. In cases where an unforeseen, unforeseeable or exceptional conflict arises between two or more school sponsored activities, the student shall have their choice of which to attend without punitive measures being taken by the other activity sponsor. Athletic teams must follow WIAA Rule 18.24.1 which states: Schools may not give students special treatment or privileges on a regular basis to enable them to participate in non-school athletic activities. Some examples of special treatment or privileges include reduced practice times, special workouts, late arrivals, early dismissals or missing a practice or contest. Regular is defined as being more than once.

If participation in a non-class time activity (i.e. concert, etc.) is part of the classroom grade, and the student chooses to participate, as a member, of another school sponsored activity (i.e. FFA, athletics, FBLA, etc.), the instructor must make available a reasonable make-up assignment to satisfy the class requirement.

Special Note Regarding Running Start: For those students who choose Running Start, please be reminded that it is your responsibility to avoid scheduling conflicts with practices and games/matches. Coaches/advisors are not required or encouraged to make exceptions for Running Start students whose class schedules conflict with interscholastic athletic events or practices.
The principal or the principal's designee, following consultation with the student and the activity sponsors, will settle any conflict arising from the meaning or application of this policy.

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ATHLETICS & ACTIVITIES CODE

LMS, PHS and WIAA rules and regulations are intended to discourage the use of alcohol, tobacco, nicotine, legend drugs, controlled substances and paraphernalia and to encourage the use of school and community resources.

An LMS or PHS athlete or club member who is found to be using, selling or offering to sell, delivering or in possession of Alcoholic Beverages, Tobacco products, Nicotine products, Marijuana products or devices**:**
1st Violation - An **in season** participant will be removed from the athletic team or activity for four (4) weeks. Students will be allowed only one "first offense" during their entire middle or high school careers. An **out of season** participant will be allowed to start practice with the team and the 4 week suspension will be started at the beginning of competion/performance season which allows the athlete/club member to be under the purview of the coach/advisor and meet the WIAA minimum practice rule but not be allowed to travel or compete in games for 4 weeks.
2nd Violation - An **in or out of season** particpant will be removed from the athletic team or activity for 8 weeks.
3rd Violation - An **in or out of season** participant who again violates the above code will be excluded from all athletic and activity programs in the middle school or high school for one calendar year.

An LMS or PHS athlete or club member who is found to be using, selling or offering to sell, delivering or in possession of Legend Drugs(drugs obtained through prescription, RCW 69.41.020-050) or Controlled Substances (RCW 69.50) or devices(WIAA, 18.26.0):
1st Violation - A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below.) An athlete who is found to be in violation of the Legend drugs and controlled substances rule shall have two options.

A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season. The school principal will have the final authority regarding the student's participation in further interscholastic sports programs.

B. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and or community assistance programs described below under Option to Reduce Suspension may allow him/her to have eligibility re-instated in that athletic season, pending recommendation by the school.

2nd Violation - A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.
3rd Violation - A participant who violates for a third time RCW 69.41.020 - 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

Important Things to Note:
Suspensions carry over into the next season the athlete participates in if there are are not enough weeks left in the season to complete suspension. The suspension would start at the time of competitions not at the beginning of season practices. Athlete must participate in the whole season for the suspension to be complete. LMS suspensions do not carry over to PHS.

As per RCW's, that if the school is notified by juvenile services, courts, or law enforcement that evidence of a violation of said rules above have occurred, appropriate discipline can be administered at that time.

It is the expectation of PHS & LMS students as leaders and role models, that they not attend parties or events where alcohol or drugs are being used by minors. Students need to have the courage and self-discipline to leave immediatly, and if they choose not to, they will be held in violation of the substance abuse policy above and the consequences listed may be applied.

While suspended from athletics/activities due to a substance violation, athletes or club members may not be allowed to attend LMS or PHS after school extra-curricular events hosted by the school.

[Continued on next page]

ATHLETICS & ACTIVITIES CODE

Substance Use, Abuse & Possession: Use, Sale and/or Possession of Alcoholic Beverages, Tobacco, Vape Pens, E-Cigarettes, Marijuana, Illegal Chemical Substances or Opiates:

Self-Reporting

Only available for first offense: If a student self-reports their violation of the illegal substance regulations noted above, it is possible for them to reduce their suspension by 1 week. Self-reporting must happen prior to the initiation of a school investigation, or the report of an incident to school officials, and should be timely in that the student should not partake in team/club activities between the incident and self-reporting. The suspension can be reduced by one week if the self-report is truthful in its entirety and the students/parents agree to the additional conditions under Options to Reduce Suspension below.

Option to Reduce Suspension

For first offense for possession, sale, and/or under the influence of alcoholic beverages, tobacco, vape pens, e-cigarettes, marijuana, or any other illegal chemical substances or opiates, parents will be informed that students who have been excluded by a suspension from athletics prior to completion of suspension, may choose to be evaluated by a state-accredited substance abuse treatment agency (Pursuant to WAC 275-19). If the parent/guardian and student choose the evaluation option and in order to possibly reduce the suspension by one week, students and parent/guardian must: 1) meet with the athletic administrator, 2) schedule the evaluation within one week of discovery and show proof of scheduled evaluation to the administrator, 3) agree they will follow the health care recommendations of that agency, and 4) bring proof of evaluation and next step on the agency's letterhead. Once those criteria are met, a one-week reduction of the suspension may occur. If there are fewer than four (4) weeks remaining in the season, the penalty will carry over into the next sports season the athlete participates in and be applied at the start of competition.

Reinstatement is contingent upon a health evaluation plan including a specific day for evaluation, and a recovery plan which is acceptable to school officials. Parents will be responsible for the cost of evaluation and treatment recommended by the agency(see Pullman School District Board Policy 2121 Substance Abuse Program). In all cases, if the health care recommendations are not followed the length of suspension will be four (4) weeks.

Note: Refer to the PSD Family & Student Handbook or your school for violations that occur on school grounds. Athletic and Activity Handbook rules will apply in conjunction with the Student Handbook rules. The athletic and activity code will apply from the student's first signed registration form through their athletic and activity eligibility within the Pullman School District. Disciplinary action will carry over from one school year to the next (6th grade-8th grade; 9th grade-12th grade) and will apply both in and out of season.

ATHLETICS & ACTIVITIES CODE

CODE VIOLATIONS

Pullman School District's extra-curricular activity programs are voluntary. Involvement in the LMS/PHS Athletics and Activities programs require extra effort and time on a voluntary basis beyond the regular school day. Those who choose to participate represent their student body and community in local, regional, and national competitions and events. The highest standards of citizenship, sportsmanship, personal conduct, and loyalty must be maintained. The total school program is reflected in the extra-curricular activities program.

Pullman High School's Code Violations

Repeated Athletic/Activity Code Offenses

If a student repeatedly violates one of the Athletic and Activities Codes, or other school rules which are of a serious nature as determined by the school administration, they may be removed from the team/activity for all or part of the season. Progressive disciplinary action will be taken according to the severity of the infraction(s).

Appeal Process for Disciplinary Action

When infractions occur within the athletic/activity program, the following process will be followed:

1. Upon the imposition of the penalty for infraction(s) of said rules or regulations, any aggrieved student and parents of said student shall have the right to an informal conference with the Building Principal and/or Designee, Athletic Director, and Coach/Advisor (Building Hearing Committee) to request that they refrain from enforcing the decision of the coach/advisor. If the students and parents do not make a written request for this informal conference within five (5) school days of the grieved action, they will have waived their right to the conference and appeal procedure. This informal conference is to be held within three (3) school days of the appeals request.
2. If the parties are unable to agree at the informal conference, the aggrieved party may appeal to the Building Eligibility Committee. The Building Eligibility Committee consists of the Assistant principal and three Student Peers and three building Staff Members named by the building Administrator. The Building Eligibility Committee must meet within three (3) days of the appeals request. The aggrieved party and the coach(es) shall be available as a resource.
3. The Building Eligibility Committee will hear the case in detail and will render a decision within three (3) school days after hearing the case.
4. The aggrieved party may appeal to the superintendent of schools within three (3) school days of the appeals decision. The superintendent of schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
5. The aggrieved party may appeal the superintendent's decision to the Board of Directors, after hearing the case in detail, shall render a decision on the case within ten (10) school days of the hearing. This decision shall be final.

ATHLETICS & ACTIVITIES CODE

LMS Disciplinary Sanctions & Expectations

Lincoln Middle School students who earn disciplinary sanctions during the school day or insufficient grades(failing more than 1 class) will follow the process listed below:

- 1st detention: Head coach's or advisor's decision on participation in next scheduled event
- 2nd detention/1st suspension: Automatic removal from the next scheduled event. A student may be removed from the activity for the season if the infraction is severe.
- 3rd detention/2nd suspension: Student may be removed from the activity for the season.
- Allowed to practice but suspended from athletic contests/club competitions until improve grades to 1 or less F's.

A student participant who does not abide by all rules and regulations shall be placed on probation, suspended, or dismissed from a team, club, or group. Any disciplinary decisions, resulting from any violation, shall be subject to the hearing and appeal procedure outlined in the Family and Student Handbook - Lincoln Middle School Appendix D, and the Pullman School District Board Policy 3241 Student Discipline.



General Expectations for LMS Athletes & Parents

- All LMS students should be out of the hallways as quickly as possible after school. Students that are waiting for a late practice, game, competition, or activity may wait in the library until it closes, the commons, or the front hallway by the phones. Otherwise, the student should make arrangements to leave and come back at game or practice time.
- Students are not to start practicing in a gym without supervision.
- No students besides athletes and team managers are allowed in the gyms during practices.
- Players should be picked up promptly after their scheduled practice, game, competition, or activity return time. Coaches/Advisors will adhere to the times listed on the practice schedules or agenda.
- Students should be picked up and dropped off in the main parking lot on the west side of LMS before and after all activities. Please do not park in or enter the bus loop for pick-up and drop-off.
- Students that practice at Franklin should be picked up outside the Franklin gym entrance.

ATHLETICS & ACTIVITIES



POSITIVE SCHOOL CLIMATE

Gender Identity & Participation

OUR SCHOOLS ARE GENDER-INCLUSIVE

Pullman School District encourages participation for all students regardless of their gender identity or expression. State law, OSPI guidance, and WIAA policy require schools to provide transgender and other gender-diverse student-athletes with equal opportunities to participate in athletics. Pullman School District encourages a culture in which student-athletes can compete in a safe and supportive environment, free of discrimination.

In Washington, all students have the right to be treated consistent with their gender identity at school. Our schools will:

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

To review the district's Gender-Inclusive Schools Policy and Procedure, visit:

- Board Policy 3211 & Procedure 3211P: Gender-Inclusive Schools

(Rule 18.16.0 & Appendix 6, WIAA Handbook) All students have the opportunity to participate in athletics and/or activities in a manner that is consistent with their gender identity. Currently most athletic programs are offered separately for boys and girls. Athletes will participate in programs consistent with their gender identity. School personnel responsible for student eligibility will work collaboratively with the student-athlete to determine eligibility. Once the student has been granted eligibility to participate in the sport consistent with their gender identity the eligibility is granted for the duration once eligibility is established, it typically remains in place and does not require re-approval each season.

Should a student be declared ineligible on the basis of gender identity, the school administrator shall then contact the WIAA office(WIAA Rule 19.3.3.A). Once contacted, the WIAA office will assign a facilitator who will assist the school and student in preparation and completion of the paperwork associated with the eligibility appeal process if that is requested by the athlete(WIAA Rule 19.3.3.B).

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Ryan Mulvey, Assistant Superintendent by email at rmulvey@psd267.org or by phone at (509) 332-3144. For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information in the section titled Hazing, Harassment, Intimidation, and Bullying.

Hazing

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing practices can include harmless pranks or comical antics associated with young men/women in athletics and/or activities.

Today we know that hazing extends far beyond athletics and/or activities and is experienced by boys and girls in school groups, athletic teams, and other social and professional organizations. Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context.

Hazing activities are generally considered to be physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups, and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Pullman School District is committed to the belief that abusive behavior, harassment, and assault does not build character, does not build leadership skills, and does not foster group loyalty or unity. Hazing is an abuse of power and relationships, and its purpose is to demean others. Therefore, Pullman School District strictly prohibits any and all activities which resemble a hazing / bullying / intimidation/ harassment activity. Possible consequences may be delivered by the coach, Athletic Director, school/district administration, superintendent, and law enforcement. Consequences will also be subject to school district policy and procedure for disciplinary action; refer to Pullman School District Board Policy 3207 Prohibition of Harassment, Intimidation & Bullying.

More information and complaint forms can be found at:
https://www.pullmanschools.org/hib-discrimination

HARASSMENT, INTIMIDATION, & BULLYING (HIB) & DISCRIMINATION

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

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

What happens after I make a report about HIB?

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

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HIB & DISCRIMINATION

What is the investigation process?

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

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

This response should include:

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

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

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

Additional Information
For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage at the link below:
https://www.pullmanschools.org/guide-to-reporting-hib-incidents

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

- Board Policy 3207 & Procedure 3207P: Prohibition of Harassment, Intimidation, and Bullying

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HIB & DISCRIMINATION

OUR SCHOOLS STAND AGAINST DISCRIMINATION

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

What is discriminatory harassment?

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

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

- Board Policy 3210 & Board Procedure 3210P: Non-Discrimination

What is sexual harassment?

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

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

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

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

- Board Policy 3205 & Procedure 3205P: Sexual Harassment of Students Prohibited

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HIB & DISCRIMINATION

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination - Civil Rights Coordinator:

- Ryan Mulvey, Assistant Superintendent
- 240 SE Dexter St.
- Email: rmulvey@psd267.org
- Phone: 509-332-3144

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

- Ryan Mulvey Assistant Superintendent
- 240 SE Dexter St.
- Email: rmulvey@psd267.org
- Phone: 509-332-3144

Concerns about disability discrimination - Section 504 Coordinator:

- Dom Ventresco, Assistant Director of Special Services
- 240 SE Dexter St.
- Email: dventresco@psd267.org
- Phone: 509-332-3144

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

- Ryan Mulvey, Assistant Superintendent
- 240 SE Dexter St.
- Email: rmulvey@psd267.org
- Phone: 509-332-3144

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

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HIB & DISCRIMINATION

What happens after I file a discrimination complaint?

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

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

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

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

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

I already submitted an HIB complaint – *what will my school do?*

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

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HIB & DISCRIMINATION

Who else can help with HIB or Discrimination Concerns?

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

ATHLETICS & ACTIVITIES



TRAINING, TRAVEL & EQUIPMENT GUIDELINES

Equipment & Facility Use

Issued Equipment

- School equipment checked out by the student is their responsibility. Student Athletes are expected to keep it clean and in good condition.
- Loss of issued equipment/supplies or damage to issued equipment will be the student's financial responsibility.
- Transcripts will be withheld should equipment not be returned.
- No student will be cleared for subsequent sports/activity until all equipment is returned or paid for from a previous sport/activity.
- Your locker combination is private; we are not responsible for lost or stolen items.

Wearing Issued Uniforms

- Issued equipment is to be worn only while participating with the team/activity in practice, during a scheduled contest/activity or during a spirit activity. Any use of a school issued uniform outside of these occasions will revoke the student's right to use a school uniform other than for actual contest time. PHS Students can arrange with the Head Coach to borrow a team uniform for senior pictures.
- For athletics, the WIAA prohibits the use of school issued equipment while participating in any event outside the yearly school program or activities not sponsored by the WIAA.

School Equipment and Facilities

- Through their tax dollars, parents and community members are making a substantial investment in student athletics and activities, particularly in the facilities provided by the school district for these pursuits. Therefore, it is important that students exercise personal care and regard for school equipment and facilities.
- Misuse of dressing room facilities, lockers, towels, benches, and gymnasium or field facilities will not be permitted. Failure to comply with this regulation may result in denial of their use.

Season Completion

- Season ends for each sport after the team banquet.
- Students are responsible for cleaning out their locker of personal and school issued belongings within one week of the completion of the season or activity.
- Uniforms/equipment/supplies must be returned to the COACH/ADVISOR WITHIN ONE WEEK of completion of the season or activity or a fine will be applied to the student.

Training/Practice



All student-athletes are reminded that successful participation in any sport requires attention to fitness prior to the start of an athletic season. Fitness means adequate cardiovascular health, endurance, strength, and flexibility. These cannot be achieved in the ten (10) days prior to the first contest. Attention to adequate nutrition and sleep are important before, as well as during athletic seasons. An athlete cannot perform well unless the body is well-rested, well-nourished, and adequately hydrated. Weight loss for its own sake is discouraged unless ordered and supervised by a physician. By keeping in shape in the off-season, athletes begin the season better prepared to improve their athletic skills.

Practice is essential to the achievement of athletic excellence. Athletes are expected to be active, willing, motivated participants in all practices. A positive mental attitude is expected of all sports participants. Student-athletes are expected to find a healthy balance in their lives and maintain physical, psychological, social, and emotional health. This is a difficult but essential task for any adolescent. If student-athletes have questions or want help in healthful conditioning, they are encouraged to see a coach, school nurse, athletic trainer, or the Athletic Director.

Prolonged practices are discouraged. Monday through Friday are considered normal practice days, with an occasional Saturday. NO required practices or sporting events will be allowed on Sunday unless the WIAA regulations are followed and is approved by PSD administration.

Athletic/Activities Travel



Transportation to and from athletic contests and activities will be provided by the Pullman School District during the school year.

- All students must travel to and from contests, competitions, and practices with the team, transportation is provided for this purpose. Students will only be released to their parents/guardians or listed emergency contact in Final Forms after the parent/guardian/emergency contact signs them out with the coach/advisor after the contest/competition.
- In very rare circumstances, parent/guardians may communicate with the head coach of a program for alternate arrangements which must be approved by the AD or PHS/LMS administrative staff
- Each team member will remain with the team and under the supervision of the coaching/advising staff when attending away games, competitions, and conferences.
- Each team member, while traveling to and from contests, competitions, and conferences, will obey all school bus regulations.
- It is requested that students be aware of what constitutes appropriate dress for contests, competitions, and conferences by asking their coach/advisor what is expected of them to wear. Appropriate dress promotes pride in the team and in Pullman High School or Lincoln Middle School.
- Post Season(Overnight) Travel - Student Per Diem Rates:
  - Breakfast: $5.00,
  - Lunch: $10.00
  - Dinner: $15.00

ATHLETICS & ACTIVITIES



WIAA ATHLETIC ELIGIBILITY

WIAA ATHLETIC ELIGIBILITY RULES

Enrollment and Regular Attendance *(Rule 18.10.0, WIAA Handbook)- Athletics Only*

LMS & PHS students shall be enrolled and in regular attendance within the first fifteen (15) school days in a semester or ten (10) school days in a trimester at the start of the current semester/trimester in order to participate in interscholastic contests during the current semester trimester.

Transfer Students *(Rule 18.12.0, WIAA Handbook)*

After registering with and/or attending a middle level or high school, students changing enrollment to/from one school district to another school district or from one high school to another high school within a multiple high school district shall be considered transferring students. In order to be eligible for varsity competition, transferring students must meet the normal residence requirements of 18.11.0 or the transferring student requirements of 18.12.2, or be granted a waiver under 18.12.3 and 18.12.4. This section shall also apply to those students receiving home based instruction.

A high school student who attends, participated or was eligible to participate for a school, and subsequently transfers to another school will be eligible for sub-varsity only for one (1) calendar year from the date of enrollment at the new school: A. If the student transfers from a public, private, or charter school after: 1) Participating on a non-school athletic team within a calendar year from the date of enrollment at the new school (AAU, American Legion, Club USA, USVBA, or any other non-school program) in which one (1) or more of the high school coaches are currently involved and/or 2) Receiving personal athletic or activities instruction or training, including weight training and conditioning, from a person affiliated with another school to which the student transfers. B. The sub-varsity status would apply even if the entire family moves to a new location within the residential area of the school to which the student transfers.

Age *(Rule 18.5.0, WIAA Handbook)- Athletics Only*

At the high school level, the student(s) shall be under 20 years of age within the first two weeks of each sports season.

At the middle school level, student(s) shall not have reached their 15th birthday prior to June 1 of the previous school year. Middle school is defined as a school with at least seventh and eighth grade levels.

WIAA ATHLETIC ELIGIBILITY RULES

Physical Examination for Players *(Rule 18.4.0, WIAA Handbook)- Athletics Only*

Prior to the first practice for participation in interscholastic athletics a student shall undergo a thorough a sports physical medical examination and be approved for middle level and/or high school interscholastic athletic competition by a medical authority licensed to perform a physical examination. The WIAA Physical form shall be valid for twenty-four(24) consecutive months(WIAA Rule 18.4.6) and must be submitted to Final Forms for continued eligibility.

To resume participation following an illness and/or injury serious enough to require medical care, a participating athlete must present to the school officials a physician's written release. When an athlete is injured during practice or a game all injuries must be reported to the athletic trainer for an accident report(WIAA Rule 18.4.4)

ImPACT Testing for Players- *Athletics Only*

- The Pullman School District has an innovative program for student-athletes that assists our team physicians/athletic trainers in evaluating and treating head injuries (e.g. concussion). In order to better manage concussions sustained by our student-athletes, we use a software tool called ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sport programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of the head injury and when the injury has fully healed.
- The computerized exam is given to athletes before beginning sport practices or competition. This non-invasive test is set up in "video game" type format and takes approximately 20 minutes to complete. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed and concentration. It is not an IQ test and has no application outside of concussion management and will not be used for any purposes other than for the care of your child should they suffer a concussion.
- If a concussion is suspected, the athlete will be required to retake the test. Both the pre-season and post-injury test data is used by a medical professional to evaluate the injury. The information gathered can also be shared with your family doctor. The test data will enable health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with information.

WIAA ATHLETIC ELIGIBILITY RULES

Previous Semester Rule *(Rule 18.7.3non, WIAA Handbook)- Athletics Only*

The student shall have been in regular attendance as a full time student as defined in 18.10.0, during the semester/trimester immediately preceding the semester/trimester in which the contest is held.

Amateur Standing *(Rule 18.24.0, WIAA Handbook)- Athletics Only*

A student who represents a school in an interscholastic sport must be an amateur in that sport. An amateur student-athlete is one who engages in athletics for the physical, mental, social, and educational benefits and for whom athletics is an avocation not a source of financial reward.

In order to maintain their amateur standing in those activities under WIAA jurisdiction, they may not:

- Accept merchandise or in-kind gifts of more than $500 in fair market value per sport during any one calendar year August 1 through July 31. Reduced membership fees or reduced user fees from an athletic club, recreation center, golf courses, etc. do not count toward this $500.
- Accept cash awards
- Enter competition under a false name
- Accept payment of excessive expense allowances over the actual and necessary expenses for the athletic trip (Note: Entry fees are NOT considered a reimbursable expense.)

Name Image and Likeness (NIL): A student is in violation of this rule and shall immediately lose eligibility if that student, their family member, or anyone else on behalf of that student, enters into an agreement with an individual, corporate entity, partnership, association, or any other party or organization, for use of that student's NIL which in any way relates to the student's connection to their high school.

- This provision is not intended to restrict the right of any student to participate in a commercial endorsement provided there is no affiliation with the school team, school, WIAA District or WIAA state association.
- The student does not appear in the uniform of the student's school and does not utilize the marks, logos, etc. of the school, WIAA District, or WIAA state association as part of any endorsement.

Non-School/Club Sports Participation *(Rule 17.25.0, WIAA Handbook)- Athletics Only*

- During any season after joining a school squad, students may not participate on college and/or professional teams in that sport.
- A student is not to be given special treatment or privileges on a regular(more than 1 day a week) basis to enable them to participate in non-school athletics activities, such as reduced practice times, special workouts, late arrivals or early dismissals.
- Students shall not compete in the uniform of their school at non-school events.

WIAA ATHLETIC ELIGIBILITY RULES

Scholarship Rules (Rule 18.8.0, WIAA Handbook)

Academic Eligibility – Pullman School District (Aligned with WIAA 18.8)

Minimum Academic Requirements (Current Semester)

To maintain eligibility for athletics and activities, a Pullman High School (PHS) student must:

- Be enrolled as a full-time student (minimum 3 credits per semester)
- Be passing a minimum of five (5) full-time subjects, consistent with WIAA requirements for a six-period schedule
- Maintain passing grades in all classes required to meet this minimum standard

Any class meeting daily for a full semester is considered a full-time subject.

Previous Semester Requirement

A student must have passed at least five (5) full-time subjects in the immediately preceding semester to be eligible for the current semester.

- Semester records are final, except for credits earned through an accredited summer school or approved alternative program, consistent with WIAA policy

Grade Monitoring (3–6 Week Checks)

Pullman School District will monitor academic progress at least every 3–6 weeks, in alignment with WIAA requirements .

- PHS utilizes six (6) grading periods
- LMS utilizes four (4) grading periods

Academic Probation and Suspension (Current Semester)

Pullman High School (PHS)

- Students may have no more than one (1) failing grade (F) at each grade check
- Students with two (2) or more failing grades will be placed on academic suspension:
  - Ineligible for contests for five (5) weeks (aligned to WIAA 5-week standard window)
  - May continue to practice, but may not travel, compete, or perform
- After the suspension period, grades will be rechecked:
  - If passing at least five classes → eligibility restored
  - If not → remains ineligible until next grade check

Lincoln Middle School (LMS)

- Students with more than one (1) failing grade are ineligible for contests
- Eligibility is restored once grades improve to one or fewer failing grades

WIAA-Required Fall Probation (Previous Semester Deficiency)

If a student does not meet previous semester requirements:

- Fall Season (High School):
  - Student is placed on academic probation through the fourth Saturday in September
  - May practice and compete during probation
  - If still not meeting standards at that time:
    - Placed on academic suspension for 3 weeks (no contests, practice allowed)
- Winter/Spring:
  - Student is placed on academic suspension for five (5) weeks at the start of the semester if previous semester standards were not met

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ATHLETICS & ACTIVITIES



RECRUITING PHILOSOPHY

Recruiting Philosophy & Rules

Students who demonstrate special skills and talent in any of the activities under the jurisdiction of WIAA should not be subjected to pressures to enroll in a member school outside their normal enrollment area. The rules do not prohibit legitimate school public relations, promotion, or marketing.

Efforts to induce students to enroll in a member school because of the student's special talent or skill is considered recruiting. Recruiting of students or attempted recruiting of students for athletic purposes is prohibited, regardless of their residence. (Article 27.0.0, WIAA Handbook)

No student may receive, or be offered, any remuneration of any kind, or to receive or to be offered any special inducement of any kind which is not made available to all applicants who enroll in the school or apply to the school.

Special inducement shall include, but not be limited to the offer or acceptance of:

- Money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
- Room, board, or clothing or financial allotment for clothing
- Pay for work that is not performed or that is in excess of the amount of regularly paid for such service.
- Free transportation by any school-connected person.
- Residence with any school-connected person.
- Any privilege not afforded to non-athletes.
- Free or reduced rent for parents.
- Payment of moving expense of parents or assistance with the moving of parents
- Employment of family unit in order to entice the family to move to a certain community if someone connected with the school makes the offer.
- Help in securing a college athletic scholarship:
    - Inducing or attempting to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given is a violation. No member school and no one acting on behalf of any member school shall give any speech or give any slide, film, or tape presentation or distribute any written material which states or implies that a member school's athletic program is better than the athletic program of any other member school or that it would be more advantageous for any prospective student-athlete to participate in athletics at that member school as opposed to any other school.
    - Member schools shall be responsible for any violation committed by any person associated with the school, including Principals, Assistant Principals, Coaches, Teachers, any other staff members or students, or any organization having any connection to the school. The member schools shall be responsible for any violation committed by any person acting at the direction of the school.

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Recruiting Philosophy & Rules



This rule is not intended to prevent a member school from conducting academic recruitment programs or recruitment programs designed to attract student-base upon the school's overall educational and extra-curricular programs of the school and not be used as a subterfuge for recruiting students for athletic purposes.

A student who has enrolled in a different school and has been determined to be recruited will be deemed ineligible at all levels of play and for all sports for one full calendar year. The one (1) year penalty will begin on the day the determination is made that the student has been recruited.

ATHLETICS & ACTIVITIES



ATHLETIC & ACTIVITY AWARDS

PULLMAN HIGH SCHOOL

PHS Athletic Awards

Athletic & activity awards are symbols of accomplishment, good sportsmanship and observance of athletic & activity policies and standards. Since the awards are a symbol of accomplishment, its value lies in its implication rather than in its monetary worth.

Special Athletic Awards

- **Four Year, Three Sport Participation Award**
  - A plaque is awarded to any athlete who has participated in three sports each of the four years they have attended Pullman High School.
    - Transfer Students: In order to receive a 4-year, 3-sport award the player will be required to furnish documentation of participation from their former school.

- **PHS Senior Male and Female Athlete of the Year**
  - This is awarded to the outstanding senior male and female athlete for the current year who exhibit participation, an acceptable GPA, citizenship, and an overall good representative for athletics. Athletes are nominated and voted on by the PHS Head Coaches.

- **Team Plaques**
  - The maximum number of awards each sport may present to athletes in their sport is four. If the sports program is determined large enough by the Athletic Director and ASB Business Manager and the head coach deems it appropriate to purchase additional awards out of the program ASB budget, more than 4 can be purchased. These awards may be voted upon by the athletes and/or coaches in the given sport. Ties must be broken.

- **Directed Athletics**
  - Pullman High School students in grades 10-12 participating in a PHS supervised, WIAA sanctioned, competitive sports program may receive a one time, semester .5 Physical Education credit toward the two years required for graduation. Documentation of participation is monitored by the Head Coach and the Athletic Office. Athletes must participate and finish the whole season with the team to earn the .5 credit. Directed Athletics will be entered as a class on the student's transcript(1 season = 1 semester(.5 credit). Grade earned will be Pass or Fail. Student must complete Directed Athletics Enrollment form prior to the sports season to be enrolled; credit will not be awarded retroactively. Students must submit the Directed Athletics Attestation form at the end of the season to the PHS Athletic Office to earn credit.

PHS Athletic Letter Requirements

In order to qualify for an athletic letter, a student-athlete must compete at the varsity level and meet the requirements set forth by the head coach of the sport and be recommended by the head coach. Athletic letters and awards shall only be presented to participants who complete the entire season for a given sport, unless the participant was unable to complete the season due to illness or injury.

Upon voluntarily dropping out of a sport or being dropped from the squad for disciplinary reasons, a student-athlete automatically forfeits any points, awards, or letters they might have received in that sport.

Awards shall be presented as follows:

- A letter and certificate of letter is only awarded to varsity level participants.
  - A student-athlete who meets the requirements for a letter for the first year for a given sport shall receive a letter and a first year certificate.
  - A student-athlete who meets the requirements for a letter for the second, third and fourth years for a given sport shall receive the cooresponding year certificate.
- A student who completes a season in a given sport, however, does not play a sufficient number of contests at the varsity level, shall receive a certificate of participation(JV, F, C)
- A coach will have the right to recommend any athlete for a letter if for some reason they believe the athlete to be deserving.
- A student serving as a team manager can earn a letter when serving as the manager of a varsity sport, if the varsity coach makes that recommendation.

Sport Specific Letter Requirements:

- **Baseball/Softball**
  - Any player who sees action in one-fourth (1/4) of the baseball/softball games played during a given varsity season is eligible for a letter.
  - Pitchers not involved in at least one-fourth (1/4) of the games must have a least one (1) win or pitch in one-sixth (1/6) of the total varsity games played during a given season to be eligible for a letter.
- **Basketball, Boys & Girls**
  - A player must have participated in one-half (1/2) of the total quarters for a given varsity season (NOTE: Postseason quarters will be bonus quarters).
- **Bowling, Girls**
  - A player must have participated in at least ¾ of season competitions. Player must bowl at least 10 games at the Varsity level and player must have an average in the top 9 of the program.
- **Cheerleading**
  - Each cheerleader must cheer at all home games for their respective seasons and cheer for at least one-half (1/2) of all away games for their respective seasons.

PHS Athletic Letter Requirements

- **Cross-Country**
  - A varsity letter winner must have four (4) varsity points for the season (including postseason). You receive a point if you run a varsity race.
  - Any athlete, while racing JV during the same competition, can earn one (1) varsity point only by having a better time on the same course and same day, as one of our PHS Varsity Runners.
  - If there was a race where the teams were combined or they raced at grade level, points are awarded to the top 7 times.
  - A coach's discretion will have overall influence, e.g.; effort, improvement, attendance, and attitude.
- **Football**
  - A player must play one-half (1/2) of the total quarters of the regular varsity season to earn a letter. (NOTE: Postseason quarters will be bonus quarters).
- **Boys' Golf**
  - A PHS golfer's score must be counted in at least one Greater Spokane League tournament.
- **Girls' Golf**
  - A player must play as part of the varsity team in fifty percent (50%) of the matches of the regular season.
- **Swimming**
  - A swimmer must score an average of one (1) point per meet and qualify for at least 2 District events, or qualify for the State 2A swim meet all while maintaining 80% attendance.
- **Soccer, Boys & Girls**
  - A player must have participated in one-half (1/2) of the total halves of the varsity games of the regular season to earn a letter.
- **Tennis, Boys & Girls**
  - A player who participates in at least one-half (1/2) of all varsity matches, not counting exhibition matches, is eligible for a letter.
  - A player who earns a place in any district, regional, or state meet.
- **Track, Boys & Girls**
  - A contestant must earn the equivalent of one (1) point per meet during the regular season or place at district, regional, or state meets or hold one of the top three places on the team performance list for any individual event at the end of the season.
- **Volleyball**
  - A player must have participated in one-half (1/2) of total volleyball matches of the regular varsity season to earn a letter. (NOTE: Post season games will be bonuses).
- **Wrestling**
  - A participant must earn eighteen (18) points, or two (2) pins, or complete in two-thirds (2/3) of the matches for a given varsity weight competition, or earn a place in the district, regional, or state tournament to be eligible for a letter.

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PHS Activity Letter Requirements

In order to qualify for an activity letter, a student must participate and meet the requirements set forth by the head advisor of the club and be recommended by the head advisor for a letter. Activity letters and awards shall only be presented to participants who complete the entire season for a given club, unless the participant was unable to complete the season due to an unavoidable circumstance.

Upon voluntarily dropping out of a club or being dropped from the club for disciplinary reasons, a club member automatically forfeits any points, awards, or letters they might have received in for that activity.

- **Band**
  - Standards defined by advisor
- **Choir**
  - Standards defined by advisor
- **DECA**
  - Standards defined by advisor
- **FCCLA**
  - Standards defined by advisor
- **FFA**
  - Member must attend 80% of all chapter activities or place in the top 8 at a state competition, and be non-deficient academically
- **Orchestra-Blue**
  - Member must earn a total of 20 points per year to letter. Two points can be earned per semester of participation and 1 point per participation in an organized Orchestra activity. Member must keep track of their own points and fill out the program lettering form.
- **Science Bowl**
  - Participants must have a minimum of 80% attendance and compete in the Regional Science Bowl competition.
- **Skills USA**
  - Member will compete in at least 50% of in house competitions or compete at the regional level or place at the regional level

ATHLETICS & ACTIVITIES



OFF-SEASON & SUMMER PROGRAMS

PULLMAN HIGH SCHOOL

PHS Off-Season/Summer Conditioning Programs

Off-season conditioning and/or weight lifting will be allowed during the summer as scheduled by the weight lifting club advisor. During the school year, the weight room may be open one (1) month after the start date of each season. Students must register for weight lifting and pay $50 per weight lifting session they will participate in.

All off-season conditioning and/or weight lifting areas and or facilities must be scheduled and supervised at all times by a qualified school employee designated by the high school administration.

Off-season conditioning shall not be held in facilities used by in-season sports and should be limited to weight training and/or conditioning.

Student-athletes participating in off-season conditioning are to be finished and out of the locker room area prior to 4:00pm.

Any student-athlete “cut” from an in-season sport may turn out for off-season conditioning.
Any student-athlete who quits an in-season sport may not turn out for off-season conditioning without the permission of the in-season coach from whose team they quit.

PHS Summer Athletics & Activities

Athletic programs and/or clubs at Pullman High School or Lincoln Middle School may choose to provide opportunities during the summer season. Only PHS or LMS registered students are allowed to participate and each student and family must complete the Final Forms athletic/activities registration process and be cleared by the Athletics & Activities office prior to participating.

- Summer Athletics and Activities Transportation Notice: Pullman School District does not provide transportation for summer athletics or activities, including those events that might be held out of town. It is the responsibility of families to provide transportation to and from PSD organized summer athletic and club events. If families register their child for summer athletics and/or activities, they accept responsibility for all financial burden and liability for their child’s transportation. Parents/guardians will need to provide and facilitate transportation to and from the event. Additionally, parents/guardians will need to have on file with the coach the form that authorized the student to ride in the family provided vehicle and/or the form authorizing the student to ride with another family to the event.
- Summer open gym practices will be open to all registered and eligible PHS/LMS students
- Summer camp participation and competition playing time will be determined by the PHS/LMS Coach according to their duty to assess athlete’s readiness for competition and duty to match athletes appropriately
- Participation in PHS/LMS Summer Athletics and Activities is completely voluntary and will not impact Fall, Winter or Spring tryout opportunities

ATHLETICS & ACTIVITIES



THE COLLEGE BOUND ATHLETE

PULLMAN HIGH SCHOOL

PHS Guide to the College Bound Athlete

If you have any intention of participating in college athletics after high school, you need to see the thletic director and school counselor prior to or during your 11th grade year or before to begin the registration process for the NCAA clearinghouse. The sooner this process is started the better.

Please refer to the PHS Guide to the College Bound Athlete for more information on the recruiting process.

In the event you should be contacted personally by a college recruiter, you have an obligation to work through your coach and the Athletic Department and inform your coach of such contact as soon as possible. This is especially important if it occurs during the time when you are actively participating in the sport at PHS. Check with your coach regarding the rules governing recruiting. Rule violations could result in loss of eligibility.



Athletics & Activities



BOOSTER CLUBS & FUNDRAISING

The goals of the Pullman High School and Lincoln Middle School Booster Clubs are to promote parental and community involvement and support of athletics and activities. Booster clubs will follow the District ASB Procedural Manual.

Any patron of the school district who has a student participating in a Pullman High School or Lincoln Middle School sponsored activity or athletics is encouraged to be a member of the Greyhound Booster Club or the Lincoln Middle School Booster Club. Any patron who has an interest in the school activities or athletic programs is welcome to be a member.

- **The Greyhound Booster Club:**
  - Support Pullman High School activities and athletics
  - Raise money to enhance activities and athletics

- **The Lincoln Middle School Booster Club:**
  - In order to carry on a full extra-curricular activity program, it is necessary for the student to help with expenses for these activities. At LMS we will host an annual fundraiser to raise funds for our student activities. This plan has been efficient and profitable. Information in regards to the fundraiser will be sent out to students in September.

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ATHLETICS & ACTIVITIES



CROSS/LEGAL REFERENCES

Cross References & Legal References

Cross References:

- Board Policy 2022 Electronic Resources and Internet Safety for Students
- Board Policy 2121 Substance Abuse Program
- Board Policy 2150 Co-Curricular Program
- Board Policy 2151 Interscholastic Athletics
- Board Policy 3122 Excused and Unexcused Attendance
- Board Policy 3205 Sexual Harassment of Students Prohibited
- Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying of Students
- Board Policy 3210 Non-Discrimination
- Board Policy 3211 Gender-Inclusive Schools
- Board Policy 3224 Student Dress
- Board Policy 3241 Student Discipline
- Board Policy 4600 Spectator Conduct and Sportsmanship

Legal References:

- RCW 28A.635.020 – Willfully disobeying school administrative personnel or refusing to leave public property, violations, when—Penalty
- RCW 28A.635.030 – Distributing school, school activities, or meetings
- RCW 28A.635.090 – Interfering by force or violence with any administrator, teach or student unlawful
- RCW 28A.635.100 – Intimidating any administrator, teacher, or student
- RCW 0.41.280 – Dangerous Weapons on School Grounds
- RCW 9A.16.020 – Use of force when lawful
- RCW 09.91.160 – Personal protection spray devices
- RCW 28A.600.420 – Firearms on school premises, transportation, or facilities—penalty-exemptions
- WAC 392-401-020—Excused Absences-- (1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible

Coversheet

2026-2027 Pullman Public Schools Student and Family Handbook

Section: V. Action Items
Item: B. 2026-2027 Pullman Public Schools Student and Family Handbook
Purpose: Vote
Submitted by:
Related Material: ES 2026-2027 Family and Student Handbook 4.15.26.pdf
2026-2027 Family Handbook 04.08.2026.pdf
2026-2027 PSD Family and Student Handbook.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

2026-27 Pullman Public Schools Family & Student Handbook

Executive Summary

April 15, 2026

By: Bob Maxwell

Superintendent

Background:

The 2026-2027 Pullman Public Schools Family and Student Handbook has been revised and is presented to the board for review and feedback. The handbook is available on our district website and will be updated throughout the year, as needed, to reflect policy changes. Paper copies are also available upon request.

Major Revisions:

- School Addendums - updated as appropriate (subject to change as staffing is finalized)
- Annual Notifications list was updated.
- Policies and procedures have been updated as appropriate.
- Board of Directors information updated

Recommended Board Action:

Approval of the Pullman Public Schools Family & Student Handbook for the 2026-2027 school year.

Motion to Approve

I move approval of the 2026-2027 Pullman Public Schools Family & Student Handbook, as presented.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

PULLMAN ★ PUBLIC ★ SCHOOLS 267

FAMILY & STUDENT



2026-2027

HANDBOOK

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

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

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Dear Parents and Guardians:

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

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

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

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

Sincerely,



Bob Maxwell

Robert Maxwell, Ed.D
Superintendent



Ryan Mulvey

Ryan Mulvey
Assistant Superintendent

DISTRICT MISSION & CULTURAL BELIEFS

Mission Statement

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

Cultural Beliefs

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

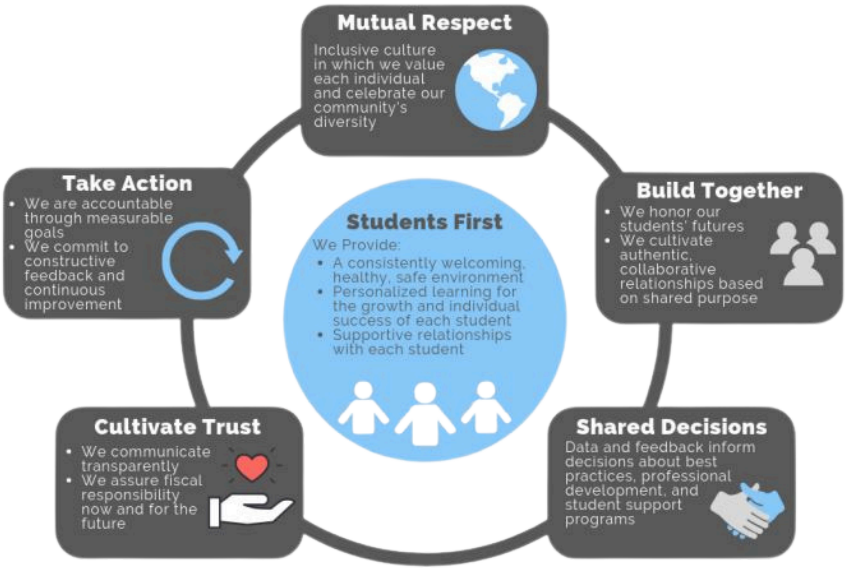
- **Students First -** I prioritize resources based on what is needed for the success of every student.
- **Mutual Respect -** I recognized and value the beliefs and experiences of ALL.
- **Cultivate Trust -** I value, trust, and respect ALL.
- **Build Together -** I collaborate and compromise to accomplish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



STRATEGIC PLAN

The Pullman Promise - *Our Priorities Plan*

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



DISTRICT INFORMATION

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

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

BOARD OF DIRECTORS



ARRON CARTER, PRESIDENT
Director District No. 1
Term Expires 2027
1830 NW Deane Street
acarter@psd267.org
Ph: (509) 339-3874
Board Liaison for LMS & PHS



LISA WAANANEN JONES, VICE PRESIDENT
Director District No. 2
Term Expires 2027
360 NW Irving Street
lwaananenjones@psd267.org
Ph: (509) 499-9249
Board Liaison for Jefferson



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

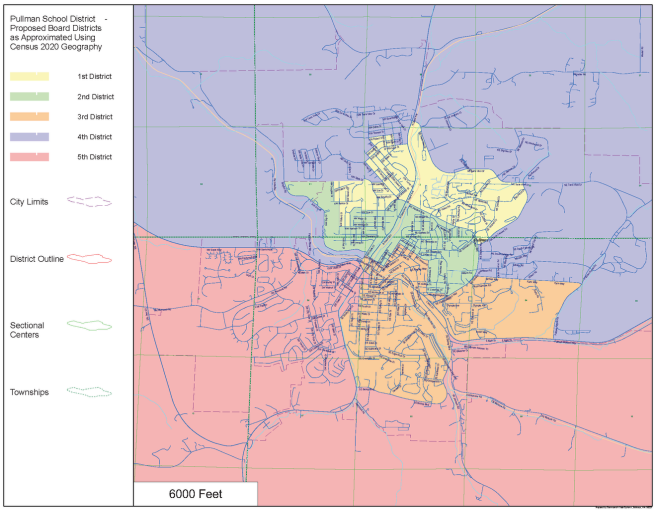


DEENA BAYOUMI
Director District No. 4
Term Expires 2029
1950 NW Canyon View Drive
dbayoumi@psd267.org
Ph: (803) 609-5711
Board Liaison for Kamiak



STEPHANIE HORN
Director District No. 5
Term Expires 2029
1740 SW Casey Street
shorn@psd267.org
Ph: (509) 715-9708
Board Liaison for Sunnyside

Board Districts



OUR MISSION

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

ADMINISTRATIVE POLICIES & PROCEDURES

All Pullman School District Policies can be found on the www.pullmanschools.org website

ATTENDANCE POLICY

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

Excused Absences

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

Unexcused Absences

Unexcused absences fall into two categories:

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

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

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

Tardies

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

STUDENT ARRIVAL & DEPARTURE

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

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

WALKING & BIKING

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

Walkers



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

Bicycle Riders



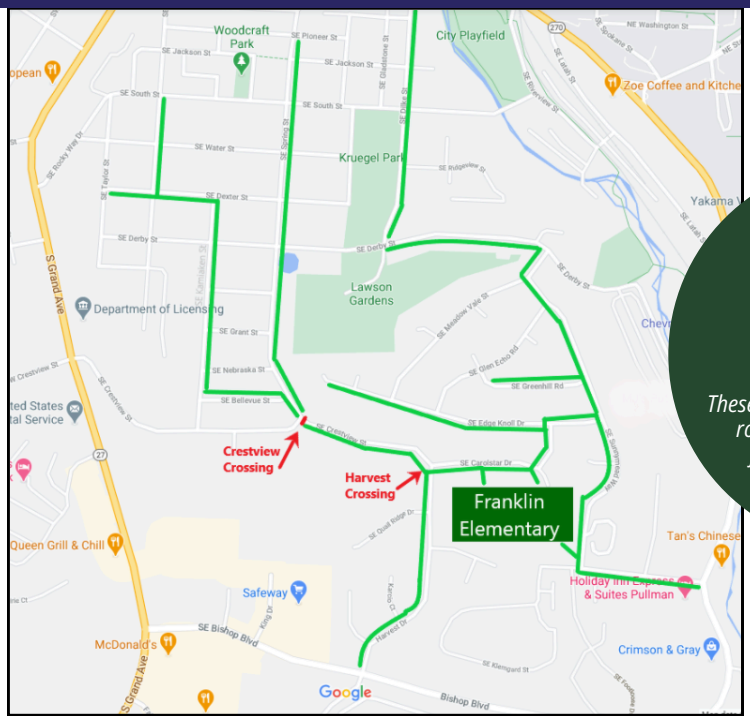
All of our elementary schools have bike racks. We recommend a bike lock for securing your bicycle. We have several safety policies for bike riders.

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

SafeRoutes
National Center for Safe Routes to School

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

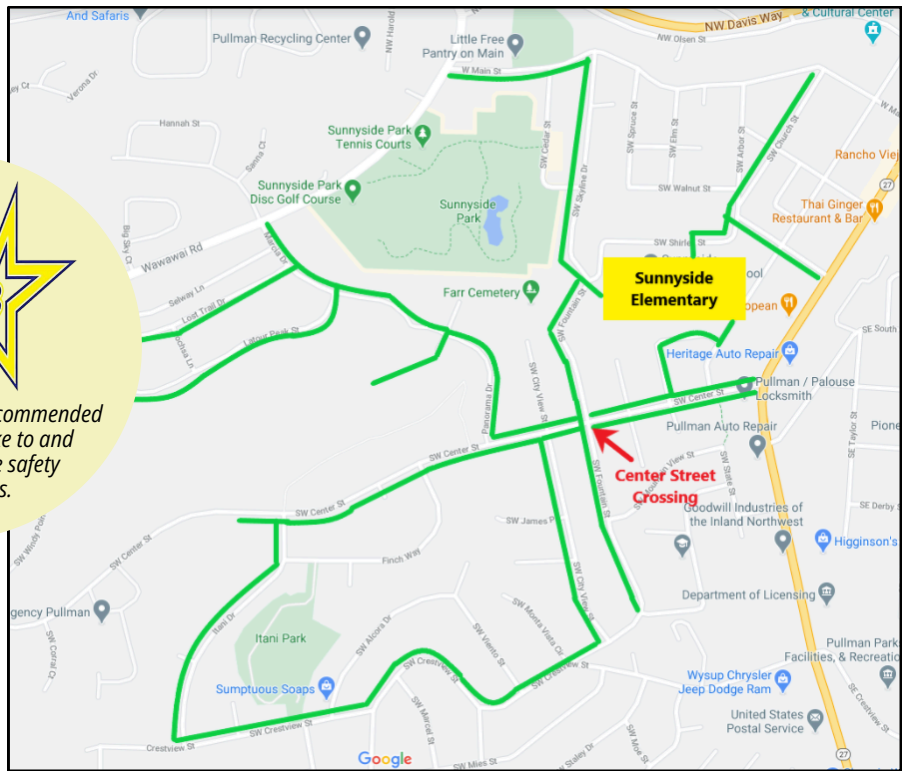
FRANKLIN ELEMENTARY SAFE ROUTES TO SCHOOL



FRANKLIN Foxes

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

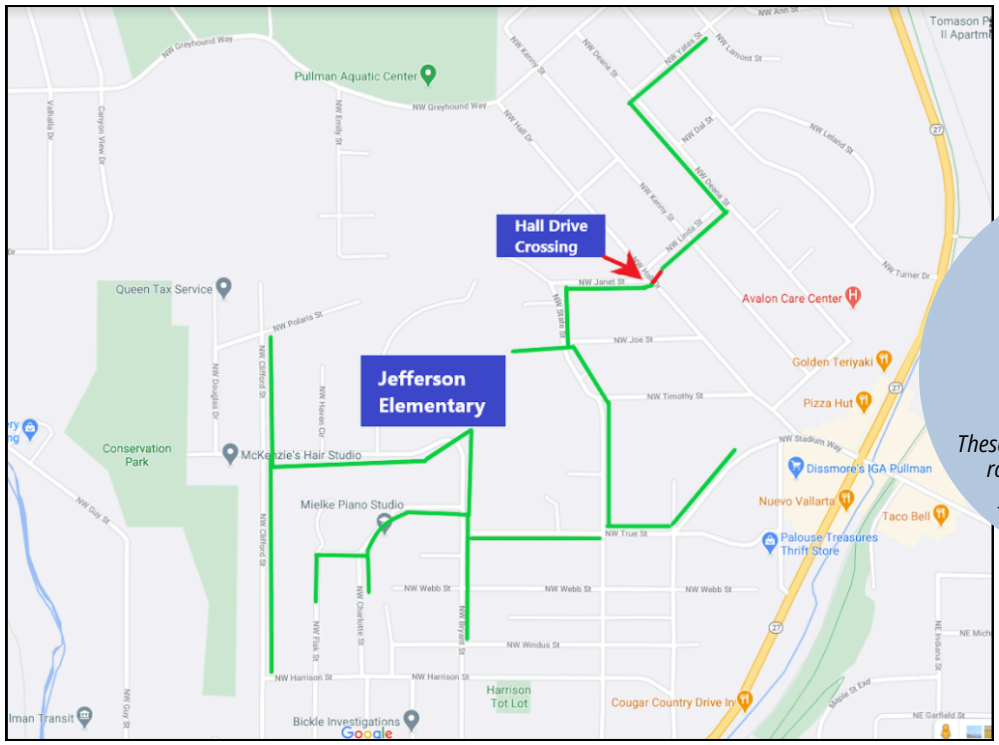
SUNNYSIDE ELEMENTARY SAFE ROUTES TO SCHOOL



SUNNYSIDE Superstars

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

JEFFERSON ELEMENTARY SAFE ROUTES TO SCHOOL



JEFFERSON ELEMENTARY JAGUARS

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

KAMIAK ELEMENTARY SAFE ROUTES TO SCHOOL

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



BUS TRANSPORTATION

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

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

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

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

Enforcement of Rules & Regulations

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

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

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

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

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

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

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

FIELD TRIPS

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

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

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

EMERGENCY OPERATING PROCEDURES & INCLEMENT WEATHER

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

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

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

- Automated emails, phone calls and/or text messages will be made to all parents/guardians by approximately 6:00 a.m (automated phone broadcast notification preferences are set in your ParentSquare account. If you do not have access to ParentSquare, please request access by emailing info@psd267.org or notifying your school's front office)
- An announcement will be made on the District website via the ParentSquare feed widget, located on each school's homepage, as well as the district's (www.pullmanschools.org).
- Weather announcements will be posted on our social media pages:
  - Facebook: **@PullmanPublicSchools**
  - Twitter: **@PullmanSD**
  - Instagram: **@PullmanPublicSchools**
- Local radio and television stations will be contacted

Late School Starting Time

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

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

Emergency Rural Bus Routes

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

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

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

School Delays

One-Hour Delay

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

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

Two-Hour Delay

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

- Franklin starts at 10:20 a.m.
- Sunnyside starts at 10:35 a.m.
- Jefferson starts at 10:20 a.m.
- Kamiak starts at 10:35 a.m.
- Lincoln starts at 10:30 a.m. - *check with LMS for delayed start schedule*
- Pullman High starts at 10:30 a.m. - *check with PHS for delayed start schedule*

City Transit System Operating on Snow Routes or Not Running

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

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

No School Buses

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

Early School Dismissal

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

School Closure

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

BREAKFAST & LUNCH PROGRAMS

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

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

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

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

Meal prices and menus can be found on the Pullman Public Schools website under the **Nutrition Services** department.

FREE & REDUCED-PRICE MEALS

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

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

IT'S MORE THAN A MEAL APPLICATION

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

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

EVERY ELIGIBLE FORM COUNTS!

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

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

Filling out the School Meal Application may help provide:



DISTRICT SNACK POLICY

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

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

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

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

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

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

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

Pullman School District's Approved Snack List

STUDENT DRESS POLICY

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

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

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

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

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

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

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

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

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



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

PARENT INVOLVEMENT

Parent Volunteers

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

View our **Volunteer Handbook**

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

Lunchroom Visitation

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

Classroom Visitation

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

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

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

Playground Visits

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

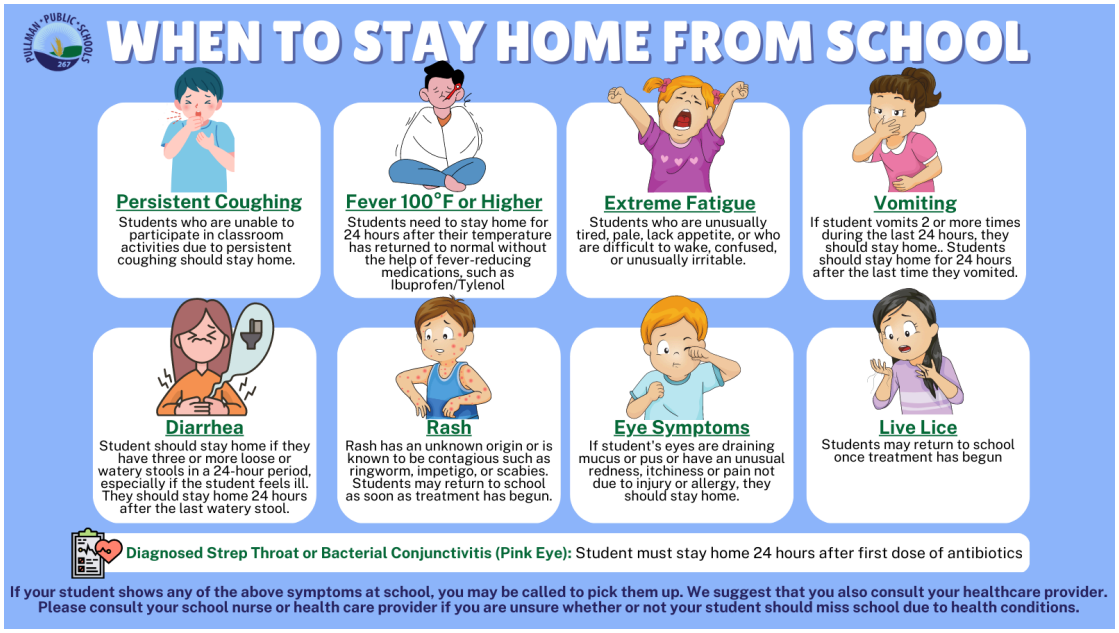
WHEN TO STAY HOME FROM SCHOOL

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

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

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

Check out our Health & Wellness page for more tips!



FREQUENTLY ASKED QUESTIONS (FAQ)

Contacting the School



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

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

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

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

Student Drop-Off & Pick-Up

May someone else pick up my child?

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

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

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



Missing School



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

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

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

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

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

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



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

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

Visitation

May my child bring a friend to school?

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

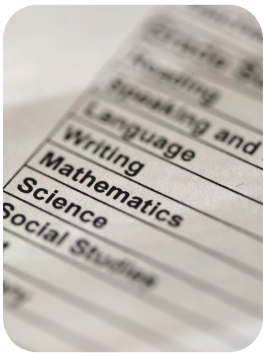
Medication

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

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



Progress Reports



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

The year is separated into three reporting periods:

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

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

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

STUDENT DISCIPLINE POLICY

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

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

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

This is not the full discipline policy! The Pullman School District Board Policy and Procedure 3241: Student Discipline can be found on our website.

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

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

What happens after I make a report about HIB?

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

What is the investigation process?

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

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

This response should include:

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

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

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

Additional Information

Additional Information

For more information about the HIB complaint process, including important timelines, please see the district's **HIB webpage**.

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

- **Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying**
- **Board Procedure 3207P Prohibition of Harassment, Intimidation, and Bullying**

HIB & DISCRIMINATION

OUR SCHOOLS STAND AGAINST DISCRIMINATION

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

What is discriminatory harassment?

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

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

- **Board Policy 3210 Non-Discrimination**
- **Board Procedure 3210P Non-Discrimination**

What is sexual harassment?

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

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

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

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

- **Board Policy 3205 Sexual Harassment of Students Prohibited**
- **Board Procedure 3205P Sexual Harassment of Students Prohibited**

What should my school do about discriminatory & sexual harassment?

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

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

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

Concerns about discrimination - Civil Rights Coordinator:

Ryan Mulvey, Assistant Superintendent

- 240 SE Dexter Street, Pullman
- Email: **compliancecoord@psd267.org**
- Phone: 509-332-3144

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

Ryan Mulvey, Assistant Superintendent

- 240 SE Dexter Street, Pullman
- Email: **compliancecoord@psd267.org**
- Phone: 509-332-3144

Concerns about disability discrimination - Section 504 Coordinator:

Dom Ventresco, Assistant Director of Special Services

- 240 SE Dexter Street, Pullman
- Email: **dventresco@psd267.org**
- Phone: 509-332-3144

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

Ryan Mulvey, Assistant Superintendent

- 240 SE Dexter Street, Pullman
- Email: **compliancecoord@psd267.org**
- Phone: 509-332-3144

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

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

Who else can help with HIB or discrimination concerns?

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

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

- Website: **School Safety Center**
- Email: **schoolsafety@k12.wa.us**
- Phone: 360-725-6068

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

- Website: **Equity and Civil Rights**
- Email: **equity@k12.wa.us**
- Phone: 360-725-6162

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

- Website: **Washington State Governor's Office of the Education Ombuds**
- Email: **oeoinfo@gov.wa.gov**
- Phone: 1-866-297-2597

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

- Website: **File a Complaint**
- Email: **orc@ed.gov**
- Phone: 800-421-3481

GENDER INCLUSIVE SCHOOLS

OUR SCHOOLS ARE GENDER-INCLUSIVE

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

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

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

- **Board Policy 3211 Gender-Inclusive Schools**
- **Board Procedure 3211P Gender-Inclusive Schools**

ANONYMOUSLY REPORT SAFETY CONCERNS

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

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

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

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

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

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples of Sexual Harassment:

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

School Board Policies:

- **3205 Sexual Harassment**
- **5011 Sexual Harassment**

How do I report sexual harassment?

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

Ryan Mulvey, Assistant Superintendent
240 SE Dexter Street, Pullman, WA 99163-2331
P: (509) 332-3144 E: **compliancecoord@psd267.org**

NON-DISCRIMINATION POLICY 3210

What is discrimination?

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

What is a protected class?

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

DISCRIMINATION COMPLAINT PROCEDURE

How do I file a complaint about discrimination?

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

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

STEP 1: SUBMIT COMPLAINT TO THE SCHOOL DISTRICT

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

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

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

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

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

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

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

STEP 2: APPEAL TO THE SCHOOL DISTRICT

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

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

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

STEP 3: COMPLAINT TO OSPI

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

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

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

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

Pullman Public Schools Nondiscrimination Statement

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

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

STUDENTS AND TELECOMMUNICATION DEVICES

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

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

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

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

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



For more information about these policies in procedures:

- **Policy 3245 Students and Telecommunication Devices**
- **Procedure 3245P Students and Telecommunication Devices**

ARTIFICIAL INTELLIGENCE (AI) GUIDELINES

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

Pullman Public Schools Artificial Intelligence (AI) Guidelines

REFERENCES

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

Policies & Procedures

REQUIRED NOTIFICATIONS

All Pullman School District Policies can be found on the www.pullmanschools.org website

ANNUAL NOTIFICATIONS

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

NOTIFICATIONS:

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

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

MEDIA OPT-OUT NOTIFICATION

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

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

In addition, there may be instances when, under the guidance of instructors, student work is published online. Student achievements and activities may be published unless the parent/guardian directs otherwise.
If you choose to opt your student out of media, we will make every effort to honor your request. Please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that she/he knows if you do not want them to be photographed or filmed.

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception,

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

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

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

FERPA Family Educational Rights & Privacy Act

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

Directory Notification

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

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

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

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

OSPI Data Sharing - High School Students

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

Directory Information Opt-Out Form

PROTECTION OF PUPIL RIGHTS AMENDMENT *(PPRA)*

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

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

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

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

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

SECTION 504 & THE REHABILITATION ACT OF 1973

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

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

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

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

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

RIGHT TO REQUEST TEACHER & PARAEDUCATOR QUALIFICATIONS

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

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

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

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

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

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

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

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

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

COMMUNITY RESOURCES

Check out lots of great sources on our **community resource guide**!

Are you contemplating suicide or in a crisis and need help? Call or text **988** or chat at **988lifeline.org.**

Report a safety concern
Suicide Prevention
Eating Disorders Help
Substance Abuse Help
Substance Abuse Trends
Access to Naloxone
Overdose Prevention, Recognition, & Response
Secure Storage of Prescription Drugs and OTC Medications
Safe Drug Disposal Locations in Whitman County
Gun Safety

HELPFUL RESOURCES

Academic Calendar
School Supplies
Bell Schedules
Meal Menus
Meal Application
Bus Routes

REFERENCES

Elementary and Secondary Education Act of 1965 (ESEA)
Family Educational Rights and Privacy Act
Media Opt-Out Form
The Rehabilitation Act of 1973

Policies & Procedures

APPENDIX A



LANGUAGE ACCESS

Pullman School District Board Policy & Procedure 4218

All Pullman School District Policies can be found on the www.pullmanschools.org website

APPENDIX B



FAMILY & STUDENT

HANDBOOK ADDENDUM

FRANKLIN ELEMENTARY SCHOOL

FAMILY & STUDENT



2026-2027

HANDBOOK

HOME OF THE FOXES!

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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites: www.pullmanschools.org/families/helpful_resources

FRANKLIN ELEMENTARY SCHOOL

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

Welcome to the 2026-2027 school year at Franklin Elementary!

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

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

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

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

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

Sincerely,

Elizabeth Pavlik

Every Fox is Our Fox!
epavlik@psd267.org
850 SE Klemgard
Pullman, WA 99163
(509) 334-5641

FRANKLIN ELEMENTARY STAFF

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

SCHOOL ARRIVAL & DEPARTURE

ARRIVAL

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

VEHICLE PICK-UP & DROP-OFF AREAS

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

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

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

PEDESTRIANS

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

BICYCLE RIDERS

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

We have several safety policies for bike riders.

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

BUS RIDERS

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

When on the bus, please follow these safety guidelines…

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

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

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

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

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

DEPARTURE

After school, students need to leave for home. Supervision ends at 3:00 pm.
In accordance with state law, students who wish to use the playground after school for free play need to report home before returning to the school grounds, no sooner than 3:20 pm

DAILY SCHEDULE FOR 2026-2027

Morning Arrival	
8:05 am	Enter for Breakfast
8:20 am	Classes Begin. Tardy if not present.

Morning Recess	
9:30 am-9:45 am	Grades K, 1,
9:45 am-10:00 am	Grades 2, 3, 4, 5* **optional*

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

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

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

POSITIVE BEHAVIOR INTERVENTION & SUPPORT

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

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

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

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

When consequences become necessary, they may include:

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

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

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

responsible citizens who can learn, work, and play with others throughout their lives.

CORE+/TITLE I/LAP READING & MATH

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

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

School Commitment

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

Student Commitment

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

Parent Commitment

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

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

www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services.

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us

Washington Office of Superintendent of
PUBLIC INSTRUCTION

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

In response to significant changes to OSPI discipline rules under Chapter 392-400 WAC, school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state

requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

Engage Families, Students, and Staff in Discipline Decisions

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

Eliminate Zero-Tolerance Discipline Policies and Practices

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

Adopt Positive and Instructional Approaches to Behavior

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

Disrupt Inequitable Discipline Decision-Making Processes

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

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

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

Resources and Contact Information

The following resources are available on OSPI’s Student Discipline website:

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

For technical assistance and training contact:

Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

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

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

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

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

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

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

Sincerely,

Elizabeth Pavlik

Elizabeth Pavlik, Principal
epavlik@psd267.org

JEFFERSON ELEMENTARY SCHOOL

FAMILY & STUDENT



2026-2027

HANDBOOK

HOME OF THE JAGUARS!

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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites: www.pullmanschools.org/families/helpful_resources

JEFFERSON ELEMENTARY SCHOOL

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

Welcome to the 2026-2027 school year at Jefferson Elementary!

Welcome to Jefferson Elementary School. Our highly dedicated and professional staff is looking forward to partnering with you and your child during the 2026-2027 school year.

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

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

Jefferson Elementary School Vision Statement

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

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

Sincerely,

Kelsey Winningham
kwinningham@psd267.org
1150 NW Bryant Street
Pullman, WA 99163
(509) 332-2617

JEFFERSON ELEMENTARY STAFF

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

SCHOOL ARRIVAL & DEPARTURE

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

ARRIVAL AT SCHOOL

Monday (Late Start 8:50 am)	Tuesday-Friday (Start 8:20 am)
Students that eat school served breakfast may arrive at 8:30 AM	Students that eat school served breakfast may arrive at 8:00 AM.
If your child arrives before 8:45 AM, please have them go to the school café for supervision. Students will be dismissed from the café at 8:45 AM to go to their classrooms.	If your child arrives before 8:15 AM, please have them go to the school café for supervision. Students will be dis-missed from the café at 8:15 AM to go to their classrooms.
Second bell rings at 8:50. Students arriving after this time are considered tardy.	Second bell rings at 8:20. Students arriving after this time are considered tardy.

DEPARTURE FROM SCHOOL

School dismissal is at 2:50 PM.

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

Supervision of students ends at 3:05 PM.

WALKING STUDENTS

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

BICYCLE, SCOOTER, AND SKATEBOARD RIDERS

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

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

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

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

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

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

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



FAMILY DROP-OFF & PICK-UP LOCATION



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

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

PARKING LOCATIONS

Upper Parking Lot

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

BUS RIDERS

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

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

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

JEFFERSON POSITIVE BEHAVIOR INTERVENTION & SUPPORT

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

Following are a few important PBIS principles:

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

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

The Focus of PBIS: Prevention, Not Punishment
In a school with a traditional approach to discipline, teachers/staff may try to correct behavior through punishment.

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

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

In addition, your child’s classroom teacher will be teaching the “common area” behavior expectations during the first few weeks of school and re-teaching/reviewing them during the year.
PBIS has an emphasis on interaction and modeling by all staff members and focuses on both a child’s behavior and the child as a human being. PBIS is a pro-active approach rather than a re-active approach to discipline.

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

For more information regarding the Washington state student discipline laws please visit the following link: Washington State Student Discipline

DAILY SCHEDULE FOR 2026-2027

Breakfast/Morning Schedule			
8:00 am	Breakfast service begins		
8:15 am	First bell rings, students head to class		
8:20 am	Second bell rings, students arriving after this time are considered tardy		
Morning Recess			
9:55 am-10:10 am	Grades 3, 4, 5		
10:10 am-10:25 am	Grades K, 1, 2		
Lunch Schedule			
Grade	**Recess**	**Lunch**	**End of Lunch**
Kindergarten	11:20 am	11:40 am	12:00 pm
First Grade	11:20 am	11:40 am	12:00 pm
Second Grade	11:20 am	11:40 am	12:00 pm
Third Grade	11:50 am	12:10 pm	12:30 pm
Fourth Grade	11:50 am	12:10 pm	12:30 pm
Fifth Grade	11:50 am	12:10 pm	12:30 pm
Afternoon Recess			
1:40 pm- 1:55 pm	Grades 3, 4, 5		
1:55 pm – 2:10 pm	Grades K, 1, 2		
Afternoon Departure			
2:50 pm	Closing Bell		
3:05 pm	Supervision ends – students need to leave school grounds		

PARENT INVOLVEMENT

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

JEFFERSON ELEMENTARY TITLE I PARENT INVOLVEMENT POLICY

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

HIGHLY QUALIFIED TEACHERS & PARAEDUCATORS

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

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

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

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

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

INFORMATION REVIEW

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

The commitments below represent our 2024-2025 School/Student/Parent Compact:
Title One Annual Parent Notifications and Core + (Title I & LAP) Academic Support Services can be found on our website: www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services

Teacher Commitment

I will…

- Build positive relationships with students so they know I am there to support them through their academic and personal pursuits.
- Communicate with parents and guardians in regard to child's academic and/or social-emotional growth in multiple ways (ParentSquare, Phone, Paper).
- Give precise directions to students that focus on their movement, voice level, and participation.
- Positively narrate students to help them know exactly what learning activity it is that we expect them to accomplish.
- Use the accountability hierarchy to support student success in behavior and academics.
- Commit to ensuring your child meets grade-level essential standards.
- Encourage your child to read daily (*20 minutes is the recommended amount of time for daily reading)

Student Commitment

I believe I'm a successful student when:

- I believe my brain gets stronger as I learn new things.
- I believe mistakes help me learn and grow.
- I believe I can try again when something feels hard.
- I can use respectful words when talking with others.
- I can have a safe body around others.
- I read every day to improve my skills.

Parent Commitment

I will…

- See that my child is on-time and attends school regularly.
- Check my child's backpack and review their schoolwork with them at least once a week to stay informed and support their learning.
- Check ParentSquare regularly for important communications from school.
- Celebrate my child's academic and behavioral successes to encourage and support their growth.
- Support my child's teacher in their use of the accountability hierarchy.
- Inform my child's teacher of any major family changes that may affect my child.
- Read to and with my child regularly.

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us

Washington Office of Superintendent of
PUBLIC INSTRUCTION

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

In response to significant changes to OSPI discipline rules under Chapter 392-400 WAC, school districts are in the process of revising discipline policies and procedures at the local level. The

following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

Engage Families, Students, and Staff in Discipline Decisions

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

Eliminate Zero-Tolerance Discipline Policies and Practices

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

Adopt Positive and Instructional Approaches to Behavior

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

Disrupt Inequitable Discipline Decision-Making Processes

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

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

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

Resources and Contact Information

The following resources are available on OSPI’s Student Discipline website:

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

For technical assistance and training contact:
Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

COMMUNICATION

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

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

FOOD/CELEBRATIONS AT SCHOOL

Dear Jefferson families,

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

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

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

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

For further guidance see Pullman School District Administrative Procedure 6700P.
Thank you for your help and consideration in this matter. Please don’t hesitate to contact me if you have questions.

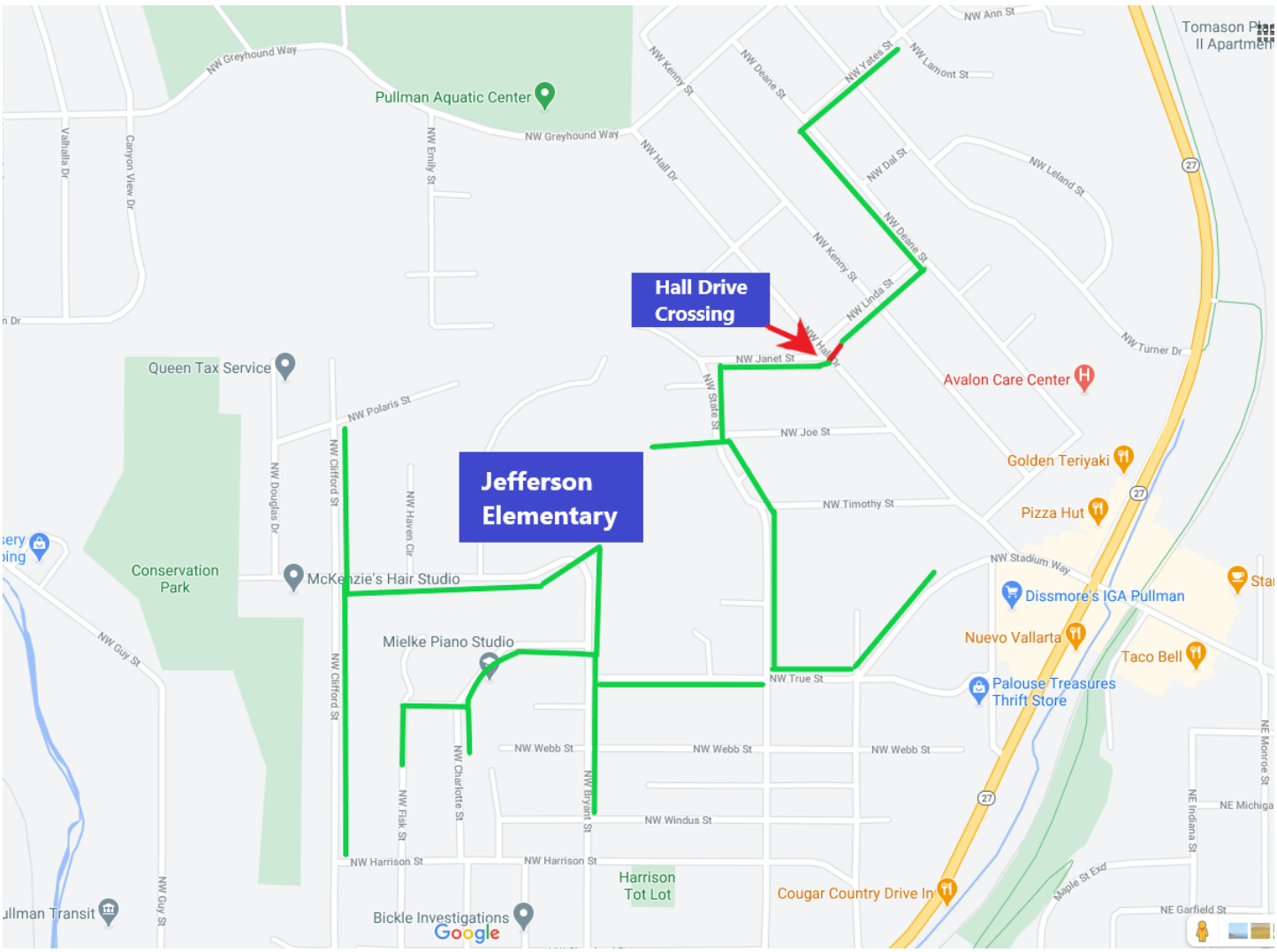
Sincerely,

Kelsey Winningham
Principal

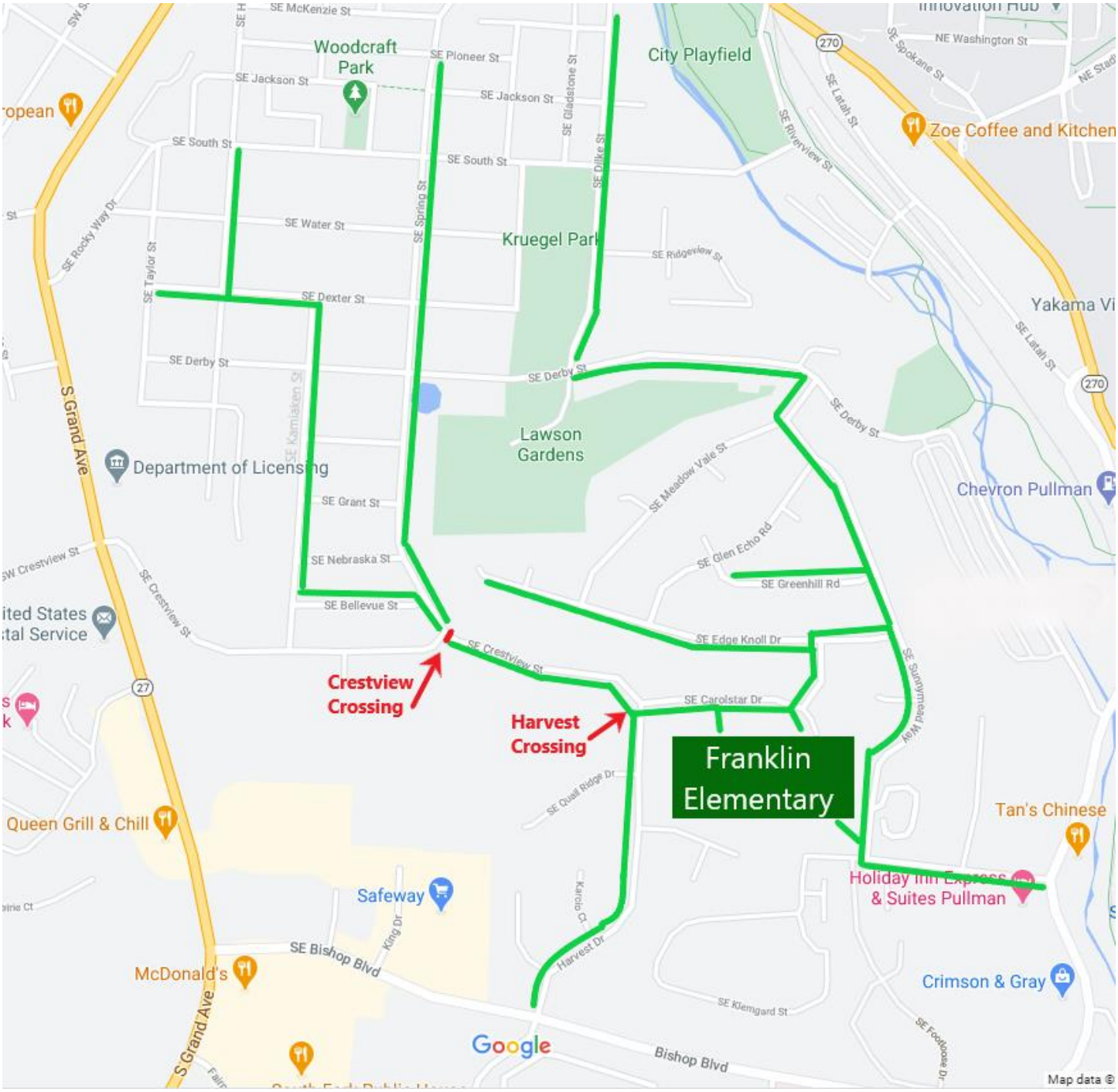
PERSONAL ITEMS

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

SAFE WALKING ROUTES TO SCHOOL



SAFE WALKING ROUTES TO SCHOOL



KAMIAK ELEMENTARY SCHOOL

FAMILY & STUDENT



2026-2027

HANDBOOK

SOAR LIKE A KESTREL TODAY!

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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites: www.pullmanschools.org/families/helpful_resources

KAMIAK ELEMENTARY SCHOOL

1400 NW TERRE VIEW DRIVE PULLMAN, WA 99163 (509) 336-7205

Welcome to the 2026-2027 school year at Kamiak Elementary!

We are so excited to welcome your child to Kamiak Elementary School! We have an incredible staff who are eager to begin the school year and support every student. 😊

This will be my second year serving as the proud principal of Kamiak. I look forward to continuing to support our teachers so that, together, we can help every student grow and achieve their very best. Building strong partnerships with families remains one of my highest priorities.

This year, we will focus on what it truly means to be a Kestrel. While we will continue to practice SOAR, we are placing additional emphasis on the systems that help students succeed as learners. Throughout the year, we will intentionally teach and reinforce clear expectations—helping students understand what it means to be an engaged learner, why walking quietly in the hallways supports a positive learning environment, what steps to take when expectations are not met, etc. By making these expectations clear and consistent, we can better support every student in growing both academically and socially.

In addition, we will continue strengthening our instructional practices. Our staff will collaborate closely to ensure that each student receives the specific support and challenges they need to succeed.

As principal, I am committed to building strong relationships with our families, staff, and community. Through these partnerships, we will continue to grow Kamiak as a safe, inclusive, academically rigorous, and joyful place to learn.

Please don't hesitate to reach out if you or your child needs anything. We are here to help and look forward to a wonderful year together!

Sincerely,
Cheyenne Webber



Principal
cwebber@psd267.org
**Kamiak Elementary is a school-wide Title I School*

KAMIAK ELEMENTARY STAFF

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

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

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

POSITION	STAFF			
Administration	Cheyenne Webber, Principal		Jacob Gion, Asst Principal	
Office/Building Support	Lynda Hamilton, School Secretary		Alexa Beckett, Building para	
Kindergarten	Sarah Corbin	Amy Hood	Samantha Child	
First Grade	Sadie Boone		Kelci Gordon	
Second Grade	Denae Himes	Kassidy Oloff	Kelly Pollestad	
Third Grade	Trish Blehm			
Fourth Grade	Isayah Quitugua		Shiari McNeil	
Fifth Grade	Meghan McKeirnan		Emily Poston	
Special Education	Taylor Roberts	Lexi Brantner	Marlee Kellar	
Sped. Ed Support	Daisy Bencomo	Katelyn Cornish Laura Carman	Raia Hotchkiss	Ujwala Ganjyal, Katie Kendrick
Library	Kristen Coke-Sutton		Megan Brannan	
Specialist	Heather Lohrmeyer, Art/STEM	Destiny Barker, Music	Kim Mowbray, P.E.	

ELD	Kelli Dahmen		
Core+	Pat Doumit	Madison Hotchkiss	
Core+ Support	Barb Travis	Kathryn Dodson	
OT/PT/Speech	Katelynn Claassen, OT	Julie Brown, Speech	
School Counselor	Andrea Reinhart, Counselor		
Nurse	Anna Burt		Michelle Hyatt
Nutrition Services	Anissa Terres		Carrie St. Pierre
Custodial	Jim Dobson	Steven Loret	Terry Turner

SCHOOL ARRIVAL & DEPARTURE

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

ARRIVAL AT SCHOOL

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

DEPARTURE FROM SCHOOL

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

PICK-UP & DROP-OFF AREAS

- **Walkers –** Many of our students walk home within the immediate Military Hill neighborhood. All students must abide by general safety rules when walking home. We ask all Kamiak students and families to respect our safety patrol members and follow their directions when walking home.

- **Bicycle and Scooter Riders –** Kamiak has two racks for parking student bicycles and scooters at the main entrance. We recommend a lock for securing your bicycle or scooter (one that is easy for a child to operate).

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

- **Cars –** We have one student drop-off and pick-up area. It is located in the front of the building off of NW Terre View Dr. When driving south on NW Terre View Dr., take the first driveway to the school on the right and remain to the right of the yellow stripe and follow in a single file line to the flagpole.

    - **When picking up or dropping off, you must follow these safety guidelines…**
        - Do not double park or stop in the left lane.
        - Fully park at the curb to the right-side of the yellow stripe
        - Have students exit the car on the right side against the **curb only**
        - Drive slowly and cautiously. Our pick-up areas are very congested with students.
        - If you need to enter the building or get out of the vehicle to help your child exit the vehicle, please move your car to a safe area and park.

- **Bus Lanes –** The bus lanes are also located in the front of the building off of NW Terre View Dr. The third and fourth driveways are for buses only. Please do not use the third and fourth driveways for student drop-off and pick-up, or for parking

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

SCHOOL BUS SAFETY GUIDELINES

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

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

KAMIAK POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district's mission is "Ensuring Learning While Supporting and Challenging Each Student to Achieve Full Potential". Kamiak will mirror this same mission. We will provide social/emotional support and problem-solving learning opportunities using curricula and programs like Second Step and

D.A.R.E. Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior. With PBIS, we teach kids about behavior, just as we would teach about other subjects like reading or math. The focus of PBIS is prevention, not punishment. We will work diligently to teach expected behaviors continuously throughout the school year. Staff members will engage in training opportunities and regular discussions related to this learning.

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

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

When consequences become necessary, they may include:

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

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

KAMIAK ELEMENTARY SCHOOL-WIDE EXPECTATIONS

	Self-Control	On Task	Achieve	Respect
Arrival/Dismissal	• Hands off school. Walking feet.	• Gather your belongings. • Be on time. • Walking with purpose. • Go to your expected space.	• Follow classroom arrival and dismissal procedures.	• Respect adult instructions in all spaces.
Hallway	• Hands off school. • Be aware of others. • Face forward in line.	• Listen to teachers' directions. • Be in your expected space.	• Go directly to your destination. • Walk with purpose.	• Use a quiet voice. • Keep your hands off the walls.

	• Walk at all times.			• Respect all other students and staff.
Restroom	• Hands off school. • Walk at all times. • Use a quiet voice.	• Go, flush, wash, leave. • Quickly return to your expected location.	• Quickly use the facilities to be able to return to class.	• Keep the facilities clean and throw away your trash. • Wait your turn. • Wash your hands.
Cafeteria	• Hands off school. • Walk at all times. • Stay seated at your table with your feet on the floor. • Stand in line. • Wait patiently.	• Eat food carefully. • Throw away all trash and return trays. • Clean up your eating area. Put unopened food in the share bin.	• Raise your hand for help. • Leave your area cleaner than before.	• Use an inside voice. • Use kind words. • Eat the food you take.
Playground	• Hands off school. • Be aware of activities around you. • Listen for the bell and whistle to stop. • Use school appropriate language.	• Follow established rules. • Line up quickly. • Face forward in line. • Stay in line when walking in and out of the building.	• Be alert. • Strive to make friends with others. • Put away equipment when done.	• Put litter in the garbage can. • Use all equipment properly. • Invite others to join. • Take turns. • Report problems to an adult.
Office	• Walk quietly. • Sit silently and appropriately on office furniture. • Be polite to office staff. • Only enter with a pass.	• Listen to office staff. • Complete tasks or errands quickly.	• Work quietly on all assignments or tasks.	• Wait patiently for an adult. • Enter quietly. • Use positive greetings and say "Thank you," after being helped.
	Self-Control	**On Task**	**Achieve**	**Respect**

Kamiak Elementary School

SOAR

- **SELF CONTROL**
- **ON TASK**
- **ACHIEVE**
- **RESPECT**

High-Five Card

Given to: _____

For SOAR'n like a Kestrel by showing:

- ◊ Self-Control
- ◊ On Task
- ◊ Achieve
- ◊ Respect

Given by: _____

DAILY SCHEDULE FOR 2026-2027

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

Morning Recess	
10:05 am-10:20 am	Grades K, 1, 2, 3
10:20 am-10:35 am	Grades 4, 5 *Optional*

Lunch Schedule			
Grade	**Lunch**	**Recess**	**End of Recess**
Kindergarten	11:10 am	11:30 am	11:50 am
First Grade	11:10 am	11:30 am	11:50 am
Second Grade	11:30 am	11:50 am	12:10 pm
Third Grade	11:30 am	11:50 am	12:10 pm
Fourth Grade	11:50 am	12:10 pm	12:30 pm
Fifth Grade	11:50 am	12:10 pm	12:30 pm

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

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

TITLE I FAMILY COMPACT

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

School Commitment

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

Student Commitment

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

Parent Commitment

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

Title One Annual Parent Notifications and Core + (Title I & LAP) Academic Support Services can be found on our website: https://www.pullmanschools.org/core-plus-academic-support-services

TITLE I PARENT INVOLVEMENT POLICY

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

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

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

Kamiak Elementary School Title I program will:

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

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

The Title I Teacher will:

- See that a parent survey asking for review and input of the Title I and LAP programs is distributed.
- Meet annually with a committee of parents, teachers, the principal, and paraprofessionals to review policies, procedures, and survey results.
- Provide parents with information in a variety of ways; including:
    - Informing parents of their child's placement
    - Inviting parents to sign a student/family/teacher compact
    - Inviting parents to conference with Title I / LAP staff before or after their children's' parent teacher conference
    - Sending a weekly packet home with work completed in grades K-3
    - Communicating electronically to inform parents of specific issues regarding their children
    - Collaborating with the district in offering a yearly Title I meeting for families

FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

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

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

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

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

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

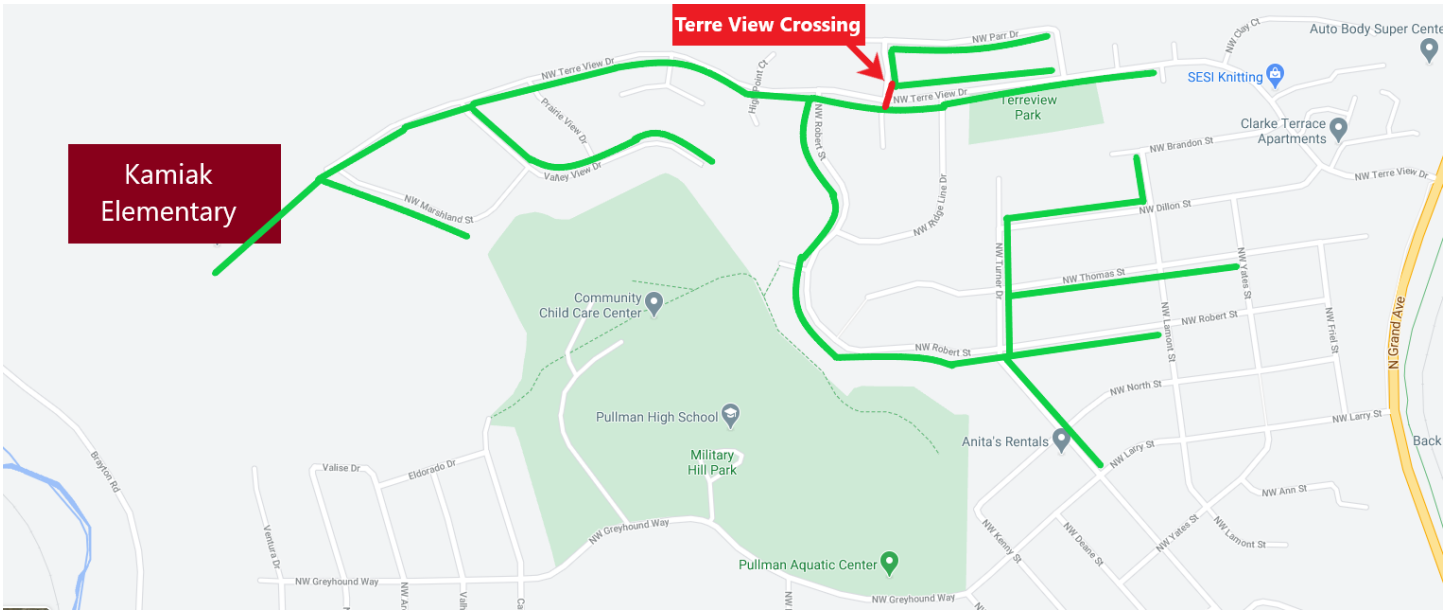
Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

Sincerely,

Cheyenne Webber

Cheyenne Webber, Kamiak Elementary

SAFE WALKING ROUTES TO SCHOOL



SUNNYSIDE ELEMENTARY SCHOOL
FAMILY & STUDENT



2026-2027
HANDBOOK

HOME OF THE SUPERSTARS!

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SUNNYSIDE ELEMENTARY SCHOOL

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

Dear Sunnyside Elementary Families,

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

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

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

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

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

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

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

Sincerely,

Pam Brantner

Pam Brantner, Principal
pbrantner@psd267.org

SUNNYSIDE ELEMENTARY STAFF

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

SCHOOL ARRIVAL & DEPARTURE

ARRIVAL

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

VEHICLE PICK-UP & DROP-OFF AREAS

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

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

PARKING

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

SAFETY

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

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

DEPARTURE

Students are released from school at 3:05 pm.

DAILY SCHEDULE FOR 2026-2027

Morning/Breakfast Schedule	
8:20 am	**Students may enter to eat breakfast.** Supervision begins – *students go directly to classroom*
8:35 am	**First Bell – School Begins.** *Tardy if not present.*

Morning Recess	
9:55am-10:10am	Grades K, 1, 2, 3

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

Superstar Time	
2:00 pm-2:15 pm	Grades K, 1, 2
2:15 pm-2:30 pm	Grades 3, 4, 5

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

POSITIVE BEHAVIOR INTERVENTION & SUPPORT

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

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

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

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

When consequences become necessary, they may include:

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

- A consequence that remedies damage that may have been caused

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

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

CORE+/TITLE I/LAP READING & MATH

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

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

School Commitment

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

Student Commitment

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

Parent Commitment

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

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

www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services.

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us

Washington Office of Superintendent of PUBLIC INSTRUCTION

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

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

Engage Families, Students, and Staff in Discipline Decisions

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

Eliminate Zero-Tolerance Discipline Policies and Practices

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

Adopt Positive and Instructional Approaches to Behavior

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

Disrupt Inequitable Discipline Decision-Making Processes

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

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

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

Resources and Contact Information

The following resources are available on OSPI’s Student Discipline website:

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

For technical assistance and training contact:

Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

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

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

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

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

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

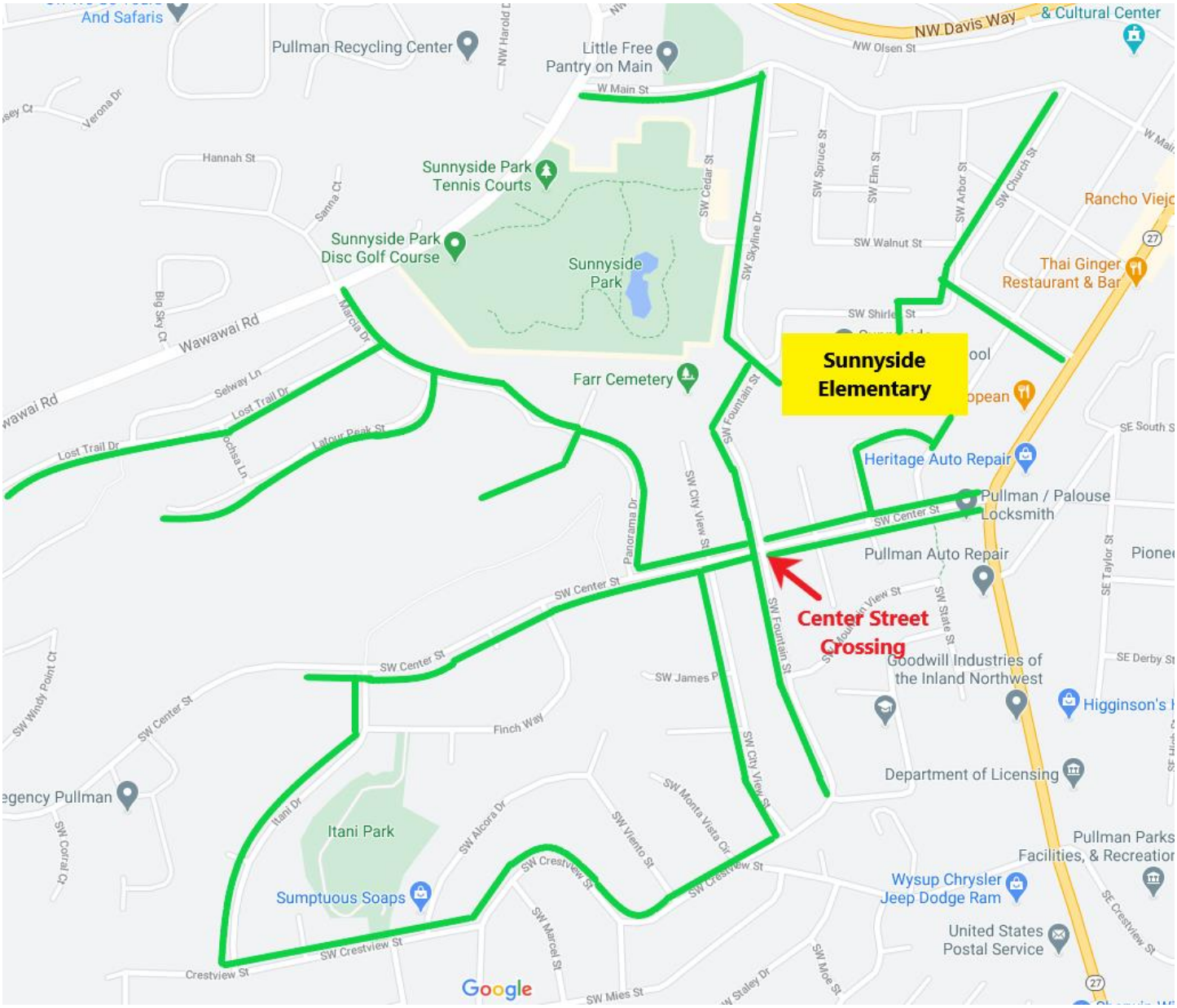
Thank you for your help and consideration in this matter. Please don’t hesitate to contact me if you have questions.

Sincerely,

Pam Brantner

Pam Brantner, Principal
pbrantner@psd267.org

SAFE WALKING ROUTES TO SCHOOL



Lincoln Middle School Family Handbook

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

2026 - 2027

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

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

Greetings LMS Spartans and Spartan !

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

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

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

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

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

Sincerely,
Lincoln Middle School Faculty and Staff

Cameron Grow, Principal
Tammy Sewell, Assistant Principal
Aubrey Anderson, Dean of Students

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

Lincoln Middle School

#LMSProud

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

“Our VISIONis to apply these experiences to develop identitywithin ourselves, school, families, community, and world.”

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

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

Positive:

Interact positively with everyone.

Respectful:

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

On Time:

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

Unified:

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

Daring:

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

LINCOLN MIDDLE SCHOOL STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENT GUIDELINES FOR BEING AT SCHOOL

1. Arrive on time! Students are allowed in the halls at 8:10 a.m. Tuesday through Friday, and at 8:40 a.m. on late start Mondays. Students may enter the commons at 7:45 a.m. Tuesday through Friday, and at 8:20 a.m. on late start Mondays. School begins at 8:30 a.m. on Tuesday through Friday, and at 9:00 a.m. on late start Mondays. Students attending before-school activities may enter through the front or library entrances.

2. Leave on time! Students should be clear of the halls by 3:15 p.m. unless they are participating in a supervised activity. The building will be locked at 4:00 p.m. unless there are scheduled activities.

3. Afterschool activities require adult supervision at school and are scheduled in specific locations. Sudents are expected to remain in the assigned locations.

BEHAVIOR EXPECTATIONS

Lincoln Middle School students are expected to act in such a manner as to enable themselves to acquire the best education possible while attending Lincoln Middle School. Lincoln Middle School students should avoid any behavior that is disruptive to the educational process and harmful to themselves, fellow students, or the order of the school. All students have a right to learn at Lincoln Middle School, and all teachers have the right to teach. Violent threats or such behavior will result in emergency expulsion from Lincoln Middle School.

RIGHTS, AUTHORITY, AND RESPONSIBILITIES OF TEACHERS AND STAFF

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

A summary of Pullman School District board Policy 3241:
The Pullman School District provides students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others.As citizens of the school community, students are expected to comply with the rules and regulations of the school. Students and staff are expected to work together to develop a positive climate for learning, consistent with Board Policy 3112– Social Emotional Climate.

STUDENTS' RIGHTS

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

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

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

STUDENTS' RESPONSIBILITIES

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

Students have the responsibility to:

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

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

BASIC BUILDING RULES

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

BASIC CLASSROOM RULES

1. Students will bring all necessary materials to class, including a pencil.
2. Students will enter the classroom in a quiet manner. Students are to be in their assigned location and ready to learn before the tardy bell rings.
3. Students are to follow directions from teachers or other staff members.
4. Students are expected to display respectful behavior at all times.
5. Students are not allowed to eat or drink in the classroom
6. Students will treat substitute teachers with the utmost respect. School discipline may be given to students who do not adhere to this standard.

LINCOLN MIDDLE SCHOOL ATTENDANCE POLICY

FROM PULLMAN SCHOOL DISTRICT BOARD POLICY 3122 and Procedure3122P

EXCUSED AND UNEXCUSED ABSENCES FROM SCHOOL

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

EXCUSED ABSENCE:

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

UNEXCUSED ABSENCE:

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

TARDIES:

Students are tardy when they arrive to class after the bell signaling the start of class. Unexcused tardies are recorded.

MISSED ASSIGNMENTS:

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

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

ABSENCES AND TARDINESS

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

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

1. Physical health or mental health symptoms, illness, health conditions, or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in patient or out patient treatment for chemical dependency or mental health.
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or serving on a jury;
5. Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview; 6. State-recognized search and rescue activities consistent with RCW28A.225.055;
7. Absence directly related to the student's homeless, or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RC 28A.705.010;
9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status, and
12. An approved activity that is consistent with district policy and mutually agreed upon by the principal or designee and a parent or guardian. or emancipated youth. The procedure for requesting an excused absence for mutually agreed upon activity can be found in excused absence for a mutually agreed upon activity can befoundin procedure 3122PExcused and Unexcused Absences.
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

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

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

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

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

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

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

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

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

TRANSPORTATION

IN CITY LIMITS ROUTES

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

RURAL BUS ROUTES

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

PEDESTRIANS AND BIKE RIDERS

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

SKATEBOARDS/SCOOTERS

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

MOTORIZED SCOOTERS/BICYCLES

Due to safety concerns at Lincoln Middle School, students will not be permitted to ride any motorized or electronic personal use transportation, such as scooters or bicycles, on school grounds. If a student chooses to ride to school by way of these devices, they will need to walk with them in hand once on school grounds. The school will determine a designated storage area for these devices while at school. Students should know and obey all traffic rules related to riding motorized devices in traffic, including the use of an appropriate helmet and safety equipment.

GENERAL STUDENT INFORMATION

BREAKFAST AND LUNCH AT LMS

Breakfast is served at Lincoln starting at 8:00 a.m. Tuesday through Friday, and at 8:30 a.m. on late start Mondays. There are two lunch periods at Lincoln Middle School. See the Daily Schedule for lunch times. Together, the students can create an enjoyable experience during breakfast and lunch time with the opportunity to socialize and become involved in recreational activities.
Students may bring sack lunches from home or purchase meals from the school. Specific lunch prices for the 2025-2026 school year were: $3.55 for a complete student lunch, $5.20 for a complete adult lunch, and $ .50 for milk. Breakfast is $2.25 for students and $3.30 for adults. Specific lunch prices for the 2026-2027 school year are to be determined. Students are allowed to bring carbonated soft drinks, excluding energy drinks, and only single-serving-sized containers, please, for lunch in non-breakable containers. Glass containers are not allowed in the lunchroom or anywhere else in the school at any time.

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

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

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

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

RULES DURING BREAKFAST AND LUNCH

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

2. No running in the commons during breakfast and lunch.

3. Students will only be allowed on the west side of the school during lunch.

4. Students are required to remain within the area of supervision on the school grounds during lunch period. This includes the commons, library, office lobby, basketball courts, and west soccer field (excluding the tree line and nature paths). All other areas are off limits during the lunch break. Detention will be given to students who are in off-limits areas and/or who do not have a hall pass when walking the halls. For students' safety, we must know where they are at all times.

5. When students finish eating, they may go to the library, to the basketball courts or west field; or they may remain in the commons. Students are not allowed to return to their hall lockers without specific permission. Students working in classrooms during lunch must be accompanied by a teacher or staff person. When a teacher requests a student to come to their classroom, the teacher must write hall passes for the students.

6. Basketballs, footballs, frisbees, soccer balls, and other games and equipment are available for check-out by staff monitoring the outside grounds during lunchtimes. Some limitations are placed on the number of specific items to help maintain a safe area for student play. Students are expected to return all items checked out before returning to class.

7. When the bell rings, all play must stop. Balls are not to be thrown or kicked after the bell, and should be returned to the checkout bin.

BOOKBAGS AND BACKPACKS

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

DRESS CODE

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

EMERGENCY NUMBERS

National Helpline for Mental Health, Drug, Alcohol Issues –1-800-562-1240
Child Abuse Hotline –1-800-422-4453
Child Protective Services –1-866-363-4276 or 1-800-557-9671
Crisis Line –509-332-1505
Family Help Line –1-800-932-4673
Palouse River Counseling Services –509-334-1133
Suicide and Crisis Lifeline – 988

FIELD TRIPS AND ACTIVITY GROUP TRIPS

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

OVERDUE & LOST LIBRARY BOOKS

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

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

GRADE NOTIFICATION AND PARENT CONTACT

- **FAMILY ACCESS/STUDENT ACCESS:** Pullman School District utilizes an online resource called " Family Access/Student Access" which allows parents to check their child's grades, missing assignments, and attendance from their computer or phone at home. Parents may also email teachers directly through Family Access/Student Access. Contact the office for the website address as well and to receive your username and password. Pullman schools also uses ParentSquare for family communications. Grades, classes, and attendance may be viewed in the ParentSquare app or online.

- **REPORT CARDS**: Grade reports will be sent home electronically for the First and Third quarters. Electronic report cards may be viewed in Skyward ('Portfolio' tab) or in ParentSquare ('Alerts and Notices Tab', under 'Documents'. Second and Fourth quarter reports, which conclude a semester, will be mailed home one to two weeks after the close of grades.

  2026 - 2027 Quarters

  1st quarter ends……October 23rd

  2nd quarter ends…….. January 22nd

  3rd quarter ends……March 26th

  4th quarter ends……June 11th

- **PARENT-TEACHER CONFERENCES:** Parent conferences will be held during the week of October 19 – October 23. Parents/guardians may attend the arena conference or request a student-specific conference. Parents or teachers may request a conference at this time or at any time.

ILLNESS AT SCHOOL

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

IMMUNIZATION

- Immunizing on time gives children the best protection.
- Communicable diseases still exist, and international travel can bring diseases common in other parts of the world to our communities.
- Keeping up-to-date records at home and at school is important.
- All children under the age of 19 can get immunizations at no cost in our state from clinics participating in the Childhood Vaccine Program (CVP). Providers may charge an administration fee, but they must waive the fee if asked by the parent. Find CVP clinics by using this vaccine map at https://fortress.wa.gov/doh/vaccinemap.

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

- **Hepatitis B** – 3 doses, 3rd dose must be on or after 6 months of age.
- **Diphtheria/tetanus/pertussis** – 3 doses with the last dose on or after the fourth birthday.
- **Polio** – 4 doses with the last dose on or after the fourth birthday or 4 doses anytime.
  Measles/mumps/rubella – 2 doses with the first given on or after the first birthday and at least 28 days apart.
- **Varicella** – 2 doses on or after 1st birthday.
- **Tdap** – 1 dose at age 10 or older.

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

Medically verified is defined as:

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

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

MEDICATION AT SCHOOL

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

INJURY/ILLNESS AND FITNESS/MOVEMENT/SPORTS CLASSES

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

LOCKERS

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

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

LOST AND FOUND

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

VIDEO GAMES, TABLETS, EAR PODS, SMARTWATCHES, CELL PHONES

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

FEES

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

PHYSICAL EXAMS

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

STUDENT TELEPHONE

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

STUDENT RECOGNITION

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

WINTER RECOGNITION NIGHT:
Each semester, teachers select students in their classes who exhibit the following attributes: altruism, creativity, determination and commitment, leadership, and sportsmanship. Students nominate their peers for a pair of grade level students who are exceptionally amiable. Students are recognized by grade level at evening ceremonies to receive a certificate and be celebrated by their families. These nights typically happen in early March.

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

TEXTBOOKS

Students will be loaned the textbooks needed for each class. The condition and number of each book will be noted when it is issued. Some classes use Chromebooks in addition to or instead of textbooks. Chromebook protection plans are available to students as devices are frequently used in school.

VALUABLES

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

VISITORS

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

Students who are hosting guests must:

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

4. The hosting student must go over all rules and regulations of the school. If a guest should violate any policy, the guest will be removed from the grounds and will not be granted permission to return to LMS for the rest of the year. If a hosting student violates the LMS visitation policy, he or she will be denied visitation privileges.

5. Submit the form to an administrator. **THIS FORM MUST BE OBTAINED AT LEAST ONE DAY IN ADVANCE. NO VISITORS WILL BE ALLOWED DURING THE LAST WEEK OF SCHOOL.** Visiting students must be middle school age and must be in the same grade as the hosting student. A visiting student must attend classes scheduled for the student with whom they are visiting. Visiting students will be given a visitor's permit at the office. The permit must be shown to each teacher whose class is visited. Teachers or administrators have the right to revoke the permit at their discretion. Visitation of other students is restricted to one day. **Guests are not included in LMS dances and after-school activities that are planned and funded exclusively for LMS students.**

STUDENT ACTIVITIES

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

TEAMS AND CLUBS AT LINCOLN MIDDLE SCHOOL

ATHLETICS (6th)

Girls' Volleyball, Intramural	1st quarter
Boys' & Girls' Cross Country	1st quarter
Girls Bowling, Intramural	2nd quarter
Boys' Basketball, Intramural	2nd quarter
Girls' Basketball, Intramural	3rd quarter
Wrestling	3rd quarter
Track & Field	4th quarter

INTERSCHOLASTIC ATHLETICS (7th & 8th)

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

ARTISTIC AND PERFORMANCE GROUPS

Art Club
Drama Club
Jazz Band (6th)
Jazz Band (7th & 8th)
Jazz Choir

ACADEMIC COMPETITION

Math Team
Science Bowl
Science Olympiad

ALTRUISTIC AND SPECIAL INTEREST CLUBS

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

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

EXTRACURRICULAR ACTIVITIES

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

1st detention: Head coach's decision on participation in the next scheduled event.

2nd detention/1st suspension: Automatic removal from the next scheduled event. A student may be removed from the activity for the season if the infraction is severe.

3rd detention/2nd suspension: Student may be removed from the activity for the season.

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

GUIDELINES FOR STUDENT ACTIVITIES

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

1. Each student participant is expected to adhere to the Pullman School District Students' Rights and Responsibilities Policy #3200, in all matters of individual conduct while representing Lincoln Middle School.

2. Each student participant is expected to follow the advice and directions of the activity coach, director, or sponsor in matters of performance while representing Lincoln Middle School.

3. Each student participant is expected to be a good citizen in school, in the community, and in all contests and activities. Specific activity-related consequences occur when detention and in-school suspensions are assigned. **Students may not continue to participate in ANY extracurricular activity while a sanction is being served or pending.**

4. Each student participant shall be in attendance at school for the entire school day on the day of an after-school activity. Each student shall also be in attendance at school on the entire day to be eligible to participate in after-school practice or rehearsal on the given day. The only exception is a signed excuse from the principal, vice principal, or dean of students, which is presented to the coach, director, advisor, or sponsor.

5. Each student participant representing Lincoln Middle School is expected to exemplify the highest standards of good sportsmanship. Sportsmanship consists of these qualities: courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches, and all others associated with the activity.

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

Section III: Student Activity Eligibility:

1. LMS Athletes are only allowed 1 F reported for each grading period to remain eligible for athletics and activities. If an LMS student has more than 1 F, they are ineligible for competitions until their grades improve to having 1 or fewer F's. Ineligible students are expected to practice, BUT CANNOT travel, play, compete, or perform with the team/activity. All students are expected to participate in practice during the period between grade checks if they wish to resume as a full member of the squad when they become grade-eligible.

2. Incomplete grades may be made up for credit during the first five weeks of the subsequent semester. The student shall be ineligible for school activity groups until the incomplete grades are cleared.

3. In the event a student was not absent from school, yet missed practice or an event, a written excuse signed by the parent or guardian must be given to the coach, director, advisor, or sponsor. Alternately, a parent may contact the same via ParentSquare. If a student participant has several excused absences, they will be provided with limited performance time compared to students who have regular attendance. If a note is not given to the coach, director, advisor, or sponsor, the absence will be considered unexcused. **A student who has two unexcused absences during an activity season may be dismissed from the team, club, or group.**

4. Each student who participates in athletics must have on file a current physical examination. The statement from the examining physician certifies the student's physical condition for the activity in which he/she is participating. Each student must also have a WIAA Insurance Waiver Form and PSD Emergency Contact Form on file prior to participation.

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

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

SectionV: Travel for Lincoln:

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

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

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

WASHINGTON INTERSCHOLASTIC ASSOCIATION (WIAA) CODE OF ETHICS

It is the duty of all concerned with school athletics:

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

ACTIVITY CARDS:

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

FUNDRAISER

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

DISCIPLINARY PROCEDURES

SANCTIONS DEFINED

Discipline is earned by making an inappropriate choice. All forms of corrective action will be administered to each student individually to best provide for the student's effective learning opportunities. Please refer to Board Policy 3241 Student Discipline and accompanying procedures and forms outlining disciplinary procedures for Pullman School District.

3241 Student Discipline

3241P Student Discipline

3241F1 District Discipline Matrix 3

241F2 District Continuum of Discipline Responses

Board Policy 3241 Student Discipline can also be found in Appendix B of the Pullman School District Family handbook.

LINCOLN MIDDLE SCHOOL ACADEMIC PROGRAM

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

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

GRADE 6 REQUIRED COURSE DESCRIPTIONS
School Year: 2026-2027

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

MATHEMATICS OPTIONS:

MATH 6 This course teaches in-depth the 6th-grade mathematical standards that are aligned with the Common Core Standards. Instructional time will be focused on four critical areas: (1) connecting ratio and rate to whole number multiplication and division and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing an understanding of statistical thinking.

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

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

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

GRADE 6 CHOIR: 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 not 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 welcomes anyone who would like to play a stringed instrument (violin, viola, cello, or bass). This is a beginning-level class. Home practice will be required as a portion of their grade. The majority of the time spent in the sixth-grade orchestra 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. A limited number of instruments are available through the school. School rental fees per semester are $25.

FITNESS, MOVEMENT, SPORT & HEALTH (FMSH)- ***Three quarters taught in conjunction with Art:***
FMSH is taught in conjunction with Art. Three quarters of the year will be spent in FMSH and a single quarter in Art. The purpose of the 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 and Health Education Standards and important concepts.

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

GRADE 7 REQUIRED COURSE DESCRIPTIONS
School Year: 2026-2027

MATH OPTIONS:

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

MATH 7/8 : This class is offered to qualifying 7th grade students who have successfully completed Math 6/7. This course will cover the 7th grade standards that were not completed in Math 6/7 and all 8th grade math standards. Specifically, this course will address: (1) formulating and reasoning about expressions, equations, and inequalities, and solving systems of 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, angles, scale factor, similarity, and congruence, and the Pythagorean Theorem, and (4) working with rational and irrational numbers related to fractions, decimals, integers, exponents, and scientific notation. At the end of this course, students will have completed middle school math, making them eligible for Algebra 1 (a high school level course).

ENGLISH / LITERATURE CLASS: This class is designed to provide students with an integrated approach to learning language arts and literature. This program will emphasize effective communication through reading, writing, speaking, and listening as the students better understand themselves and others. Organization, study, and keyboarding skills will be reinforced throughout the year. The students will read The Outsiders and the graphic novel March as special literary units in addition to standards aligned with the Common Core State Standards for English Language Arts.

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 Standards and important concepts.

GRADE 7 ELECTIVE COURSE DESCRIPTIONS
School Year: 2026-2027

SEMESTER-LONG COURSES

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

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

DRAWING & PAINTING: (2nd 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, watercolor, and acrylic paint mediums. Topics will include basic color theory, color mixing, composition, and visual communication.

DIGITAL DESIGN AND MODELING: This course integrates Art, Computer Science, Technology, and Engineering to develop students' creative and technical skills. Students will learn the elements and principles of design while exploring industry-relevant software programs such as Canva, Blender, and TinkerCAD. Using Canva, students will navigate a variety of design tools to create visually appealing projects for print, including posters, stickers, t-shirts, and more. Students will also work with 3D design programs such as TinkerCAD and Blender to design original objects that will be produced using our fleet of BambuLab 3D printers.

ROBOTICS: Students will develop skills in automation and robotics to design solutions that improve daily life. Through hands-on investigations, students will explore mechanical systems, motion and power transfer, machine automation, and computer control systems. Students will learn about gear ratios and block-based coding to create and control robotic machines. Using the VEX Robotics platform, students will design, build, and program real-world devices. They will be challenged to creatively use sensors and actuators to develop systems that interact with their environment. By designing algorithms and applying computational thinking practices, students will code and upload programs to microcontrollers that perform a variety of authentic tasks. This course broadens students' understanding of computer science concepts through meaningful, real-world applications.

MEDICAL DETECTIVES: 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.

YEAR-LONG COURSES

YEARBOOK: In this yearlong course, students will work together to design and produce the school yearbook. Students will learn the basics of photography, graphic design, writing, and page layout while using digital design tools to create a finished publication. They will practice teamwork, organization, and responsibility as they collect photos, write captions, conduct interviews, and design pages that tell the story of the school year. Students will also learn about deadlines, attention to detail, and ethical use of images and content. By the end of the course, students will have contributed to a professional-quality yearbook that captures memories and celebrates the school community. ***This course is tentatively on offer for the 2026-2027 school year*

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

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

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

GRADE 8 COURSE DESCRIPTIONS
School Year: 2026-2027

MATH OPTIONS:

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

ALGEBRA I: This is a class for high school credit. It is offered to qualifying 8th graders who have successfully completed Math 7/8 or Grade 8 Math. The course will address: (1) formulating, reasoning, and solving linear, exponential, and quadratic expressions and equations; (2) deriving and modeling with linear, exponential, and quadratic functions; (3) formulating and analyzing statistical questions, including questions resulting in one and two-variable data. *The grade in this class will automatically be included on the high school transcript.*

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

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

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

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

COMPUTER APPLICATIONS: This class is designed to introduce students to workplace technology. This course explores educational plan development, career exploration, and communication skills by using technology in a business setting. Using Microsoft Office 365, students will learn introductory word processing, spreadsheets, presentations, and graphic applications. Students are also expected to master basic keyboarding skills. The class will also give students the opportunity to explore post-high school education and employment options by completing the Washington State required High School & Beyond Plan.

GRADE 8 ELECTIVE COURSE DESCRIPTIONS School Year: 2026-2027

SEMESTER-LONG COURSES

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

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

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

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

DIGITAL DESIGN AND MODELING: This course integrates Art, Computer Science, Technology, and Engineering to develop students' creative and technical skills. Students will learn the elements and principles of design while exploring industry-relevant software programs such as Canva, Blender, and TinkerCAD. Using Canva, students will navigate a variety of design tools to create visually appealing projects for print, including posters, stickers, t-shirts, and more. Students will also work with 3D design programs such as TinkerCAD and Blender to design original objects that will be produced using our fleet of BambuLab 3D printers.

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MEDICAL DETECTIVES: 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.

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.

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.

YEARBOOK: In this yearlong course, students will work together to design and produce the school yearbook. Students will learn the basics of photography, graphic design, writing, and page layout while using digital design tools to create a finished publication. They will practice teamwork, organization, and responsibility as they collect photos, write captions, conduct interviews, and design pages that tell the story of the school year. Students will also learn about deadlines, attention to detail, and ethical use of images and content. By the end of the course, students will have contributed to a professional-quality yearbook that captures memories and celebrates the school community. ***This course is tentatively on offer for the 2026-2027 school year*

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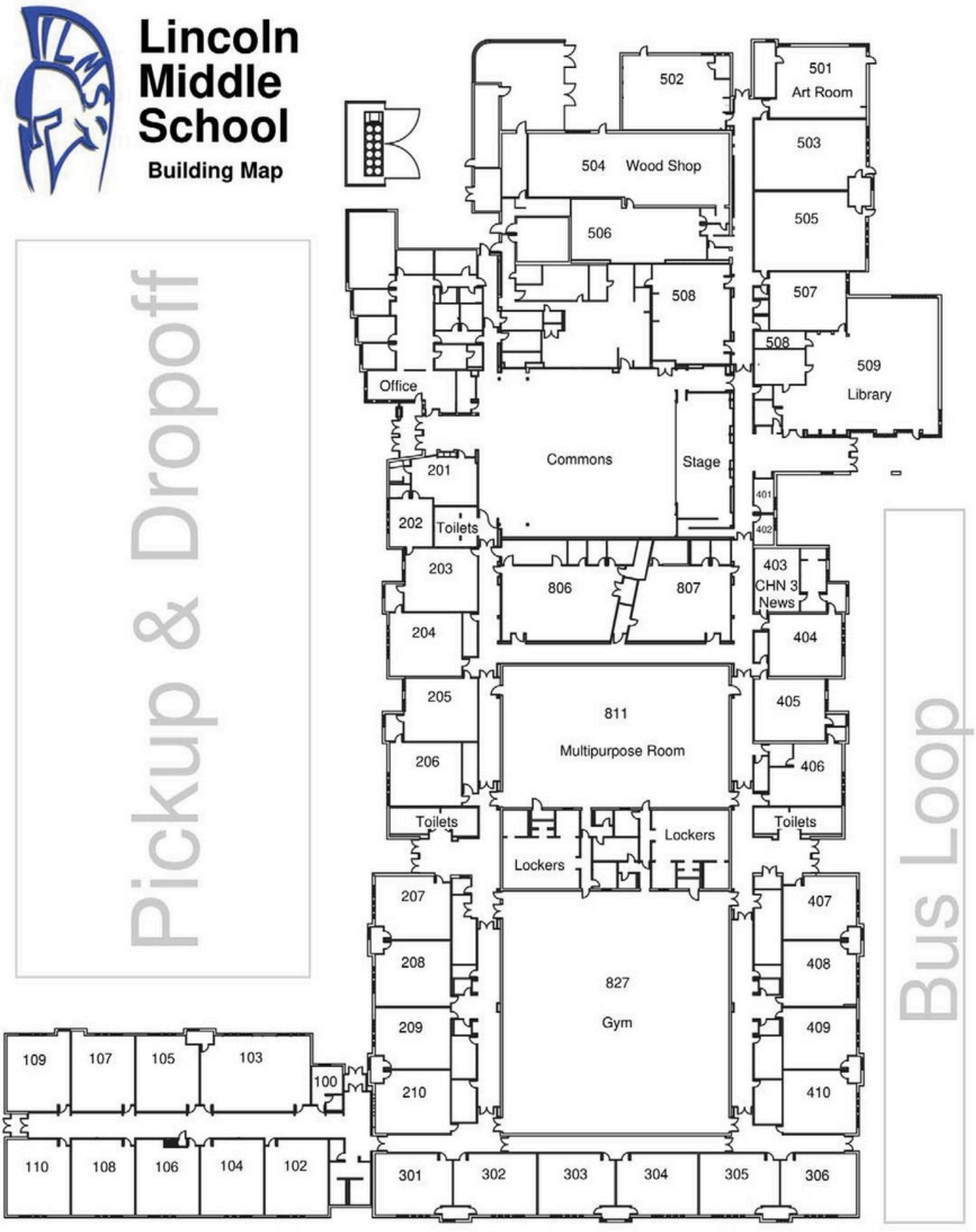
BAND 8: This class continues the goals and objectives of the seventh-grade band. Students will learn advanced This class is for continuing band students (no beginners), and performance is the primary emphasis of the course. Performances include fall, winter, and spring concerts as well as in-school assemblies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

LINCOLNMIDDLE SCHOOL BUILDING MAP



LINCOLN MIDDLE SCHOOL EVACUATION PLAN

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

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

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

Exit door 2 (by room 207).
Followsidewalkbetweenparking lot and tennis courtsto North end of front parking lot.
Report to soccer field.

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

Exit door 3 (by room 301) at the Southwest corner of the building.
Followsidewalk betweenparkinglot and tennis courtsto North end of front parking lot.
Report to soccer field.

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

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

Rooms 303, 304, 305, 306, 410

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

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

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

Rooms 401, 402, 403, 404, 807

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

Rooms 500,503,505

Exit using classroom outerdoors.
Move Southward along East side of building and up the sidewalk along bus lane.
Report to top of hillonthe sidewalk.

Rooms 501, 504, 506, 508

Exit door 8 (by room 501),North side of the building.
Move to the North end of the frontparking lotusing sidewalk.
Report to soccer field.

Rooms 507,508,509 (Library)

Exit through library South emergency door.
Move to sidewalk on Northwestside of bus entry.
Report to top of hillonthe sidewalk.

***Subject to change.**

LINCOLN MIDDLE SCHOO

BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1ST PERIOD 9:00-9:45	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25
2ND PERIOD 9:50-10:34	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25
SEL TIME 10:39-11:09	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25
3RD PERIOD 11:14-11:58	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25
1ST LUNCH 12:03-12:47 / 4B PERIOD 12:03-12:47	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00
4A PERIOD 12:38-1:22 / 2ND LUNCH 12:52-1:22	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00
5TH PERIOD 1:27-2:11	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00
6TH PERIOD 2:16-3:00				

*STUDENTS WITH PERIOD **4A** HAVE FIRST LUNCH | STUDENTS WITH **4B** HAVE SECOND LUNCH

LINCOLN MIDDLE SCHOOL
315 SE CRESTVIEW STREET
PULLMAN, WA 99163

CONTACT
PHONE: (509) 334-3411
EMAIL: LMS-INFO@PSD267.ORG



Pullman High School
Parent and Student Handbook
2026-2027

DRAFT

510 NW Greyhound Way

509-332-1551

phs.pullmanschools.org

https://www.facebook.com/PullmanHS/

https://twitter.com/PullmanHS

https://www.instagram.com/pullmanhounds/



Jerrod Fleury
Principal



TBD
Assistant Principal



Evan Hecker
Assistant Principal
Athletics & Activities Director

DRAFT

Welcome to Pullman High School. We are charged to ensure learning while challenging and supporting each student to achieve full potential.

We believe we offer you a world-class education and this document is the beginning of fulfilling that commitment. Pullman High School is one of the finest schools in Washington and we plan on your experience being first rate.

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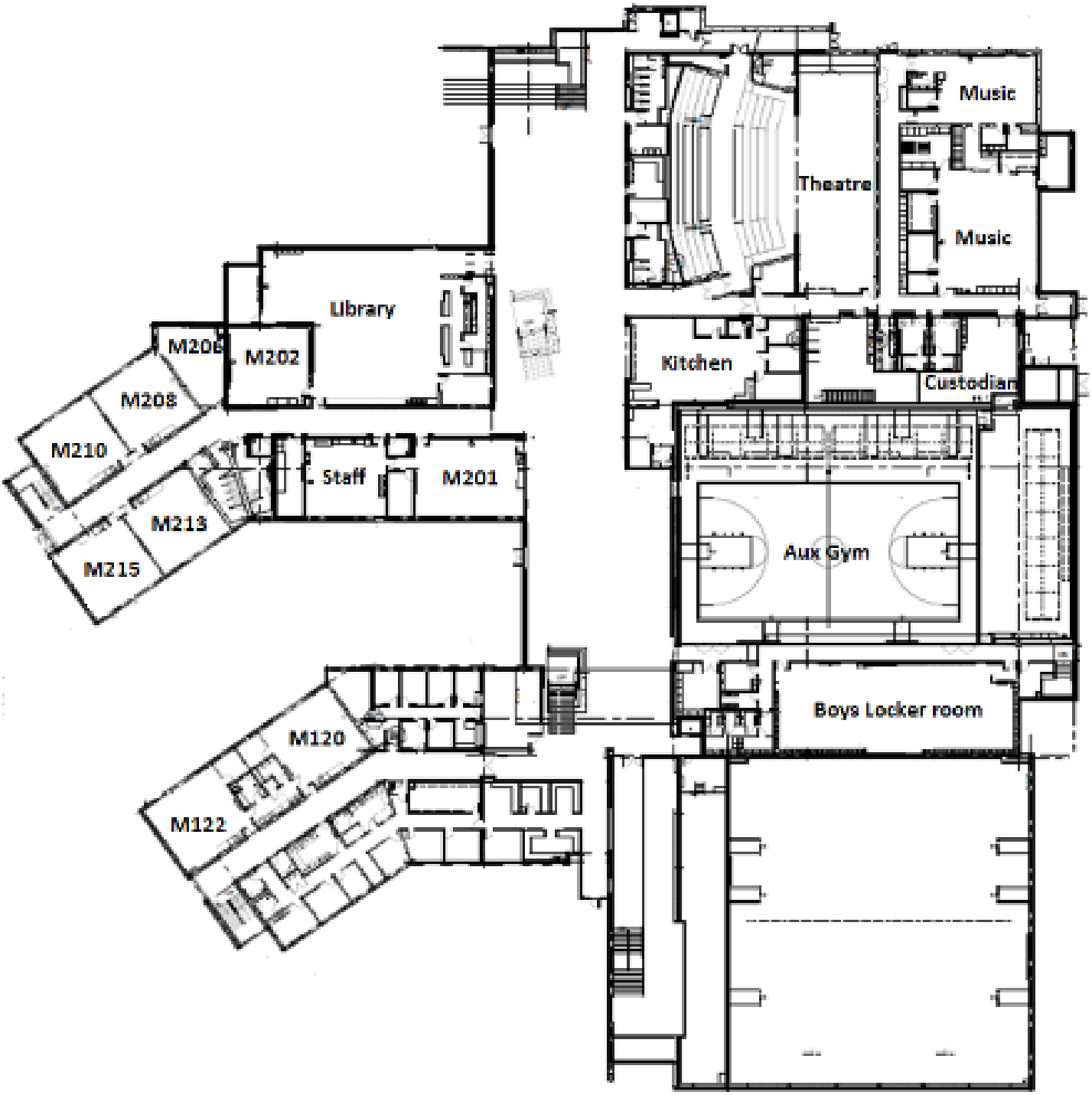
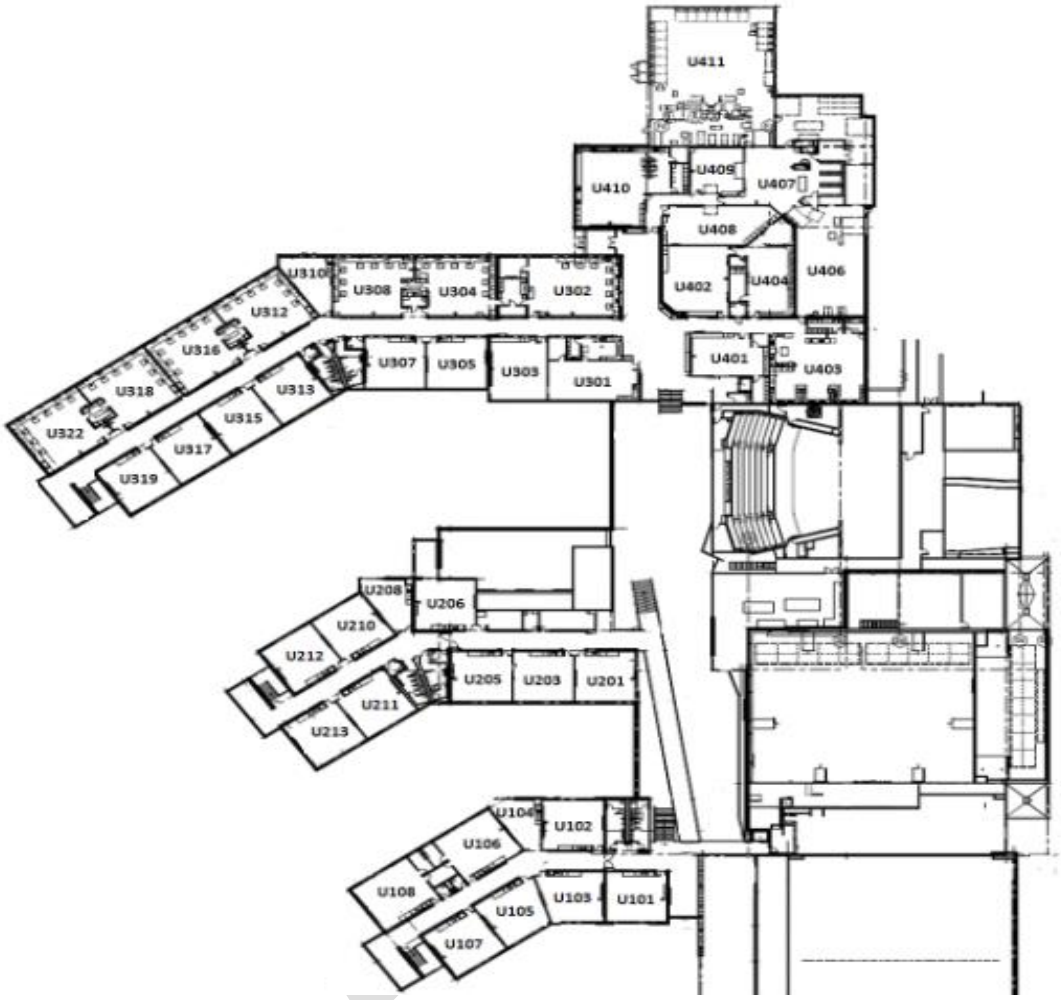
Building Map

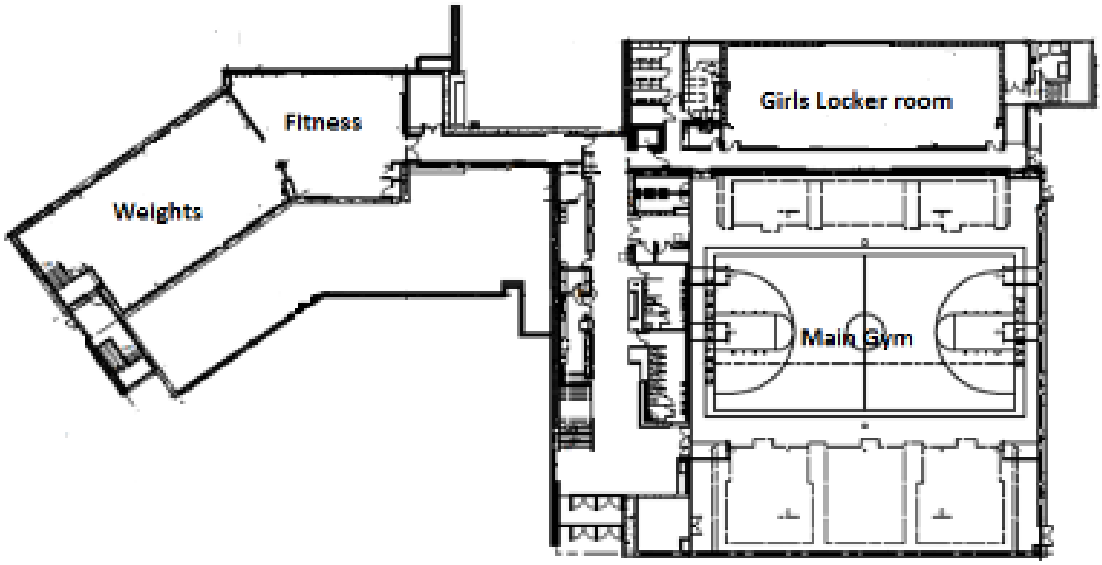
Main Level



Upper Level



Lower Level



PULLMAN HIGH SCHOOL BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
COLLABORATION 8:00 - 8:45	0 PERIOD 7:20 - 8:25	0 PERIOD 7:20 - 8:25	0 PERIOD 7:20 - 8:25	0 PERIOD 7:20 - 8:25
1st PERIOD 9:00 - 9:55	1st PERIOD 8:30 - 9:55	2nd PERIOD 8:30 - 9:55	1st PERIOD 8:30 - 9:55	1st PERIOD 8:30 - 9:25
2nd PERIOD 10:05 - 10:55	2nd PERIOD 10:10 - 11:35	3rd PERIOD 10:10 - 11:35	3rd PERIOD 10:10 - 11:35	2nd PERIOD 9:35 - 10:25
3rd PERIOD 11:00 - 11:50	1st LUNCH 11:35-12:00 / EARLY 4th PERIOD 11:40-1:05 / LATE 4th PERIOD 12:05-1:30 / 2nd LUNCH 1:05-1:30	1st LUNCH 11:35-12:00 / EARLY 5th PERIOD 11:40-1:05 / LATE 5th PERIOD 12:05-1:30 / 2nd LUNCH 1:05-1:30	1st LUNCH 11:35-12:00 / EARLY 4th PERIOD 11:40-1:05 / LATE 4th PERIOD 12:05-1:30 / 2nd LUNCH 1:05-1:30	HOUND TIME 10:30 - 10:55
1st LUNCH 11:50-12:15 / EARLY 4th PERIOD 11:55-12:45 / LATE 4th PERIOD 12:20-1:10 / 2nd LUNCH 12:45-1:10	5th PERIOD 1:35 - 3:00	6th PERIOD 1:35 - 3:00	6th PERIOD 1:35 - 3:00	3rd PERIOD 11:00 - 11:50
5th PERIOD 1:15 - 2:05				1st LUNCH 11:50-12:15 / EARLY 4th PERIOD 11:55-12:45 / LATE 4th PERIOD 12:20-1:10 / 2nd LUNCH 12:45-1:10
6th PERIOD 2:10 - 3:00				5th PERIOD 1:15 - 2:05
				6th PERIOD 2:10 - 3:00



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ASB Information

ASB ADVISOR Erin Willy

ASB OFFICERS

ASB President	TBD	ASB Vice President	TBD
ASB Secretary	TBD	ASB Co-Treasurer	TBD
ASB Co-Treasurer	TBD	Press Secretary	TBD
Activities Liaison	TBD	Equity Officer	TBD
Chief of Staff	TBD		

Class Officers

SENIOR CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Activity Liaison	TBD
Equity Officer	TBD
Advisor	Sherree Komp

JUNIOR CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Activity Liaison	TBD
Equity Officer	TBD
Advisor	Kate Agnew

SOPHOMORE CLASS

President	TBD.
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Activity Liaison	TBD
Equity Office	TBD
Advisor	Hailee Spier

FRESHMAN CLASS

President	TBD
Vice President	TBD
Secretary	TBD.
Press Secretary	TBD
Activities Liaison	TBD
Equity Officer	TBD
Advisor	TBD

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ASB Activities and Advisors

Activity	E-mails	Advisor
Art Club	rmcpherson@psd267.org	Rob McPherson
AAPI	dnakata@psd267.org	Debbie Nakata
ASB Executive Council	ewilly@psd267.org	Erin Willy
Black Student Union	kdahmen@psd267.org	Kelli Dahmen
Book Club	kcokesutton@psd267.org	Kristen Coke-Sutton
Chorus/Choir	amielke@psd267.org	Andy Mielke
Cheer	ewilly@psd267.org	Erin Willy
Concert /Jazz / Pep Bands/Treble Triad	amielke@psd267.org	Andy Mielke
Computer Club	sanderson@psd267.org	Sam Anderson
Drama Club	amielke@psd267.org	Andy Mielke
DECA	mmayer@psd267.org	Melissa Mayer
FCCLA	jbickelhaupt@psd267.org abogle@psd267.org	Jill Bickelhaupt Altaira Bogle
FILM Club	ddemartin@psd267.org	Danielle DeMartin
FFA	rmatthews@psd267.org	Rob Matthews
Greyhound Minds Matter	dthompsonst@psd267.org	Denise Thompson
Politics and Debate Club	rcurrier@psd267.org	Raeiah Currier
Key Club	Kbrown@psd267.org	Kayla Brown
Knowledge Bowl	sanderson@psd267.org	Sam Anderson
Lego Club	bklover@psd267.org	Betty Klover
Math Team	bgravel@psd267.org	Bryce Gravel
Orchestra	kcovill@psd267.org	Katharine Covill
Ping Pong Club	mausmus@psd267.org	Mike Ausmus
Recycling/Environmental Club	rmcpherson@psd267.org	Liv Craine
Science Bowl	bgravel@psd267.org hkiser@psd267.org	Bryce Gravel Hannah Kiser
Science Olympiad	mhaugen@psd267.org	Marla Haugen
Skills USA (welding & machining)	tferry@psd267.org	Tanner Ferry
Skills USA (visual communications)	rwinchell@psd267.org	Doug Winchell
Spirit Club	bklover@psd267.org	Betty Klover
Youth in Stem	skomp@psd267.org	Sherree Komp
Table Top Club	kcance@psd267.org kbrown@psd367.org	Kyle Cance Kayla Brown
Yearbook	mmayer@psd267.org	Melissa Mayer

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ATHLETICS/ACTIVITIES

ATHLETICS/ACTIVITIES DIRECTOR Evan Hecker ehecker@psd267.org

ATHLETICS/ACTIVITIES HANDBOOK

The PSD Athletics and Activities Handbook outlines the expectations for participation in PHS Athletics and Activities. This document can be found on the high school website or by clicking here. A printed paper version is available upon request at the PHS office.

GENERAL INFORMATION

ELEVATOR USE

Elevators are for the use of students and visitors who require physical assistance getting to any designated individual floor. Students who misuse the elevators for purposes other than necessary mobility purposes may be subject to school discipline.

GRADES

Grades will be issued to all students after 6 weeks, 12 weeks and 18 weeks for each semester. The 18-week grade will represent the semester grade. Grades may be checked at any time by Family Access. Login information and passwords for students and families are available through the office.

HEALTH SERVICES

In the event of illness or injury at school, report to the office and contact a secretary or the school nurse. Excused absences for leaving campus or time spent in the Health Room can be obtained only if you have checked in and out with an office staff person. If a student has a temperature 100 degrees Fahrenheit or over they need to stay home for **24** hours after their temperature has returned to normal without the help of fever-reducing medications such as Ibuprofen or Acetaminophen.

LOCKERS

Students can be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that their locker is kept locked and in order at all times. Combination locks for P.E. and athletics purchased through the school are the only locks to be used; all others will be cut and removed. The lock you purchase from the school is yours to keep, use the same lock for your entire enrollment at PHS. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Switching of lockers is not permitted.

Since lockers and desks are school property, the school has the right to make a school-wide search of these areas at any time as it is the school district's duty to protect students and ensure that school property is lawfully used.

Students are reminded that valuable items should not be stored in lockers. The school cannot assume any responsibility for items left in lockers. Lockers are issued as a convenience to students, but are not intended to provide storage for valuables. Lost or stolen items should be reported to the main office and School Resource Officer.

PARENT/STAFF COMMUNICATION

Parents are encouraged to confer with school personnel about their students as needed throughout the year. Teachers can be contacted before 8:20 AM, after 2:50 PM or during their planning period. If visiting the school, please make an appointment with the teacher prior to your visit. Email will be responded to within two school days.

STUDENT IDENTIFICATION CARDS

Students will receive an identification card shortly after the beginning of the school year. Lost or stolen cards/validation stickers can be replaced by contacting the ASB secretary. It may be necessary to present the I.D. card for identification at any school function or be denied access to the activity.

VISITORS OF STUDENTS

Non-PHS students wishing to visit the PHS campus during the school day must receive prior approval at least two weeks in advance of the planned visit from a PHS administrator. All visitors must sign in at the main office and wear a visitor badge. Any visitor who fails to do so will be considered a trespasser. Visitors of students are not permitted to be in classes during the school day.

STUDENT FEES

Students are not required to pay fees or deposits for textbooks or other instructional materials that are checked back in at the completion of a course. However, students are responsible for maintaining the condition of these materials and may be assessed fines for lost or damaged materials. Fees are assigned for some classes where consumable materials are used.

Items and Services:

- PHS ASB Athletics Card $70.00
- PHS ASB Activities Card $30.00
- PHS Replacement ID/ASB Card $5.00
- Kamiakin (Yearbook) $65.00

Lab or Shop Fees:

Students enrolled in these special courses pay lab fees to defray costs of materials used for special projects beyond what is required for the basic program.

- Art Class $20.00 per semester/per class
- Metals $20.00
- Woods $20.00
- Drafting $20.00
- Fashion Design $15.00
- Foods and Nutrition/Culinary Art $15.00
- Advanced Lifetime Fitness (Sr. only) $50.00

*Students are not required to use a locker, but it is highly recommended. If they do use a locker, it is required that they use a school purchased lock on PE lockers.

Club Dues:

- Art Club $20.00
- DECA $40.00
- FFA $25.00
- PDC $5.00
- Key Club $16.00
- Weights (Winter/Summer) $50.00 each
- FCCLA $40.00
- Science Olympiad $15.00
- Skills Computer Science $30.00
- Skills Construction/Welding $20.00
- Skill communication $15.00

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

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

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PROCEDURES AND POLICIES

ACCIDENTS

All injuries should be reported to the nurse's office. It is the teacher's responsibility to turn in a completed accident report to the nurse. If the nurse or office staff decide that the individual should be sent to a doctor, parents and/or emergency medical services will be contacted. Under no circumstances should a student leave school and go to the doctor for an injury sustained at school without checking out in the office.

ASSISTANCE

Students experiencing difficulties or having concerns should contact a teacher, counselor, office personnel, or administrator to assist in resolving the matter before it becomes a problem. For students experiencing academic difficulties, the Student Learning Center, located in the library is open Monday-Thursday, 2:50-4:00. Tutors are available. Information and assistance are available to all students.

ANNOUNCEMENTS

Announcements are made each morning at 8:20. It is the students' responsibility to ensure that they have heard announcements. If you wish to have announcements made regarding school activities, you must have the announcement signed by a teacher or advisor, and/or by an administrator. Forms are available in the main office.

COUNSELING AND GUIDANCE SERVICES

The philosophy of the Counseling Department at Pullman High School is that each individual will be recognized and accepted as a person of worth, a person of ability, a person with rights, a person with potential and a person who can and does accept responsibility. It is the purpose of the counseling staff to pursue the fulfillment of these concepts. In so doing, it is recognized that individuals have differences and that developmental needs vary.

Pullman High School's counselors are qualified to assist students with planning an academic program, whether it leads to a college or a vocation; assisting in resolving personal problems; and to generally orient them to school and to life. In providing this assistance, the counseling staff may provide; occupational, educational and military information; consultation; coordination; orientation; referral; placement (when possible); follow-up (when possible); and research and program development. Referrals for individual and drug and alcohol issues are coordinated through the counseling office.

DANCES

Dances are held for the enjoyment and participation of PHS students. All school rules for dress and behavior apply to all dances and activities. Students may be asked to be tested for illegal substances and/or to leave the event. Students must have a valid student ID to purchase dance tickets. This applies to the four "formal" dances: Homecoming, Winter Ball, Tolo and Prom. Any approved guest or visitor attending a PHS dance (non PHS students), must present a valid ID (ASB or License/Permit) at the door. All dances are closed-door events. Checkouts are not permitted. Once you leave you may not re-enter. Several forms of dance (i.e. bumping, freaking, grinding, and mosh pits) are not appropriate at a high school function. Discipline may be assigned for inappropriate behavior. Ask the activity chaperone for more details.

Visitors wishing to attend a PHS dance must have a registered PHS student sponsor who will obtain and turn in an approved visitor's dance pass form to the assistant principal's office by 3:00 pm at least three days prior to the event. Visitors must be under age 21 and at least in 9th grade. A PHS student may host only one guest per dance. An administrator may refuse or revoke a dance visitor pass for any reason at any time. Guest passes will only be issued for the following four dances: Homecoming, Winter Ball, Tolo, and Prom. All dances must be approved through the ASB.

GENERAL CLASS REQUIREMENTS

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

GRADUATION REQUIREMENTS

Specific Graduation Requirements, Graduation Pathways, and Course Details can be found in the 2026-2027 PHS Course Guide. This document can be found on the high school website or by clicking here. A printed paper version is available upon request at the PHS office.

OTHER PHS GRADUATION INFORMATION

Grade Point Average

A grade point average (GPA) will be computed for each student who completes any course(s) taken for letter grades. The thousandths place decimal is used for these computations. Our GPA will not be rounded and is not weighted. Detailed GPA information can be found under Grading Regulations in this document.

Class Rank

A numerical rank in class will be determined by using the grade point average (GPA) of each student using the standard grading system. Pullman High School uses an unweighted GPA scale. Exchange students will not be ranked. Students who transfer to PHS with a semester or more of P's on their transcript will not be ranked. Students with unaccredited coursework will not be ranked. Unranked students will not be eligible for honors designations or awards based that are based on rank.

Graduating with Honors

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

- A student must be included in the class rank and
- Have cumulative GPA of 3.5 or higher at the end of seventh semester (GPA's are not rounded) and
- No more than two (2) credits of Pass/Fail courses during their last two years and
- The student must be enrolled in a least five (5) standard graded classes for high school credit in both semesters during their senior year

Valedictorian and Salutatorian

Ranked Seniors who attain a 4.00 GPA at the end of their 7th semester of high school will be considered a Pullman High School Valedictorian. Pullman High School will honor as many students with this status as have met the requirement. The next ranked GPA will be recognized as Salutatorian and may also be shared by multiple students if they have a matching GPA to the thousandths decimal place.

The Seal of Biliteracy

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

SCHEDULE CHANGES

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

Deadlines/Grading for Schedule Changes

Changes to scheduled classes may be requested during the first seven days of each semester. Deadlines for schedule change requests for the 2026-2027 school year:

Semester 1 – Tuesday, September 8, 2026 **Semester 2** – Tuesday, February 2, 2027

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

Approval or Denial for Schedule Changes

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

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

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ATTENDANCE PROCEDURES

Notes are acceptable from parents or legal guardian only. Students who have reached the age of 18 will need to provide documentation for ALL absences. Documentation includes, but is not limited to: notes from medical professionals, notes from parents/guardians, notes from teachers. In all cases, the school has the right to verify all absences, up to and including requiring notes from medical personnel. School Board Policy and Procedure 3122 can be found at: https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49300

Excused Daily Absences

The following are valid excuses for absences from school: (WAC 392-401-020 Excused absences)

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A. 705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

How to Excuse an Absence

We encourage parents and students to keep track of all absences and take care of excused absences right away. While the responsibility for school attendance belongs with parent(s) or guardian(s), high school students assume the primary responsibility for their attendance. Students should check in with the attendance office upon their return to school. Absences need to be excused within 48 hours of the student returning to school, after 48 hours the absence may be left unexcused.

To excuse an absence:

- Call the attendance office (509) 332 -1551
- Send a note with the student
- Message attendance via Parent Square
- Email the attendance office at PHS-Attendance@psd267.org

Absences covered by fraudulent notes or phone calls will be marked unexcused. The student will be assigned discipline under Forgeries.

Upon returning to school, students without an excuse will be issued a detention note. Students have two (2) days to have an absence excused or it will remain permanently unexcused. An Assistant Principal must approve any exceptions to this rule. Dealing with attendance related issues during class time might result in the assignment of a tardy in that class.

MAKING UP MISSED WORK

Students will have no less than the number of classes missed to make up any assignment, project, or presentation missed due to an excused absence listed above (i.e. one class missed equals one class to complete make up work). Individual teachers may extend this time through classroom policies and procedures or on an individual basis. Note: Work assigned prior to the absence and due the day of the absence will be due upon the student returning to class. Work cannot be made up that is due, or assigned, on the day of (or class period) that is an unexcused absence.

ILLNESS AT SCHOOL

If a student becomes ill at school, they must get permission from the teacher to report to the nurse's office. The office personnel will determine whether the student should be sent home, return to class or remain in the nurse's office. Failure to report to the nurse's office and sign out may result in truancy.

ATTENDANCE DISCIPLINARY ACTIONS (SBP 3241P)

TARDIES

Students who report late for class without a written excuse from the office will be considered tardy. Students more than 10 minutes late to a class may be considered absent rather than tardy.

Possible responses to behavior could include: warning, parent contact, detention, and further discipline.

UNEXCUSED ABSENCES AND TRUANCY

An unexcused absence will apply to any period missed without valid excuse including:

- Student leaves school without having parental permission and signing out in the office.
- Student is absent from class without parent or legal guardian or teacher permission.
- Student fails to go to an area for which permission was granted or goes to an area without permission.
- Student comes to school and does not attend class

Violations of the unexcused absence policy apply to the entire school year. Subsequent procedures will be followed:

Possible responses to behavior could include: warning, parent contact, detention, referral to community engagement board, and the filing of a truancy petition in the Whitman County Superior Court.

- 7th in one month or 15th in a year: A truancy petition may be filed with Whitman County Superior Court per RCW 28A.225

***All students that leave school and miss class time must sign out in the PHS attendance office. Failure to do so will result in unexcused absence and/or appropriate discipline.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Pullman School District Board of Directors requires that each year, the superintendent shall develop and make available to all students, their parents and staff, handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. The school principal and certificated building staff will confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They will seek to develop precise definitions for common problem behaviors and build consensus on what constitutes manifestation of those problem behaviors. The definitions will also address differences between major and minor manifestations of problem behaviors to identify those problem behaviors that teacher and other classroom staff can generally address and those problem behaviors that are so severe that an administrator needs to be involved. This work will also help district staff identify and address differences in the perception of subjective misbehaviors and reduce the effect of implicit bias. They will also confer annually to establish criteria for determining when a certificated employee must complete classes to improve classroom management skills. All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, will pursue the required course of studies, and will submit to the authority of staff of the schools, subject to such discipline, including other forms of discipline as the school officials will determine.

STUDENT RIGHTS

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

- Expect the maintenance of high educational standards in the district.
- Physical safety.
- Safe buildings and sanitary facilities.
- Consult with teachers, counselors and administrators and other school personnel.
- Be informed of rules and regulations as related to the rights and corresponding responsibilities.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations and state guidelines.
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, or harassment.
- Freedom of speech and press, peaceably assemble, petition the government and its representatives for a redress of grievances, the free exercise of religion, and have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- Expect fair and just treatment from school authorities and freedom from emotional and physical abuse.
- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- An education consistent with the stated district goals.
- Know the requirements of the course of study and to know on what basis grades will be determined.
- Citizenship rights as delineated in the United States Constitution and its amendments.
- Be free from all forms of harassment. The enumeration of these rights shall not be construed to deny or disparage other rights set forth in the Constitution and the laws of the State of Washington or the rights retained by the people.

STUDENT RESPONSIBILITIES

- Pursue their required course of studies.
- Attend school daily and be on time to class.
- Be aware of and comply with all rules governing student behavior.
- Comply with the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.
- Express their ideas in a respectful manner so as to refrain from harming the reputation of others.
- Dress in a manner which is not disruptive to the educational process nor threatens the health and safety of others.
- Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- Respect the rights of others.
- Exercise self-discipline.
- Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
- Comply with reasonable requests of district employees while in the performance of their duties.
- Abstain from the use or possession of tobacco products on school district property or at school sponsored events off campus.
- Abstain from the use, possession, sale, distribution, trade, and/or transfer of alcohol, illegal and/or other mind-altering drugs or substances (or that which purports to be) or paraphernalia. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision.
- Avoid possessing, handling, or transmitting any object that can be reasonably considered a weapon or a hazardous object or material.

STUDENT CONCERNS ABOUT STAFF

Constructive criticism is welcome at PHS. Students wishing to report a complaint against a staff member should feel free to contact teachers, administration or a counselor, who will follow the procedures outlined in Board Policy 4312: https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49300

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STUDENT DISCIPLINE

School Board Policy and Procedure 3241 can be found at:
https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49300

Discipline actions will be individualized for each student and situation, following School Board Policy 3241P, and may include the following:

CONDUCT VIOLATIONS

ALCOHOL or DRUGS (SBP 3241P) - Major Violation

A student shall not possess, be under the influence of, however slight, or sell, distribute, trade or transfer substances purporting to be alcoholic beverages, illegal and/or other mind-altering drugs or substances. In all cases parents and law enforcement will be contacted. Students may be asked to submit to a test for alcohol and/or drugs. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision. Administrative discretion will be used for self-referrals.
For possession and/or under the influence; or reasonable suspicion that the student is under the influence.

> **Possible responses to behavior could include:** Parent Contact, Referral to Prevention/Intervention Services, Suspension actions, and referral to Pullman Police Department

Options to reduce suspension: For first offense of possession or under the influence, parents will be informed of discipline actions and if they wish to re-enter school prior to completion discipline actions they may choose to be evaluated by a state- accredited substance abuse treatment agency (Pursuant to WAC 275-19). If the parent and student choose the evaluation option, and agree they will follow the health care recommendations of that agency, a portion of the discipline actions may be eliminated, under appropriate circumstances.
Immediate reinstatement is contingent upon a health evaluation plan including specific day for evaluation, and a recovery plan that is acceptable to school officials. Parents will bear the cost of the evaluation and treatment recommended by the agency. In an emergency, expulsion will be imposed. Reduction of discipline for first offenses for sale, distribution, or trade will be at admin discretion.

Emergency Removal may be imposed when the student:

- Presents an immediate and/or continuing danger to himself or herself or others; and/or
- Poses an immediate and continuing threat of substantial disruption of the educational process by either:
- The continual use of alcohol, illegal and/or other mind-altering drugs or substances, or by
- The possession of a sufficient quantity of alcohol, illegal and/or mind-altering drugs or substances that such possession could be construed to be a felony possession.

ATHLETIC/ACTIVITY ATTENDANCE

Students are expected to follow sportsmanship expectations established by the school and league at all events, home and away. Spectators and participants at athletic/activity events should be positive, respectful, and supportive. All other school rules apply to activities and athletics. See School Board Policy 4600.
Students absent from school on the day of an event may not be allowed to attend an athletic or activity event. Students who fail to meet these expectations can face the following consequences depending on the severity of their actions.

> **Possible responses to behavior could include:** warning, parent contact, removal from event, removal from future events.

BUILDING AND GROUNDS CLEANLINESS (SBP 3241P)

It is the responsibility of each student to keep the school looking clean and orderly at all times. Waste should be disposed of in the containers provided. There is never to be any writing or marking on school property. Students and parents or guardians shall be liable for damages and will pay restitution. Willful destruction or defacement of school property may be cause for suspension. Students are expected to clean off cafeteria tables. No students shall litter in the school building or on the school grounds.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions. *Exceptional misconduct violation or continued offenses – Possible out of school suspension

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES (SBP 3241P)

Students are STRONGLY encouraged not to bring any unnecessary electronic devices to school. *PHS WILL NOT BE RESPONSIBLE FOR STOLEN OR MISSING ELECTRONIC ITEMS.* Filming/recording devices are forbidden in places of assumed privacy (ex: locker rooms, bathrooms). Inappropriate use of electronic devices (harassing, sexting, texting, cheating, manufacturing, distributing, or possessing inappropriate photos or videos, etc.) may result in discipline and/or legal actions, which may include confiscation. For student non-compliance (refusal to respond with a reasonable request or hand over their phone and or disruptive and or disrespectful behavior) the staff member may either send the student to the main office or call the main office for assistance. Student may be disciplined.

A phone is available in the office for student use during non-class time only. This phone is to be used for important and necessary student business. Cell phone use (including text messaging) is only allowed during non-class time. Disruptions caused by cell phones will be dealt with as a classroom disruption. If there is an emergency, please notify your teacher BEFORE accessing your cell phone.

Students may not use or have in their possession 2-way communication devices (i.e. walkie- talkies) during the school day. Parents: please note that contacting your child through the office for emergencies is an appropriate way of contacting them during class time (509-332-1551).

> **Possible responses to behavior could include:** parent contact, item kept until end of the period, end of the day or until parent can pick up, loss of cell phone privileges at school.

CHEATING/ACADEMIC FRAUD (SBP 3241P)

Students are expected to do their own work. Violations of the cheating policy apply to the entire student's academic career at Pullman High School. Cheating involves one or more of the following actions:

- To use the work of another person or organization as your own.
- Purchase from any source or organization, work to be submitted as ones' own.
- To copy information from another student's test, examination, theme, book report, term paper, or other assignment.
- To plagiarize - plagiarism means using another person's idea, expression, or words without giving the original author credit.
- To prepare for cheating in advance. Such action involves (1) having in your possession an unauthorized copy of a test to be given or having been given by a teacher, (2) using an unauthorized test or unauthorized notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)
- To assist another person to cheat as defined in items 1-5 above.
- To use technology (such as computers, artificial intelligence (AI), cell phones, or other devices) to gain an unfair advantage or to cheat as defined in items 1-5 above.

Cheating/Academic Fraud will be disciplined in the following manner:

Possible responses to behavior could include: parent contact, parent/student meeting, no credit for assignment, with option to reassess to show competency/knowledge of content, detentions, other discipline as determined by administration.

- Exceptional acts of cheating may warrant more severe consequences
- Altering a teacher's grade book could cause the student to be removed from the class with a loss of credit

CLOSED CAMPUS

The PHS campus is a closed campus which means if you leave you will not be able to return without prior approval from the office. The following areas are off limits to students during all portions of the school day, including lunch:

- Tennis courts (25 feet from all courts in all directions)
- Softball/baseball fields and dugouts
- Soccer field area and soccer hillside
- To visit your vehicle, you need to check in/out with the main office

Possible responses to behavior could include: parent contact, assigned seating at lunch, detentions and further discipline.

DESTRUCTION/ VANDALISM OF PROPERTY (SBP 3241P) – Major Violation

"Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student is subject to suspension and punishment." (RCW 28A.635.060) Disrespect for or destruction of school or personal property will result in immediate disciplinary action up to and including suspension. A plan for full restitution is required prior to reinstatement. The school may withhold grades, diploma, and transcripts until the damage restitution has been made. Police may be notified. Students who cut, deface, injure or vandalize school district property shall be responsible for their actions. Students and parents or guardians shall be liable for damages and will pay restitution.

Possible responses to behavior could include: parent contact, restorative practices, detentions, restitution. *Exceptional misconduct violation or continued offenses – Possible out of school suspension

DRAFT

DRESS (SBP 3241P and 3224)

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Pullman School District Board of Directors.

Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- Damage to school property will result from the student's dress; or
- A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district.

Prohibited dress includes the use of lewd, sexual, drug, tobacco, vape or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy. Refusal to cooperate will result in disciplinary action. Students will be asked to change clothing; offensive item may be picked up in the office by a parent. Shoes must be worn at all times.

> **Possible responses to behavior could include:** parent contact, clothing change, detention and further discipline.

DISRUPTION OF CLASS/SCHOOL (SBP 3241P)

Disruptive conduct is behavior that materially or substantially interferes with the educational process (willful disobedience, defiant actions, or disruptive conduct which materially or substantially interferes with the educational process, including causing an incident that affects the school attendance of other students).

A student shall not by use of violence, force, noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage, nor urge other students to engage, in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

FOOD

All students are expected to return trays and clear tables & eating areas. Trays are to remain in the cafeteria area only. Students not assisting in keeping the commons clean will be assigned clean up responsibilities. Students may be assigned three days of cafeteria cleanup during lunch for each violation. The throwing of food or debris will result in school discipline. Break time and other privileges may be revoked if specific violators are not identified. Deliveries of food to school are not allowed.

FORGERIES (SBP 3241P)

Forged notes or forged telephone calls will result in parent notification. The forged clearance will be denied even with future appropriate approval.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

FIGHTING/ASSAULT (SBP 3241P) – Major Violation

Fighting or use of physical force on campus or at school related activities could result in an immediate short-term suspension. Students could be suspended or expelled. Violation of the fighting policy applies to the entire school year. Neither reasonable self-defense, nor reasonable action undertaken on the belief that it was necessary to protect some other person who is not an aggressor, is to be considered an intentional act under this rule. Self-defense does not include hitting back or trying to injure the other combatant(s). Police may be notified. The instigation, promotion, and/or encouragement of fights is prohibited and shall be subject to corrective action. Student(s) may be referred to anger management/counseling.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for assault.

GAMBLING (SBP 3241P)

Students shall not play cards, dice, or games of chance for money or other things of value.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

HALL PASSES

A student who needs to leave a class for any reason must carry the classroom hall pass or a permission slip from a staff member. Students out of class without an appropriate pass or in an unauthorized area will be subject to discipline. *Vending machines are only to be accessed between classes.*

HARASSMENT/BULLYING/CYBERBULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can included but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Encouraging or inciting harassment, intimidation or bullying behavior of others may constitute participation in that behavior.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. The district has a reporting form that can be found at: https://app.eduportal.com/documents/view/686057 or in any school building.

HAZING/HARASSMENT- VERBAL AND PHYSICAL

All students and employees will deal with all persons in a manner which conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, gender, sexual preference, age, or disability. Acts of harassment, hazing, hostility, or defamation, whether verbal, written, or physical, will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate or humiliate another student or staff member constitutes grounds for disciplinary action including suspension and/or expulsion. Harassment is against the law; police may be notified.

Possible responses to behavior could include: parent contact, conference with AP/Counselor, restorative practices, detentions and further discipline.

HARASSMENT- SEXUAL

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

As a first step, any individual who believes they have been sexually harassed is encouraged to directly inform the harasser the behavior is offensive, unwelcome, and must stop.
Sexual harassment may include, but is not limited to:

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

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

Engaging in sexual harassment will result in appropriate disciplinary action up to and including suspension or other appropriate sanctions against offending staff and contractors. No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

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

BOARD POLICY 3213: Policy against Sexual Harassment

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

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

Possible responses to behavior could include: parent contact, conference with AP/Counselor, restorative practices, detentions and further discipline.

INSUBORDINATION (SBP 3241P)

Failure to follow the reasonable requests or directions of a staff member is considered insubordination. All persons must, upon request, identify themselves by name to any school district personnel or authorities in the school building, on or adjacent to school grounds, at school- sponsored events and other school-related activities or on school buses. Violation of this rule applies to the entire school year and will be disciplined in the following manner with parent contact as well as staff member/student conference.

Possible responses to behavior could include: parent contact, restorative practices, detentions and further discipline.

INAPPROPRIATE MATERIALS AND DISTRIBUTION (SBP 3241P)

The commercial exploitation of students at PHS is not permitted. All student posters and advertisements must be approved through the main office. The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated and legal authorities contacted.

Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. The authors must sign such written expressions. Students who edit, publish, or distribute hand-written, printed or duplicated matter to students within the school must assume responsibility for the publications. Libel, obscenity, lewdness, vulgarity, profanity and personal attacks are prohibited in all materials.

Materials intended to be distributed on school property must be submitted first to the building principal for approval and rules regarding time, place, and manner. Commercial solicitation by students will not be allowed at school at any time unless authorized by the principal.

Possible responses to behavior could include: parent contact, restorative practices, detentions and further discipline.

LASER POINTERS (SBP 3241P)

Students may not possess laser pointers at Pullman High School or at school activities.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

LOITERING (SBP 3241P)

No student shall loiter (linger) in the student parking lot. No student shall loiter in the halls. Students without a class must be off campus or in the library. Students not involved in a school activity or working with a teacher must vacate the school property by 3:30pm each day.

Possible responses to behavior could include: parent contact, restorative practices, detentions and further discipline.

LYING WITH MALICIOUS INTENT, MISREPRESENTATION, FORGERY (SBP 3241P)

Students shall not deliberately make untruthful statements with the knowledge that they are untrue and with the intent to deceive or cause another student harm; aid or abet others in a misrepresentation; lie; fraudulently use in writing, the name of another person; or falsify times, dates, grades, addresses or other data; or falsify, alter or destroy any school record, or any communication between home and school.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

MOTOR VEHICLES (SBP 3241P)

Student parking is designated to the main parking lot southeast of the main entrance to the campus beneath the tennis courts and limited section on the North side of the building. All students wishing to park in the student parking lot must register their vehicle and have a valid parking permit.

Parking lot directly in front of the school entrance is for visitor parking only.
There is to be no student parking in the front or rear staff/visitor lots weekdays between 7:00 AM and 4:00 PM (even for a few minutes).

Students with specific back lot passes may park in the student designated spots only. All other parking in the back lot is reserved for staff and Head Start employees/parents.

Students not parked in designated spaces, parked illegally, or parked in visitor/staff reserved spots will be subject to consequences listed below.

General Regulations:

Vehicles must be parked at all times in designated areas in marked parking spaces only, with a student pass clearly visible from the rear-view mirror. Vehicles driven by students must comply with all provisions governing the use of vehicles for the State of Washington. Students may not loiter in the parking lot. Vehicle may not be used to hold items and substances illegal elsewhere at school. Searches of vehicles on school property will comply with School board policy 3230.1P. Slow speeds only while driving on campus. Students driving too fast in the opinion of a staff member may have driving privileges revoked.

Penalties for parking violations will include:

1st offense	Warning (parking ticket)
2nd offense	$5 fine (parking ticket)
3rd offense	$10 fine (parking ticket)
4th offense	Revocation of parking privileges on the PHS campus
5th offense	Further progressive discipline and future loss of parking privileges

NUISANCE ITEMS (SBP 3241P)

The possession or use of water-balloons/squirt guns or the throwing of snowballs is prohibited. Bouncing balls or throwing items may be considered nuisances. An administrator may classify other objects/toys as nuisance objects at any time.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

PERSONAL SOUND SYSTEMS (SBP 3241P)

Stereo systems (i.e. “Speakers") are not allowed in the common areas of PHS. Classroom use for these and MP3 players will be at teacher discretion.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

PROFANITY/INAPPROPRIATE SPEECH AND ASSEMBLY (SBP 3241P)

Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of gestures is considered a form of speech. The use of obscenities, lewdness, vulgarity, profanity, racial, ethnic, or religious slurs or personal attacks is prohibited.

Obscenities, lewdness, vulgarity, profanity, racial, ethic, or religious slurs directed toward a staff member (or intended to solicit a response from a staff member) may result in appropriate discipline. Profanity directed at a student may be disciplined as harassment. All student meetings on school property may function only as scheduled and regulated by school authorities.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

PUBLIC DISPLAYS OF AFFECTION (PDA'S) (SBP 3241P)

Inappropriate public displays of affection are prohibited.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

RIDING BUSES (SBP 3241P)

Students shall observe all appropriate school district rules while riding buses.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

SECRET CLUBS AND/OR GANGS (SBP 3241P)

Secret Clubs and/or Gangs are prohibited in the Pullman Schools. Students shall not be permitted to wear clothing, display symbols (including hand signs), insignia or markings that would identify them as members of such organizations.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline. (Could include a referral to the Pullman Police Department.)

SKATEBOARDS/ROLLER BLADES/SCOOTERS (SBP 3241P)

There is to be no use of skateboards, roller blades, scooters or other similar devices in the building or in the immediate area adjacent to the school building. This includes skating devices built into shoes.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

DRAFT

STUDENT RESPONSIBILITIES (SBP 3241P)

Discipline referrals related to any of the items listed under “Student Responsibilities” section under student responsibilities on page 21 will have the following consequences.

> **Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline. (Could include a referral to the Pullman Police Department.)

THEFT (SBP 3241P) – Major Violation

The theft of school or personal property on campus or at school related activities are prohibited. Pullman Police Department and/or Whitman County Juvenile Authorities may be notified. Theft will be dealt with in the following manner and applies to the entire school year:

> **Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions, restitution, and further discipline. (Could include a referral to the Pullman Police Department.)

TOBACCO USE/ABUSE PROCEDURE (SBP 3241P) – Major Violation

The Pullman School District promotes and maintains a tobacco-free environment. Therefore, students are prohibited from using or having tobacco products or look-alike tobacco products in their possession, including any electronic cigarettes vape pens, at any time in the vicinity of school property or on school buses, or at any school-related activities. Violation of the smoking/tobacco policy applies to the entire school year. RCW 28A.210.310 Prohibition on use of tobacco products on school property.

> **Possible responses to behavior could include:** Parent Contact, Referral to Prevention/Intervention Services, and detention or suspension actions.

WEAPONS (SBP 3241P) – Major Violation

A student shall not carry onto or possess on school premises; school provided transportation, or areas being used for school activities:

- **Any firearm:** Expulsion for a period of at least one year and firearm confiscated. Students will be immediately referred to the Pullman Police Department and/or Whitman County Juvenile Authorities OR
- **Any dangerous weapon** as defined in RCW 9.41.250; (this includes but is not limited to switchblades and butter-fly knives) OR Any device commonly known as "nunchaku" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, other means; OR Any device, commonly known as throwing stars which are multi-pointed, metal objects designed to embed upon impact from any aspect; OR Any air gun, any paint ball gun, including any air pistol or air rifle, designed to propel a BB pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

Any violation of (1) above constitutes grounds for expulsion from the Pullman School District and will be referred to the Pullman Police Department and/or Whitman County Juvenile Authorities.

OTHER OBJECTS CONSIDERED WEAPONS

- **Personal Protection Spray Devices**

It is unlawful for a person under eighteen years old, unless the person is at least fourteen years old and has the written permission of a parent or guardian to do so, to possess a personal protection spray device. Use of such device in a manner inconsistent with the authorized use of force shall cause the imposition of appropriate discipline (see below).

- **Knives**

A student shall not knowingly possess, handle, or transmit any knives onto school property. A student found to be in possession of said knife (unless it falls under the category of dangerous weapon as defined in RCW 9.41.250; this includes but is not limited to switchblades and butter-fly knives) will have it confiscated and returned to a parent. Use of said knife to threaten or otherwise endanger anyone shall cause the imposition of appropriate discipline (see below).

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions, and further discipline.

- **Knives - Major Violation**

Use of said knife to threaten or otherwise endanger anyone shall cause the imposition of appropriate discipline (see below). A student shall not knowingly possess, handle, or transmit any object that can be reasonably considered a weapon. This prohibition extends to personal vehicles parked on school property.

Possible responses to behavior could include: parent contact, restorative practices, detentions suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for major violations with knives.

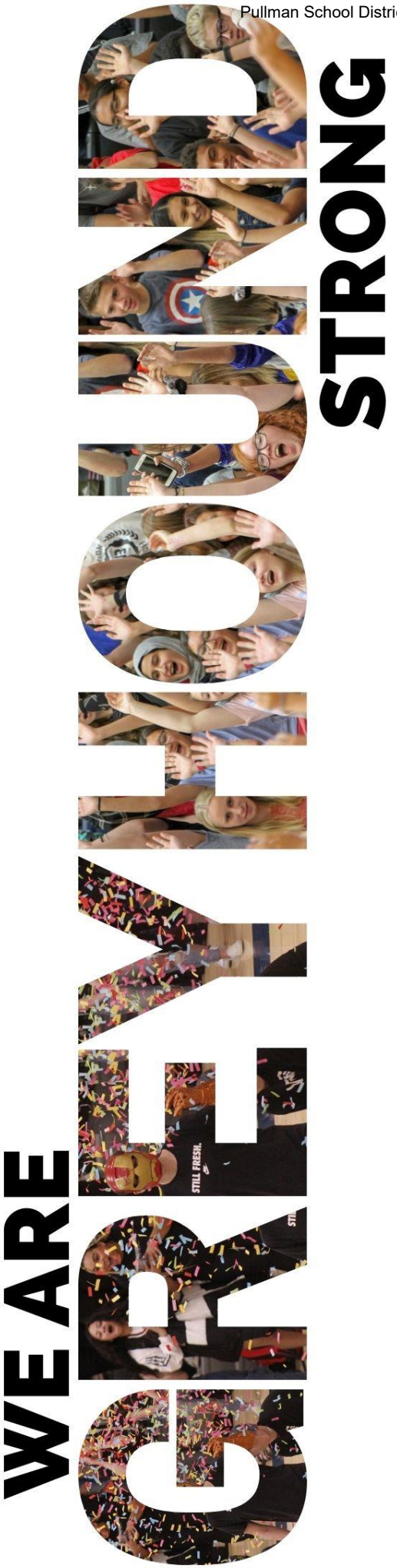
OTHER PROHIBITED ACTS (SBP 3241P) – Major Violation

The following actions are prohibited under the laws of Washington or Whitman County:

- Arson - the intentional setting of fire.
- Bomb Threats - telephone or otherwise.
- Extortion, Blackmail, or Coercion - obtaining money or property by violence inducing someone to do something against his/her will by force or threat of force.
- Fire Alarms - any false fire alarms (mechanics or voice)
- Fire Extinguisher - tampering with fire extinguisher.
- Fraud, Trespass - being present in an unauthorized place or refusing to leave when ordered.
- Unlawful Interference with School Authorities - interfering with administrators, teachers, or other school staff (employees or volunteers) by force, violence, intimidation, or threat.
- Any other acts which violates any City ordinance, Whitman County or State law.

Possible responses to behavior could include: parent contact, restorative practices, detentions suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for violations of the law.

DRAFT



Come join our band;

and sing a song for Blue and Gray.

Proudly we stand;

our colors waving all the way;

2-3-4 Pullman's for you;

our banners waiving tried and true.

With might and main, sing this refrain;

for ever, ever, ever Pullman High.

P-U-L-L-M-A-N-G-R-E-Y-H-O-U-N-D-S

PULLMAN ★ PUBLIC ★ SCHOOLS 267

FAMILY & STUDENT



2026-2027

HANDBOOK

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

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

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Dear Parents and Guardians:

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

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

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

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

Sincerely,



Bob Maxwell

Robert Maxwell, Ed.D
Superintendent



Ryan Mulvey

Ryan Mulvey
Assistant Superintendent

DISTRICT MISSION & CULTURAL BELIEFS

Mission Statement

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

Cultural Beliefs

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

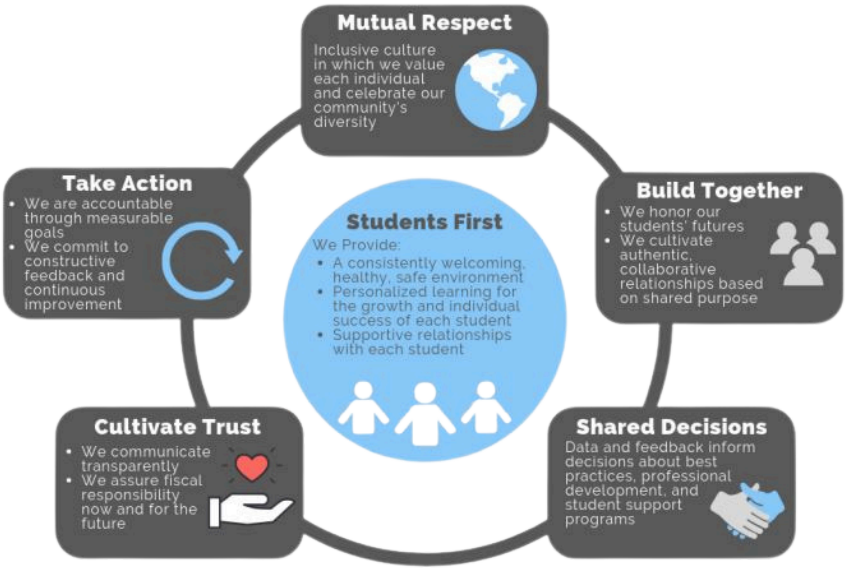
- **Students First -** I prioritize resources based on what is needed for the success of every student.
- **Mutual Respect -** I recognized and value the beliefs and experiences of ALL.
- **Cultivate Trust -** I value, trust, and respect ALL.
- **Build Together -** I collaborate and compromise to accomplish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



STRATEGIC PLAN

The Pullman Promise - *Our Priorities Plan*

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



DISTRICT INFORMATION

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

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

BOARD OF DIRECTORS



ARRON CARTER, PRESIDENT
Director District No. 1
Term Expires 2027
1830 NW Deane Street
acarter@psd267.org
Ph: (509) 339-3874
Board Liaison for LMS & PHS



LISA WAANANEN JONES, VICE PRESIDENT
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360 NW Irving Street
lwaananenjones@psd267.org
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CRAIG NELSON
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Board Liaison for Franklin



DEENA BAYOUMI
Director District No. 4
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Board Liaison for Kamiak



STEPHANIE HORN
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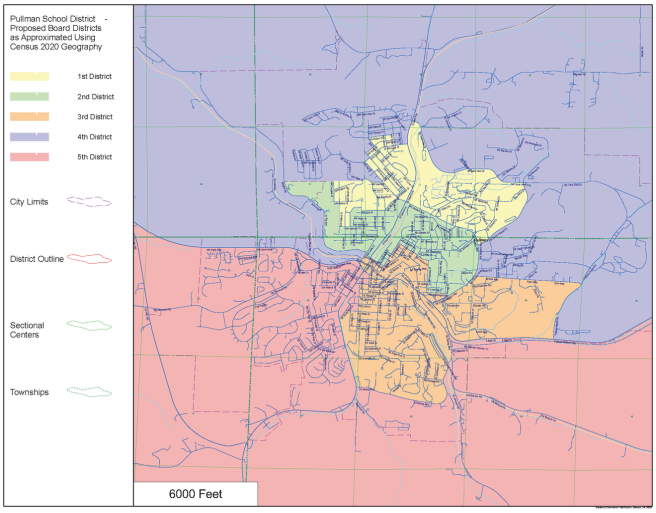
1740 SW Casey Street
shorn@psd267.org
Ph: (509) 715-9708
Board Liaison for Sunnyside

Board Districts



OUR MISSION

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

ADMINISTRATIVE POLICIES & PROCEDURES

All Pullman School District Policies can be found on the www.pullmanschools.org website

ATTENDANCE POLICY

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

Excused Absences

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

Unexcused Absences

Unexcused absences fall into two categories:

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

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

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

Tardies

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

STUDENT ARRIVAL & DEPARTURE

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

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

WALKING & BIKING

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

Walkers



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

Bicycle Riders



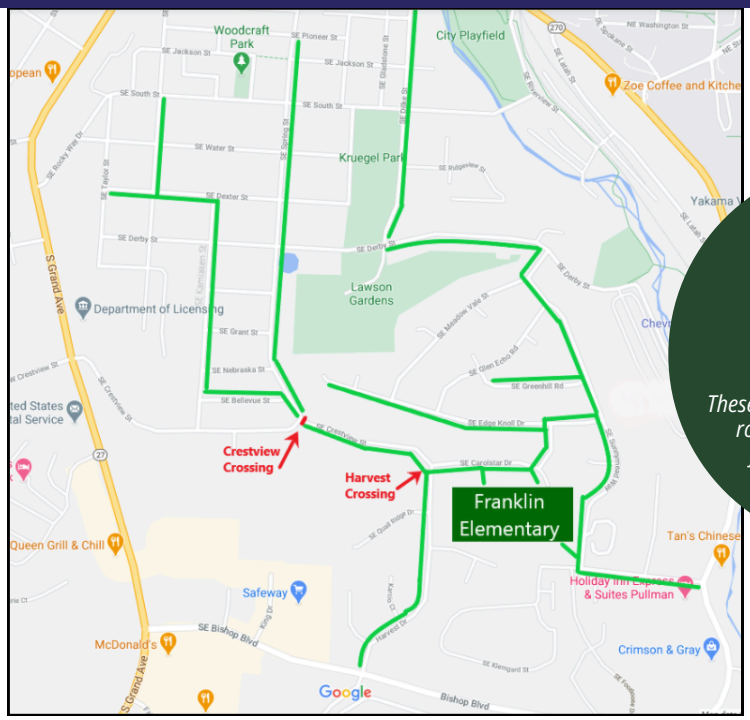
All of our elementary schools have bike racks. We recommend a bike lock for securing your bicycle. We have several safety policies for bike riders.

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

SafeRoutes
National Center for Safe Routes to School

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

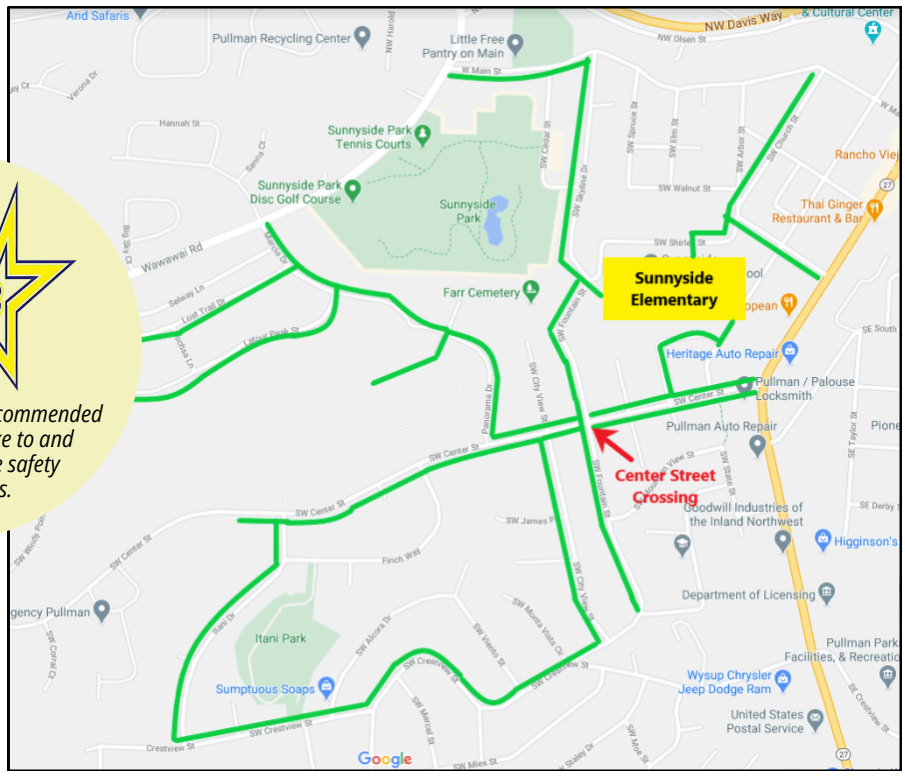
FRANKLIN ELEMENTARY SAFE ROUTES TO SCHOOL



FRANKLIN Foxes

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

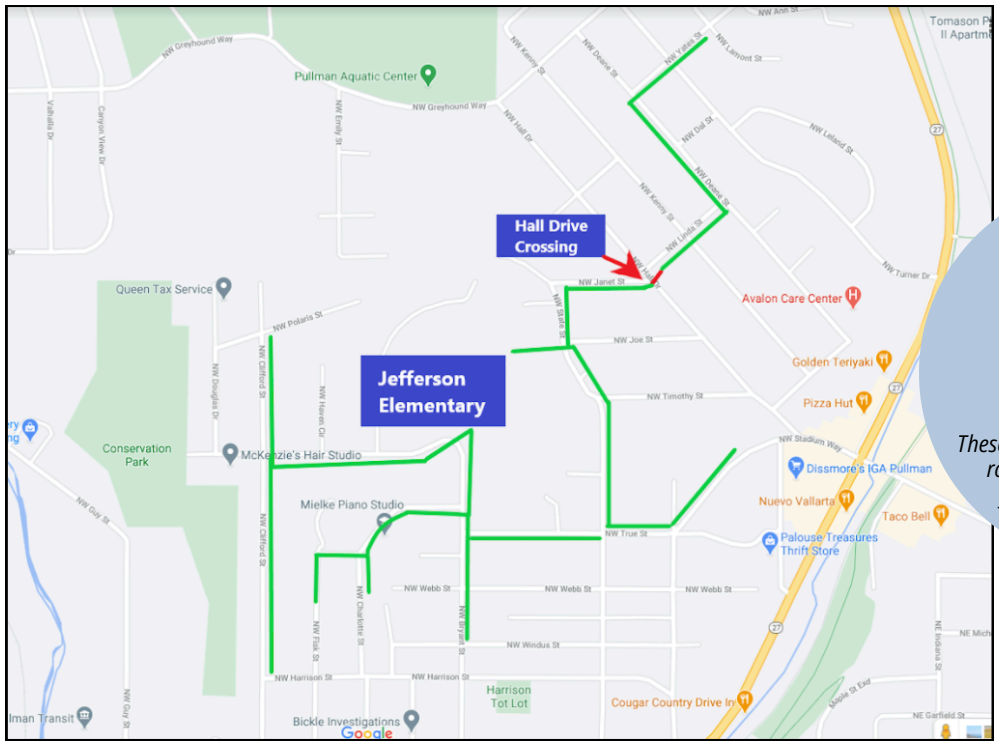
SUNNYSIDE ELEMENTARY SAFE ROUTES TO SCHOOL



SUNNYSIDE Superstars

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

JEFFERSON ELEMENTARY SAFE ROUTES TO SCHOOL



JEFFERSON ELEMENTARY JAGUARS

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

KAMIAK ELEMENTARY SAFE ROUTES TO SCHOOL

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



BUS TRANSPORTATION

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

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

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

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

Enforcement of Rules & Regulations

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

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

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

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

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

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

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

FIELD TRIPS

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

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

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

EMERGENCY OPERATING PROCEDURES & INCLEMENT WEATHER

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

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

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

- Automated emails, phone calls and/or text messages will be made to all parents/guardians by approximately 6:00 a.m (automated phone broadcast notification preferences are set in your ParentSquare account. If you do not have access to ParentSquare, please request access by emailing info@psd267.org or notifying your school's front office)
- An announcement will be made on the District website via the ParentSquare feed widget, located on each school's homepage, as well as the district's (www.pullmanschools.org).
- Weather announcements will be posted on our social media pages:
  - Facebook: **@PullmanPublicSchools**
  - Twitter: **@PullmanSD**
  - Instagram: **@PullmanPublicSchools**
- Local radio and television stations will be contacted

Late School Starting Time

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

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

Emergency Rural Bus Routes

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

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

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

School Delays

One-Hour Delay

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

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

Two-Hour Delay

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

- Franklin starts at 10:20 a.m.
- Sunnyside starts at 10:35 a.m.
- Jefferson starts at 10:20 a.m.
- Kamiak starts at 10:35 a.m.
- Lincoln starts at 10:30 a.m. - *check with LMS for delayed start schedule*
- Pullman High starts at 10:30 a.m. - *check with PHS for delayed start schedule*

City Transit System Operating on Snow Routes or Not Running

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

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

No School Buses

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

Early School Dismissal

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

School Closure

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

BREAKFAST & LUNCH PROGRAMS

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

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

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

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

Meal prices and menus can be found on the Pullman Public Schools website under the **Nutrition Services** department.

FREE & REDUCED-PRICE MEALS

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

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

IT'S MORE THAN A MEAL APPLICATION

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

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

EVERY ELIGIBLE FORM COUNTS!

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

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

Filling out the School Meal Application may help provide:



DISTRICT SNACK POLICY

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

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

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

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

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

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

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

Pullman School District's Approved Snack List

STUDENT DRESS POLICY

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

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

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

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

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

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

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

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

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



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

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

PARENT INVOLVEMENT

Parent Volunteers

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

View our **Volunteer Handbook**

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

Lunchroom Visitation

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

Classroom Visitation

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

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

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

Playground Visits

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

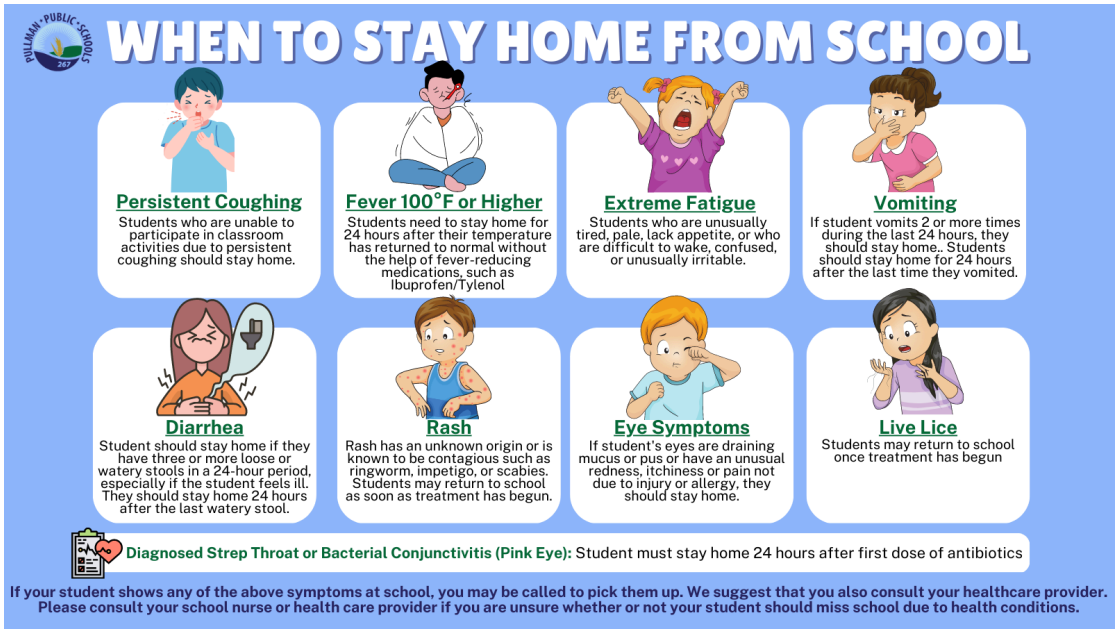
WHEN TO STAY HOME FROM SCHOOL

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

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

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

Check out our Health & Wellness page for more tips!



FREQUENTLY ASKED QUESTIONS (FAQ)

Contacting the School



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

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

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

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

Student Drop-Off & Pick-Up

May someone else pick up my child?

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

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

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



Missing School



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

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

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

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

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

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



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

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

Visitation

May my child bring a friend to school?

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

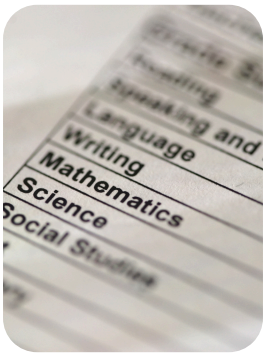
Medication

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

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



Progress Reports



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

The year is separated into three reporting periods:

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

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

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

STUDENT DISCIPLINE POLICY

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

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

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

This is not the full discipline policy! The Pullman School District Board Policy and Procedure 3241: Student Discipline can be found on our website.

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

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

What happens after I make a report about HIB?

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

What is the investigation process?

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

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

This response should include:

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

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

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

Additional Information

Additional Information

For more information about the HIB complaint process, including important timelines, please see the district's **HIB webpage**.

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

- **Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying**
- **Board Procedure 3207P Prohibition of Harassment, Intimidation, and Bullying**

HIB & DISCRIMINATION

OUR SCHOOLS STAND AGAINST DISCRIMINATION

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

What is discriminatory harassment?

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

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

- **Board Policy 3210 Non-Discrimination**
- **Board Procedure 3210P Non-Discrimination**

What is sexual harassment?

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

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

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

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

- **Board Policy 3205 Sexual Harassment of Students Prohibited**
- **Board Procedure 3205P Sexual Harassment of Students Prohibited**

What should my school do about discriminatory & sexual harassment?

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

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

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

Concerns about discrimination - Civil Rights Coordinator:

Ryan Mulvey, Assistant Superintendent

- 240 SE Dexter Street, Pullman
- Email: **compliancecoord@psd267.org**
- Phone: 509-332-3144

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

Ryan Mulvey, Assistant Superintendent

- 240 SE Dexter Street, Pullman
- Email: **compliancecoord@psd267.org**
- Phone: 509-332-3144

Concerns about disability discrimination - Section 504 Coordinator:

Dom Ventresco, Assistant Director of Special Services

- 240 SE Dexter Street, Pullman
- Email: **dventresco@psd267.org**
- Phone: 509-332-3144

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

Ryan Mulvey, Assistant Superintendent

- 240 SE Dexter Street, Pullman
- Email: **compliancecoord@psd267.org**
- Phone: 509-332-3144

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

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

Who else can help with HIB or discrimination concerns?

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

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

- Website: **School Safety Center**
- Email: **schoolsafety@k12.wa.us**
- Phone: 360-725-6068

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

- Website: **Equity and Civil Rights**
- Email: **equity@k12.wa.us**
- Phone: 360-725-6162

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

- Website: **Washington State Governor's Office of the Education Ombuds**
- Email: **oeoinfo@gov.wa.gov**
- Phone: 1-866-297-2597

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

- Website: **File a Complaint**
- Email: **orc@ed.gov**
- Phone: 800-421-3481

GENDER INCLUSIVE SCHOOLS

OUR SCHOOLS ARE GENDER-INCLUSIVE

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

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

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

- **Board Policy 3211 Gender-Inclusive Schools**
- **Board Procedure 3211P Gender-Inclusive Schools**

ANONYMOUSLY REPORT SAFETY CONCERNS

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

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

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

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

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

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples of Sexual Harassment:

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

School Board Policies:

- **3205 Sexual Harassment**
- **5011 Sexual Harassment**

How do I report sexual harassment?

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

Ryan Mulvey, Assistant Superintendent
240 SE Dexter Street, Pullman, WA 99163-2331
P: (509) 332-3144 E: **compliancecoord@psd267.org**

NON-DISCRIMINATION POLICY 3210

What is discrimination?

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

What is a protected class?

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

DISCRIMINATION COMPLAINT PROCEDURE

How do I file a complaint about discrimination?

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

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

STEP 1: SUBMIT COMPLAINT TO THE SCHOOL DISTRICT

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

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

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

the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

STEP 2: APPEAL TO THE SCHOOL DISTRICT

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

STEP 3: COMPLAINT TO OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

- E-mail: **Equity@k12.wa.us**
- Fax: (360) 664-2967
- Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit **How to File a Complaint** or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by email at **equity@k12.wa.us**.

Pullman Public Schools Nondiscrimination Statement

The Pullman School District Board of Directors and the Pullman School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to the Boy Scouts of

America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator, Assistant Superintendent, (509) 332-3144, compliancecoord@psd267.org, and Section 504/ADA Coordinator, Director of Special Services (509) 332-3144, compliancecoord@psd267.org. 240 SE Dexter Street, Pullman, WA 99163. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584. Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): **How to File a Discrimination Complaint with OCR**. Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint can be found on our website: **Guide to Reporting Discriminatory Incidents/Behavior.**

STUDENTS AND TELECOMMUNICATION DEVICES

Pullman School District will limits student mobile device usage in our district in accordance with updated Board Policy and Procedure 3245 Students and Telecommunication Devices. This policy covers cellphones, smartphones, smartwatches, non-medical listening devices, headsets, earbuds, and other wearable technology that may distract from learning. Students may still bring these devices to school; however, they must be kept away and unused during instructional time/school hours.

Elementary and Middle Schools
Elementary and middle schools will be mobile device-free during school hours, unless in an emergency or authorized by an administrator.

High School
The high school will be mobile device-free during classroom time. Devices may be used before school, after school, at lunch, and during passing periods, but not during instructional time unless in an emergency or authorized by an administrator.

Students may access their mobile devices to manage their documented medical condition in accordance with the student's health care provider orders and/or other written IEP, 504, or Health Care Plans. Accommodations may be made for students with specific medical or other documented needs.

This policy and procedure aims to increase in-person social connection, minimize classroom distractions, enhance well-being, and improve your student's educational experience.



For more information about these policies in procedures:

- **Policy 3245 Students and Telecommunication Devices**
- **Procedure 3245P Students and Telecommunication Devices**

ARTIFICIAL INTELLIGENCE (AI) GUIDELINES

Artificial Intelligence (AI) offers powerful potential to improve productivity, enhance learning outcomes, personalize instruction, and foster creativity in Pullman Public Schools. Our commitment as a district is to thoughtfully integrate AI technologies, ensuring they align with educational goals and uphold ethical standards. We aim to collaborate with our Technology Advisory Committee and other key stakeholders to evaluate AI advancements and determine their suitability within our educational setting. The following guidelines reflect our current approach to AI use in Pullman Public Schools.

Pullman Public Schools Artificial Intelligence (AI) Guidelines

REFERENCES

Board Policy 3122 Excused & Unexcused Absences
Board Procedure 3122P Excused & Unexcused Absences
Board Policy 3205 Sexual Harassment of Students Prohibited
Board Procedure 3205P Sexual Harassment of Students Prohibited
Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying of Students
Board Procedure 3207P Prohibition of Harassment, Intimidation, and Bullying of Students
Board Policy 3210 Non-Discrimination
Board Procedure 3210P Non-Discrimination
Board Policy 3211 Gender-Inclusive Schools
Board Procedure 3211P Gender-Inclusive Schools
Board Policy 3241 Student Discipline
Board Procedure 3241P Student Discipline
Board Policy 4200 Parent Access & Safe and Orderly Learning Environment
Board Procedure 4200P Parent Access & Safe and Orderly Learning Environment
Board Policy 5011 Sexual Harassment of District Staff Prohibited
Board Procedure 6605P Student Safety: Walking, Biking and Riding Buses to School
Board Procedure 6700P Nutrition
RCW 28A.225 Compulsory School Attendance & Admission
RCW 28A.225.020 School's Duties Upon Child's Failure to Attend School

Policies & Procedures

REQUIRED NOTIFICATIONS

All Pullman School District Policies can be found on the www.pullmanschools.org website

ANNUAL NOTIFICATIONS

Pullman Public Schools is required to provide the following notifications to parents each school year. They can be read in their entirety on the district webpage or you can call the school district office (509.332.3581) or email **info@psd267.org** to request that a packet of all notifications be mailed to you.

NOTIFICATIONS:

- Academic Acceleration Policy (Policy 2195)
- Admission Requirements
- Annual Summary of Pesticide Use
- Artificial Intelligence (AI) Guidelines
- ASB Activities Reports
- ASB Opportunity Gap Reduction Plan
- ASB Financial Reports
- Asbestos Hazard Emergency Response Act (AHERA) Inspection Report
- Assessment Plan
- Child Find
- Community Resources for Families
- CTE Nondiscrimination Statement
- Diplomas/Transcripts Withheld on the Basis of Outstanding Fees/Fines
- District Policy for Waiving and Reducing ASB Fees (Policy 3510)
- Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973 (Policy 2162)
- Excused and Unexcused Absences
- Explanation of Roles & Responsibilities of Safety and Security Staff (Policy 4311)
- Family Educational Rights and Privacy Act (FERPA)
- Federal Program Notifications
- FERPA Directory Notification
- Food and Snack Policy & Approved Snacks List for Classroom Events
- Harassment, Intimidation and Bullying (HIB) and Discrimination Information
- Home Language Survey
- Immunizations Required for School Attendance (Policy 3413)
- Language Access Plan
- Learning by Choice – Student Enrollment Options in Washington State
- Maintenance of Grounds and Integrated Pest Management (Pesticides applied on a regular basis) (Policy 6510)
- McKinney-Vento Homeless Students- Annual Notifications
- Media Opt-Out Information
- Non-Discrimination Policy 3210
- Protection of Pupil Rights Amendment (PPRA)
- Public Records Act (PRA)
- Right to Request Teacher and Paraprofessional Qualifications
- Sexual Harassment Policy 3205
- Student Accident & Sickness Insurance
- Student Mobile Device Policy
- Student Rights and Responsibilities Policy 3241
- Title I – Parental Involvement Policy
- Tobacco Free Environment – Policy Related to Use of Tobacco and Nicotine Products and Delivery Devices (Policy 4215)
- Washington State Office of Education Ombuds
- Water Quality in Our Schools
- Pullman School District Wellness Committee

If you have questions regarding any of these notifications, please contact your student's school office, or the district office at 509-332-3581 or info@psd267.org

MEDIA OPT-OUT NOTIFICATION

Pullman Public Schools enjoys celebrating the achievements and activities of our students. There are times when our schools, athletics, activities, or events may be featured in various media. District staff may highlight and recognize student achievements and activities with our community through school and district newsletters, the news media (may include interviews), and on the internet (may include our website or social media). News reporters, photographers and/or film crews from TV, radio stations, newspapers or magazines may wish to photograph and/or film your child in relation to a story about our schools or students. Your child's name and grade may be included in the report. Classrooms may also participate in video-conferencing on the internet.

Our schools are also visited by community organizations or partners who are providing services to students. These organizations or partners may wish to photograph your child and may want to use the photograph and/or your child's name and the name of the school in their publications and informational materials.

In addition, there may be instances when, under the guidance of instructors, student work is published online. Student achievements and activities may be published unless the parent/guardian directs otherwise.
If you choose to opt your student out of media, we will make every effort to honor your request. Please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that she/he knows if you do not want them to be photographed or filmed.

Parents have the right to exclude their student's name, photo, grade, school, and achievement/activities from publication. The **Media Opt Out Form** can be requested from any school office, by calling the district office at 509-332-3581, or is available on the district website (**www.pullmanschools.org**). **Please note that this form must be re-submitted at the beginning of each school year.**

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception,

which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

*(**Note:** FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)*

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

FERPA Family Educational Rights & Privacy Act

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

Directory Notification

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless the parent advised the school district to the contrary. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the **Elementary and Secondary Education Act of 1965** (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephone listings—unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose directory information from your child's education records without your prior written consent, please fill out the following form:

https://form.jotform.com/pullmanschools/directory-information-optout-form

OSPI Data Sharing - High School Students

School districts are required to submit directory information for high school students and their parents/guardians to OSPI. OSPI is required to share the information with institutions of higher education for the purpose of informing students/families of postsecondary educational opportunities available in the state. If you do not want this information released to OSPI, and you have not already filled out an opt-out form, please fill out the following form:

Directory Information Opt-Out Form

PROTECTION OF PUPIL RIGHTS AMENDMENT *(PPRA)*

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

***Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—**

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

***Receive notice and an opportunity to opt a student out of—**

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use—
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum. Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

SECTION 504 & THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to ensure that students who are disabled have educational opportunities and benefits equal to those provided to students who are non- disabled.

It is the intent of the Pullman School District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Following assessment, an accommodation plan may be developed for a student who is eligible to receive services under Section 504.

The counselor at each school site is designated as the 504 contact.

The District Compliance Officer for Section 504 is the Assistant Director of Special Services, (509) 332-3581 or **dventresco@psd267.org**. If you would like further information or want to make a referral for possible services under Section 504, contact the designated counselor at your student's school.

RIGHT TO REQUEST TEACHER & PARAEDUCATOR QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the Pullman School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraeducator(s).

The following information may be requested for teacher(s):

- Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
- The college major and any graduate certification or degree held by the teacher.
- Whether the student is provided services by paraeducators, and if so, their qualifications.

The following information may be requested for instructional paraeducator(s):

Paraeducators must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all paraeducators must meet professional qualifications. In a Targeted Assistance program, any

paraeducator who is the direct supervision of a certificated teacher must meet the professional qualifications. Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previously the apprenticeship requirements and must present a journeycard or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraeducator's qualification, please contact Dagny Myers, Human Resources Manager, at (509) 332-3584 or **dmyers@psd267.org.**

If you have any questions regarding any of these notifications, please contact your student's school office, or the district office at 509-332-3581.

COMMUNITY RESOURCES

Check out lots of great sources on our **community resource guide**!

Are you contemplating suicide or in a crisis and need help? Call or text **988** or chat at **988lifeline.org.**

Report a safety concern
Suicide Prevention
Eating Disorders Help
Substance Abuse Help
Substance Abuse Trends
Access to Naloxone
Overdose Prevention, Recognition, & Response
Secure Storage of Prescription Drugs and OTC Medications
Safe Drug Disposal Locations in Whitman County
Gun Safety

HELPFUL RESOURCES

Academic Calendar
School Supplies
Bell Schedules
Meal Menus
Meal Application
Bus Routes

REFERENCES

Elementary and Secondary Education Act of 1965 (ESEA)
Family Educational Rights and Privacy Act
Media Opt-Out Form
The Rehabilitation Act of 1973

Policies & Procedures

APPENDIX A



LANGUAGE ACCESS

Pullman School District Board Policy & Procedure 4218

All Pullman School District Policies can be found on the www.pullmanschools.org website

APPENDIX B



FAMILY & STUDENT

HANDBOOK ADDENDUM

FRANKLIN ELEMENTARY SCHOOL

FAMILY & STUDENT



2026-2027

HANDBOOK

HOME OF THE FOXES!

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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites: www.pullmanschools.org/families/helpful_resources

FRANKLIN ELEMENTARY SCHOOL

850 SE KLEMGARD PULLMAN, WA 99163 (509) 334-5641

Welcome to the 2026-2027 school year at Franklin Elementary!

On behalf of the skilled and dedicated staff of Franklin Elementary, we would like to extend a heartfelt greeting to all of you. We are beyond excited to begin this school year. I look forward to continued time to get to know our parents, students and community this school year as we strive to deliver a high-quality education in a safe and secure environment where instructional services and programs meet the needs of each and every student.

We recognize that each child brings special attributes that are appreciated and encouraged. We create opportunities for students to work together, develop cooperative skills and take positive risks, all while respecting uniqueness and cultural differences. In addition, Franklin offers opportunities for students to participate in a variety of extracurricular group activities such as Fox Council (both Community Service and Spirit), Chess and Garden Club. We partner with community organizations and our amazing PTA to bring students and families multiple opportunities to participate before, during, and after school. It is with pride that we prioritize these family and community partnerships which are so integral to the positive and welcoming culture of our school.

Here at Franklin, we have developed core cultural beliefs as a commitment to you and our students. Our core belief is that *"Every Fox is Our Fox"*. What does that mean? It doesn't matter if you are a teacher or support professional in any role, every student here at Franklin belongs and matters to each and every one of us. Stemming from this belief, we are committed as a staff to our core values:

- Each Franklin Fox can learn and grow with MY support
- We believe all students can grow academically, socially and emotionally with the tools we provide
- We are a staff that learns, grows, and supports one another
- We are here for ALL of you and our students. Belonging is key at Franklin, and we are so excited to have you as a part of our Franklin Fox Family.

We will continue to value the support and input of parents. I look forward to continuing to foster a school environment where parents and community are actively involved partners providing support for school activities, input to school decision-making and fundraising for school projects. If you are interested in becoming involved, please contact Michelle Dunlap in our office or consult our website for more information. It is our goal at Franklin to provide a safe, positive learning environment where parents, guardians, students and staff are partners in making Franklin a wonderful place to learn and grow. We look forward to working with you this year!

Sincerely,

Elizabeth Pavlik

Every Fox is Our Fox!
epavlik@psd267.org
850 SE Klemgard
Pullman, WA 99163
(509) 334-5641

FRANKLIN ELEMENTARY STAFF

POSITION	STAFF		
Administration	Elizabeth Pavlik, Principal		
Office/Building Support	Michelle Dunlap, Secretary	Mia Seshiki, Office Para	
Kindergarten	Lonna Carrier	Madalynn Hall	TBD?
First Grade	TBD?	Marci Sontgerath	April Walter
Second Grade	Heather Strader	Scott Randall	Meg Connely (TBD?)
Third Grade	Malia Held	Holly Steele	Annella DePaulo-Eslick
Fourth Grade	Chris Lippay	Brooke Payne	
Fifth Grade	Haley Gray	Julie Lippay	
Special Education	Jessica Anderson	Claudia Bishop-Haynes	Angela Gibson
Library	Kristen Coke-Sutton, Librarian	Alison Camacho	
Specialist	Desiree Greystone, Art/STEM	Ethan Johnson, Music	Haylee Fishback, P.E.
ELD	Kelli Dahmen	Rosana Magoia	
Core+	Sarah Davis	Anne Lee	Robin Hevly
Occupational Specialists	Katelyn Claassen, OT		
Mental Health	Tarrin Weber, Counselor	Linda Baldeck, Psychologist	
Nurse	Michelle Hyatt		
Nutrition Services	Head Cook-Christian Sanchez	Wendy Cashier	
Custodial	Cooper Jaquish, Lead	Jennifer Smith	Mikhail Pulinskii

SCHOOL ARRIVAL & DEPARTURE

ARRIVAL

Students should not arrive on the grounds before 8:05 am. Our school doors do not open to students until 8:05. Students will enter through the lunchroom doors or front doors.

VEHICLE PICK-UP & DROP-OFF AREAS

We have two student drop-off and pick-up areas. One is located in the front of the building off of Klemgard (following the loop around the flagpole). The second is in the back of the building off of Carolstar (another pick up loop).

When picking up or dropping off, please follow these safety guidelines…

- Do not double park or stop in the left lane of either pick up loop.
- Find a spot that is empty and fully park on the right side of the loop.
- Drive very slowly and cautiously. Our pick-up areas are very congested with students.
- If you need to enter the building, please move your car to a safe area and park. NEVER leave smaller children or students unoccupied in your vehicle. We will contact the Pullman police department if we see any unsupervised small children left in unoccupied vehicles.

PEDESTRIANS

Many of our students walk home within the immediate Pioneer Hill neighborhood. All students must abide by general safety rules when walking home. Crossing guards are provided on several busy corners around Franklin School (contact main school for specific corner information). We ask all Franklin students, parents, and Lincoln Middle School students to respect our safety patrol members and follow their directions when walking home.

BICYCLE RIDERS

Franklin has two bike racks for parking student bicycles. We recommend a bike lock for securing your bicycle (one that is easy for a child to operate).

We have several safety policies for bike riders.

- Bike riders must always wear a helmet.
- Always obey general traffic and safety rules.
- Listen to staff and safety patrol members and follow directions.
- Walk your bike on school grounds and sidewalks where pedestrians are present.

BUS RIDERS

These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

When on the bus, please follow these safety guidelines…

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).

- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students that walk an extended distance on a highway must walk on the left-hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc.).
- Each student must see that their books and personal belongings are kept out of the aisles.

If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911.

Serious and/or repeated offenses may lead to a student plan being put into place to address the behavior and/or loss of bus riding privileges.

The staff and parents of Franklin want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website, elementary handbook, or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives!

DEPARTURE

After school, students need to leave for home. Supervision ends at 3:00 pm.
In accordance with state law, students who wish to use the playground after school for free play need to report home before returning to the school grounds, no sooner than 3:20 pm

DAILY SCHEDULE FOR 2026-2027

Morning Arrival	
8:05 am	Enter for Breakfast
8:20 am	Classes Begin. Tardy if not present.

Morning Recess	
9:30 am-9:45 am	Grades K, 1,
9:45 am-10:00 am	Grades 2, 3, 4, 5* **optional*

Lunch Schedule			
Grade	**Lunch**	**Recess**	**End of Recess**
Kindergarten	11:45 am	11:30 am	11:45 am
First Grade	11:45 am	11:30 am	11:45 am
Second Grade	11:45 am	11:30 am	11:45 am
Third Grade	11:25 am	11:45 am	12:05 pm
Fourth Grade	11:25 am	11:45 am	12:05 pm
Fifth Grade	11:25 am	11:45 am	12:05 pm

Afternoon Recess	
1:30 pm-1:45 pm	Grades K, 1, 2
1:45 pm-2:00 pm	Grades 3, 4, 5

Afternoon Departure	
2:50 pm	Closing Bell
3:00 pm	Supervision ends – students need to leave school grounds

POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district mission is "Ensuring Learning While Supporting and Challenging each Student to Achieve Full Potential". Franklin mirrors that same mission. It is our opinion that an essential skill for persons who will live and work in the present and future world is the ability to communicate respectfully and problem-solve peacefully, even when disagreement is present.

Respectful behavior is expected of all children and adults at this school. To this end, we provide social/emotional and problem-solving learning opportunities using curricula and programs such as Second Step and DARE. We work diligently to teach expected behaviors continuously throughout the school year. Staff members engage in training opportunities and regular discussions related to this learning.

At Franklin, we stress the expectations of Respect, Responsibility and Safety through our Positive Behavioral Interventions and Supports program. We begin each year by teaching expected behaviors school-wide and we continuously reinforce and reteach those expectations. Our goal is to provide a safe environment for students to learn these very important skills. In the interest of safety and respect, we do not allow any students to engage in fighting, rough hands-on play (like shoving, hitting, kicking, or aggressive physical contact) or in any type of bullying or harassment. We work diligently to help students learn what it looks like and feels like to function in a safe, respectful and responsible society. This continuous and intentional work assists in creating a positive and safe place for all children at Franklin Elementary.

As students are progressing through their childhood years and related developmental stages, they sometimes make mistakes. While ensuring the safety of all students, it is critically important that we help students who make mistakes learn from them, and that any relationship affected by the mistake is restored. Any consequence that a student may experience is turned into a learning opportunity so that the behavior has a lower chance of being repeated. This philosophy and our related practices are designed to ensure the social and emotional safety and well-being of all students.

When consequences become necessary, they may include:

- Recess or other free time, used to process the situation that occurred
- Lunch and/or lunch recess in the office, particularly for incidents related to those activities
- A consequence that remedies damage that may have been caused

Serious and/or repeated offenses may lead to a student plan being put into place to address the behavior.

The staff and parents of Franklin want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of

responsible citizens who can learn, work, and play with others throughout their lives.

CORE+/TITLE I/LAP READING & MATH

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

Franklin Elementary has an academic support staff that is partially funded through Title I/LAP. One of the benefits is that we create an agreement to work as a team to maximize learning for our students. The commitments below represent our current agreement.

School Commitment

- Teach the necessary concepts to your child while striving to meet his/her individual needs.
- Provide a positive learning environment.
- Keep up communication between Title I and classroom teacher.
- Communicate your child's progress and program expectations.
- Monitor your child's progress and adjust teaching as necessary.

Student Commitment

- Attend school regularly.
- Come to class prepared and on time.
- Pay attention and ask for help when needed.
- Complete and submit assignments on time.
- Be responsible for your own behavior and be a cooperative learner with a positive attitude.
- Read for 20 minutes daily for at least twenty days of each month.

Parent Commitment

- See that my child attends school regularly and is on time.
- Encourage my child's efforts and be available for questions and support.
- Establish a place and time for homework when it is given.
- Support the school in its effort to maintain proper discipline.
- Review all school communications.
- Remind my child to read a minimum of 20 minutes daily for at least twenty days of each month

Title One annual parent notifications and Core+ (Title I & LAP) academic support services can be found on our website:

www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services.

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us

Washington Office of Superintendent of
PUBLIC INSTRUCTION

IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS

In response to significant changes to OSPI discipline rules under Chapter 392-400 WAC, school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state

requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

Engage Families, Students, and Staff in Discipline Decisions

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

Eliminate Zero-Tolerance Discipline Policies and Practices

- Research finds punitive practices can produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

Adopt Positive and Instructional Approaches to Behavior

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

Disrupt Inequitable Discipline Decision-Making Processes

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

Focus on the Classroom Context and Data-Informed Decision-Making

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

Resources and Contact Information

The following resources are available on OSPI’s Student Discipline website:

- Student Discipline Rules Q&A: A Technical Guide
- Behavior Menu of Best Practices and Strategies
- Discipline training content on Classroom Procedures and Administrative Procedures

For technical assistance and training contact:

Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools diagnosed with life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We will no longer serve food on individual student birthdays. We will allow for activities involving food up to once a month in each classroom, at the teacher's discretion. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students, and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we appreciate your help.

A list of approved snacks will be available in the school office and on our website. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

Thank you for your help and consideration in this matter. Please don’t hesitate to contact me if you have questions.

Sincerely,

Elizabeth Pavlik

Elizabeth Pavlik, Principal
epavlik@psd267.org

JEFFERSON ELEMENTARY SCHOOL

FAMILY & STUDENT



2026-2027

HANDBOOK

HOME OF THE JAGUARS!

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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites: www.pullmanschools.org/families/helpful_resources

JEFFERSON ELEMENTARY SCHOOL

1150 NW BRYANT STREET PULLMAN, WA 99163 (509) 334-5641

Welcome to the 2026-2027 school year at Jefferson Elementary!

Welcome to Jefferson Elementary School. Our highly dedicated and professional staff is looking forward to partnering with you and your child during the 2026-2027 school year.

Jefferson Elementary School is proud to be a “Kids at Hope” school. As a “Kids at Hope” school...

- **WE BELIEVE:** Children succeed when they are surrounded by adults who believe they can succeed. We believe that ALL children are capable of success, NO EXCEPTIONS!
- **WE CONNECT:** Children succeed when they have meaningful, sustainable relationships with caring adults. We connect with ALL children in a meaningful, sustainable way.
- **WE TIME TRAVEL:** Children succeed when they can articulate their future. We teach children to mentally time travel to their future in four destinations (Home & Family; Hobbies & Recreation; Community & Service; and Education & Career).

Jefferson Elementary School Vision Statement

- To achieve our mission, Jefferson Elementary School staff will…
- Intentionally foster positive student relationships
- Celebrate academic growth, personal growth and cultural diversity
- Collaborate with district staff, students, families, and community members
- Consistently monitor student performance to inform all instruction
- Commit to ongoing growth in our professional learning and practice
- Believe all Jaguars are capable of success, NO EXCEPTIONS!

The Jefferson Elementary School Family Handbook is an addendum to the Pullman School District Elementary Family Handbook (Pullman School District Elementary Family Handbook). If the answer to your question cannot be answered in the Jefferson addendum please visit the above link.
Thank you for allowing AND trusting us to be a part of your child’s life and education.

Sincerely,

Kelsey Winningham
kwinningham@psd267.org
1150 NW Bryant Street
Pullman, WA 99163
(509) 332-2617

JEFFERSON ELEMENTARY STAFF

POSITION	STAFF			
Administration	Kelsey Winningham, Principal	Jacob Gion, Assistant Principal		
Office/Building Support	Kelly Crossno	Lindsey Rivera		
Counseling/Social Emotional Support	Nikki Dehle, Counselor	Stephanie Rudd, SEL Support		
Kindergarten	Penny Zimmerman	TBD	Rebecca Funkhouser	
First Grade	Marie Wallace	Sandra Casanova	Diane Hathaway	
Second Grade	Veronica Elseroad	Jill Patera	TBD	
Third Grade	Sara King	TBD	Mary Tumbleson	
Fourth Grade	Trisha Doumit	Colby West	Tatym Kozlowski	
Fifth Grade	Anthony Haynes	Emily VanNess	TBD	TBD
Special Education	Erin Rodriguez	Robin Olson	Bailey Read	Theo Jones
Special Education Support	Martha Aguila Santana	Katie Dailey	Nathan Hascall	Lacey Robbins
Library	Kristen Coke-Sutton	Jodi Winchell		
Specialist	Heather Lohrmeyer, Art/STEM	Destiny Barker, Music	Thad Wheatley, P.E.	
ELD	Jessica Paopao	Rosana Magoia		
Core+	Robin Hendrickson	Niki Wolf		
Core+ Support	Kathryn Williams	Brooke Thomas	Ethan Goss	
OT/Speech/School Psychologist	Katelyn Claassen, OT	TBD, Speech	Linda Baldeck, School Psych.	
Nurse	Janel Wright	Sheri Wadsworth		
Nutrition Services	Esther Hart	Trina Warner		
Custodial	Adam McPherson	Daniel Barbosa	Eric Robins	

SCHOOL ARRIVAL & DEPARTURE

School begins at 8:20 AM and student dismissal is 2:50 PM.

ARRIVAL AT SCHOOL

Monday (Late Start 8:50 am)	Tuesday-Friday (Start 8:20 am)
Students that eat school served breakfast may arrive at 8:30 AM	Students that eat school served breakfast may arrive at 8:00 AM.
If your child arrives before 8:45 AM, please have them go to the school café for supervision. Students will be dismissed from the café at 8:45 AM to go to their classrooms.	If your child arrives before 8:15 AM, please have them go to the school café for supervision. Students will be dis-missed from the café at 8:15 AM to go to their classrooms.
Second bell rings at 8:50. Students arriving after this time are considered tardy.	Second bell rings at 8:20. Students arriving after this time are considered tardy.

DEPARTURE FROM SCHOOL

School dismissal is at 2:50 PM.

- All students and siblings are expected to leave the school grounds immediately after being dismissed from school.
- The school grounds are unavailable for public use between the hours of 7:45 AM-3:20 PM.
- Students are to meet their parents, siblings or friends after school at a designated area on the play-ground. Please develop a plan where to meet your child after school.
- Please escort your child to your car. For safety reasons please do not allow your child to walk through the parking lot unescorted by an adult.

Supervision of students ends at 3:05 PM.

WALKING STUDENTS

Many of our students walk to and from school each day. All students must abide by general safety rules when walking to and from school. We ask all Jefferson students and families to respect our adult or student safety patrol members and follow their directions when walking home.

BICYCLE, SCOOTER, AND SKATEBOARD RIDERS

For the safety of all, bikes, scooters, or skateboards must always be walked when on school grounds. The school assumes no responsibility for stolen or damaged bikes, scooters or skateboards. However, provisions have been made to safeguard bikes and scooters by requiring them to be properly parked and locked in the school bike/scooter rack located at the front of the school. We ask that kindergarten students not ride a bicycle, scooter or skateboard to school. Rollerblades and/or roller skates are not to be worn on school grounds.

SCHOOL BUS AND DAYCARE DROP-OFF & PICK-UP LOCATION

The school bus and daycare van drop-off and pick-up location is at the front of the school.

This area will be closed to drive-thru traffic and parking between 7:45 AM-8:30 AM and 2:30 PM-3:10 PM.

This area will be open for visitor parking from 8:30 AM-2:30 PM.

Any **red curbing** means “No Stopping or Parking.”

Individuals with a disabled parking permit will be permitted to enter and park in this area during the above times.



FAMILY DROP-OFF & PICK-UP LOCATION



When dropping off or picking-up your child at this location please follow these guidelines:

- Do not double park or stop in the left (red curb) OR middle lane.
- Stop at the curb to the right-side of the loop.
- To keep cars moving pull ahead as the car(s) in front of you exit. Please use the “Stop, Drop-off/Pick-up and Go” method to keep cars moving.
- Have your child enter and exit the car on the right side against the yellow curb.
- Drive slowly and cautiously.
- If you need to enter the building or meet your child, please park in the upper parking lot.

PARKING LOCATIONS

Upper Parking Lot

- Feel free to park in the upper parking lot anytime as there are available parking spaces.
- Parking or entrance in the service lane leading to the back of the school is not permitted.
- State Street & Plum Path
- Please consider parking on State Street and either have your child walk on Plum Path to State Street to meet you OR you can walk on Plum Path to the school, meet your child and walk back to your car. Plum Path is a paved and designated path that leads from the back of the school and comes out on State Street (see right). Plum Path is approximately 200 yards in length. We have an adult crossing guard where Plum Path comes out onto State Street. There is a tremendous amount of curbed parking, with sidewalks, on both sides of State Street. Several of our student walk on Plum Path on a daily basis.

BUS RIDERS

These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

When on the bus, students must follow these safety guidelines…

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).
- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students who walk an extended distance on a highway must walk on the left-hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc.).
- Each student must see that their books and personal belongings are kept out of the aisles.
- If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911

JEFFERSON POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Jefferson Elementary School encourages and teaches appropriate behavior through a proactive approach called “Positive Behavioral Interventions and Supports” (PBIS). PBIS is a school-wide approach to make our school safe and to promote positive student behavior. It’s also a way for us to decide how to respond to a child who misbehaves.

Following are a few important PBIS principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child’s behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

Keep in mind that PBIS is not a treatment or therapy. It is more like a framework for teachers, administrators and parents. It’s used with all students in our school, whether or not they receive special education services. According to several studies, PBIS leads to better student behavior. In schools with PBIS, students receive fewer detentions and suspension. There is less bullying. Students also have better grades.

The Focus of PBIS: Prevention, Not Punishment
In a school with a traditional approach to discipline, teachers/staff may try to correct behavior through punishment.

By contrast, in a school using PBIS, the focus is on preventing problems. From the start, students learn about what behavior is appropriate, just like they learn math or science. Students are taught social skills, including how to act in different settings, such as the classroom, on the bus or with friends. This is done through instruction in or in our “common” areas on what appropriate behaviors should look like throughout our school community.

Your child’s teacher will be teaching their classroom behavior expectations during the first week of school and re-teaching/reviewing them during the year. Please contact your child’s teacher to find out the expected classroom behaviors.

In addition, your child’s classroom teacher will be teaching the “common area” behavior expectations during the first few weeks of school and re-teaching/reviewing them during the year.
PBIS has an emphasis on interaction and modeling by all staff members and focuses on both a child’s behavior and the child as a human being. PBIS is a pro-active approach rather than a re-active approach to discipline.

Our staff wants your child to feel safe and secure at our school. Please consult the Pullman School District School Board Policy 3241 and 3241 (F1, F2, & P) for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives.

For more information regarding the Washington state student discipline laws please visit the following link: Washington State Student Discipline

DAILY SCHEDULE FOR 2026-2027

Breakfast/Morning Schedule			
8:00 am	Breakfast service begins		
8:15 am	First bell rings, students head to class		
8:20 am	Second bell rings, students arriving after this time are considered tardy		
Morning Recess			
9:55 am-10:10 am	Grades 3, 4, 5		
10:10 am-10:25 am	Grades K, 1, 2		
Lunch Schedule			
Grade	**Recess**	**Lunch**	**End of Lunch**
Kindergarten	11:20 am	11:40 am	12:00 pm
First Grade	11:20 am	11:40 am	12:00 pm
Second Grade	11:20 am	11:40 am	12:00 pm
Third Grade	11:50 am	12:10 pm	12:30 pm
Fourth Grade	11:50 am	12:10 pm	12:30 pm
Fifth Grade	11:50 am	12:10 pm	12:30 pm
Afternoon Recess			
1:40 pm- 1:55 pm	Grades 3, 4, 5		
1:55 pm – 2:10 pm	Grades K, 1, 2		
Afternoon Departure			
2:50 pm	Closing Bell		
3:05 pm	Supervision ends – students need to leave school grounds		

PARENT INVOLVEMENT

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

JEFFERSON ELEMENTARY TITLE I PARENT INVOLVEMENT POLICY

Jefferson Elementary School is committed to ensuring each child makes academic progress. For those students who are having difficulties learning in reading and math we have additional interventions and support through the Title I Program. Their progress is monitored frequently and instruction is based on scientifically validated strategies, with a goal of getting the students to their grade level performance levels as quickly as possible.

HIGHLY QUALIFIED TEACHERS & PARAEDUCATORS

As a Title I school, we must meet federal rules related to teacher qualifications as defined in Every Student Succeeds Act (ESSA). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- You may also ask whether your child receives assistance from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

You may also ask whether your child receives assistance from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the school office by calling (509) 332-2617.

INFORMATION REVIEW

Title I, Part A Parent Involvement Policy requirements and the School/Student/Parent Compact are explained to parents and reviewed during our Title I Parent Meeting and Grade Level Curriculum Night. Feedback from our Title I Parent Meeting will be considered for incorporation into the Jefferson Elementary School Title I Compact.

The commitments below represent our 2024-2025 School/Student/Parent Compact:
Title One Annual Parent Notifications and Core + (Title I & LAP) Academic Support Services can be found on our website: www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services

Teacher Commitment

I will…

- Build positive relationships with students so they know I am there to support them through their academic and personal pursuits.
- Communicate with parents and guardians in regard to child's academic and/or social-emotional growth in multiple ways (ParentSquare, Phone, Paper).
- Give precise directions to students that focus on their movement, voice level, and participation.
- Positively narrate students to help them know exactly what learning activity it is that we expect them to accomplish.
- Use the accountability hierarchy to support student success in behavior and academics.
- Commit to ensuring your child meets grade-level essential standards.
- Encourage your child to read daily (*20 minutes is the recommended amount of time for daily reading)

Student Commitment

I believe I'm a successful student when:

- I believe my brain gets stronger as I learn new things.
- I believe mistakes help me learn and grow.
- I believe I can try again when something feels hard.
- I can use respectful words when talking with others.
- I can have a safe body around others.
- I read every day to improve my skills.

Parent Commitment

I will…

- See that my child is on-time and attends school regularly.
- Check my child's backpack and review their schoolwork with them at least once a week to stay informed and support their learning.
- Check ParentSquare regularly for important communications from school.
- Celebrate my child's academic and behavioral successes to encourage and support their growth.
- Support my child's teacher in their use of the accountability hierarchy.
- Inform my child's teacher of any major family changes that may affect my child.
- Read to and with my child regularly.

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us

Washington Office of Superintendent of PUBLIC INSTRUCTION

IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS

In response to significant changes to OSPI discipline rules under Chapter 392-400 WAC, school districts are in the process of revising discipline policies and procedures at the local level. The

following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

Engage Families, Students, and Staff in Discipline Decisions

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

Eliminate Zero-Tolerance Discipline Policies and Practices

- Research finds punitive practices produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

Adopt Positive and Instructional Approaches to Behavior

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

Disrupt Inequitable Discipline Decision-Making Processes

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

Focus on the Classroom Context and Data-Informed Decision-Making

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

Resources and Contact Information

The following resources are available on OSPI’s Student Discipline website:

- Student Discipline Rules Q&A: A Technical Guide
- Behavior Menu of Best Practices and Strategies
- Discipline training content on Classroom Procedures and Administrative Procedures

For technical assistance and training contact:
Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

COMMUNICATION

Parents are encouraged to contact their child’s teacher with any issues needing attention. Parents may also contact the school CORE+ teachers, Niki Wolf or Robin Hendrickson by calling (509) 332-2617.

Parents also have the option of requesting a meeting with the teacher, principal, or counselor. Jefferson has a Student Intervention Team (SIT) that meets regularly to discuss students of concern. Any staff or parent may request a SIT team meeting and the team will address those concerns.

FOOD/CELEBRATIONS AT SCHOOL

Dear Jefferson families,

In an effort to best meet the needs of all students, our district has a policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

W*e no longer serve food on individual student birthdays.* We will allow for activities that involve food up to once a month in each classroom, at the discretion of the teacher. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we need your help.

A list of approved snacks will be available in the school office and on our school district website **(Food and Snack Policy 6700P).** Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.
Thank you for your help and consideration in this matter. Please don’t hesitate to contact me if you have questions.

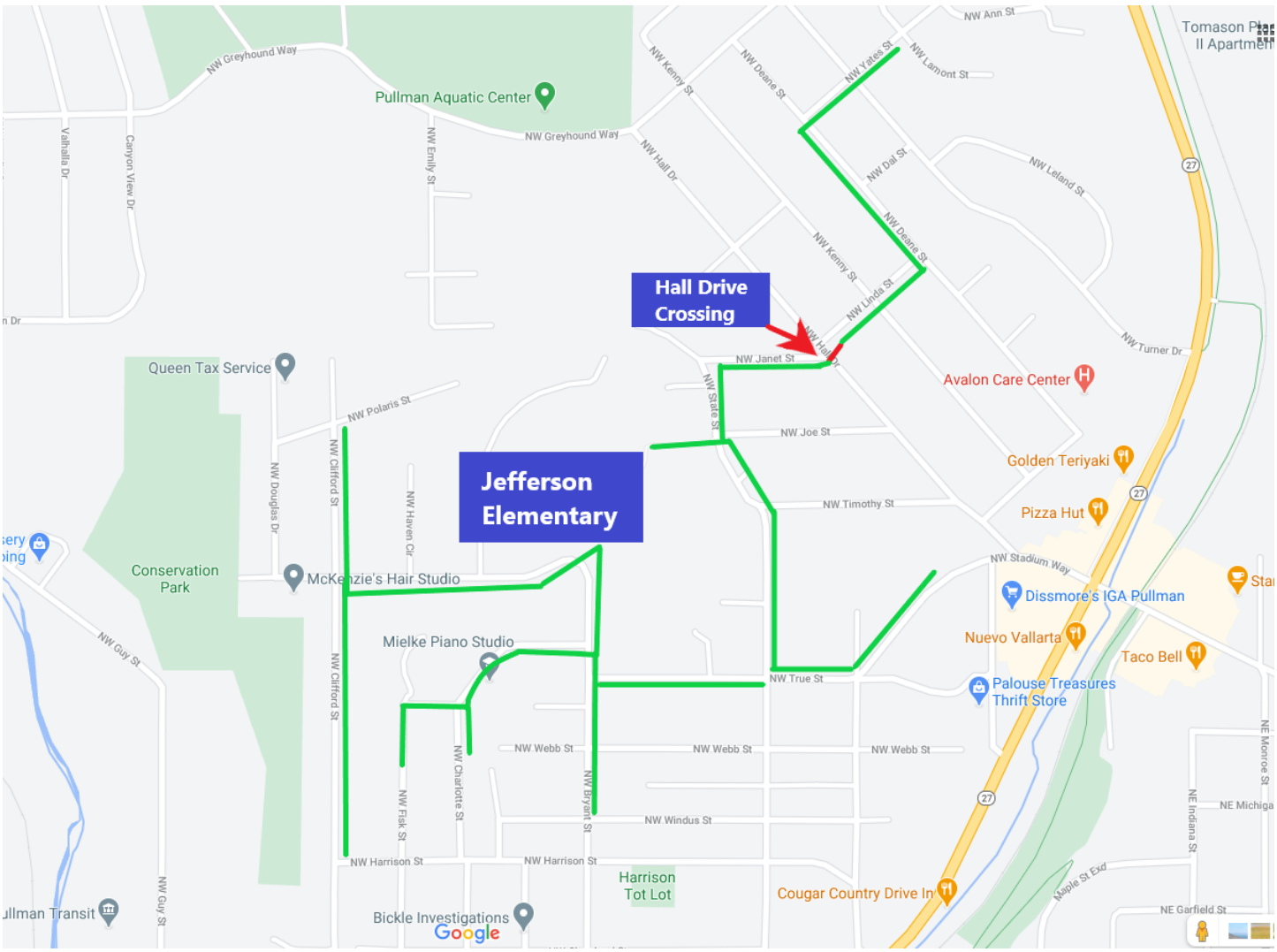
Sincerely,

Kelsey Winningham
Principal

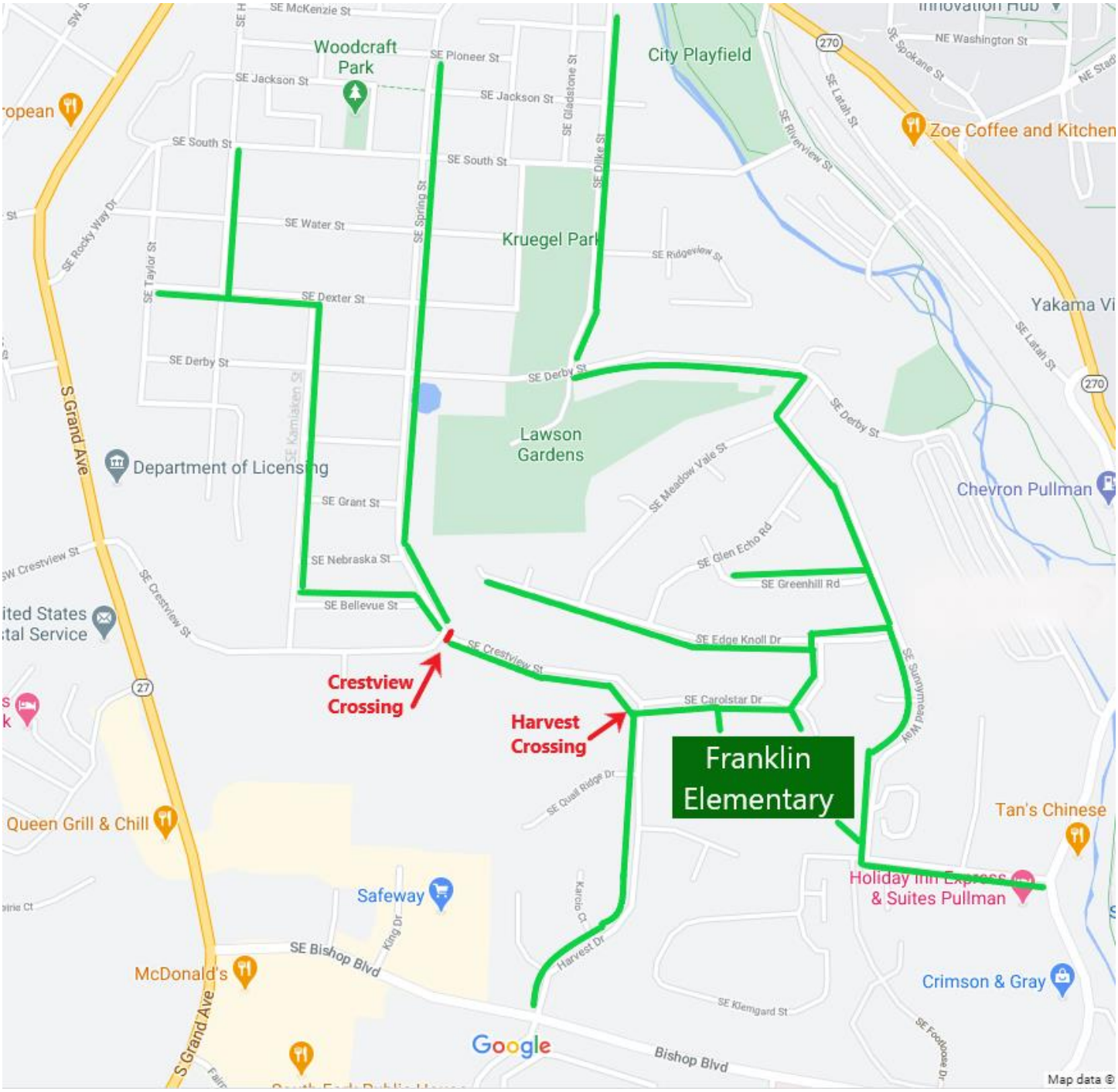
PERSONAL ITEMS

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We expect students not to bring extra money or other valuables to school. Personal toys or any other items that may be disruptive to the students, teachers, and/or the educational process at Jefferson Elementary School are not allowed. Neither the school nor any of its staff will be held responsible for damage to or loss of personal items brought to school.

SAFE WALKING ROUTES TO SCHOOL



SAFE WALKING ROUTES TO SCHOOL



KAMIAK ELEMENTARY SCHOOL

FAMILY & STUDENT



2026-2027

HANDBOOK

SOAR LIKE A KESTREL TODAY!

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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites: www.pullmanschools.org/families/helpful_resources

KAMIAK ELEMENTARY SCHOOL

1400 NW TERRE VIEW DRIVE PULLMAN, WA 99163 (509) 336-7205

Welcome to the 2026-2027 school year at Kamiak Elementary!

We are so excited to welcome your child to Kamiak Elementary School! We have an incredible staff who are eager to begin the school year and support every student. 😊

This will be my second year serving as the proud principal of Kamiak. I look forward to continuing to support our teachers so that, together, we can help every student grow and achieve their very best. Building strong partnerships with families remains one of my highest priorities.

This year, we will focus on what it truly means to be a Kestrel. While we will continue to practice SOAR, we are placing additional emphasis on the systems that help students succeed as learners. Throughout the year, we will intentionally teach and reinforce clear expectations—helping students understand what it means to be an engaged learner, why walking quietly in the hallways supports a positive learning environment, what steps to take when expectations are not met, etc. By making these expectations clear and consistent, we can better support every student in growing both academically and socially.

In addition, we will continue strengthening our instructional practices. Our staff will collaborate closely to ensure that each student receives the specific support and challenges they need to succeed.

As principal, I am committed to building strong relationships with our families, staff, and community. Through these partnerships, we will continue to grow Kamiak as a safe, inclusive, academically rigorous, and joyful place to learn.

Please don't hesitate to reach out if you or your child needs anything. We are here to help and look forward to a wonderful year together!

Sincerely,
Cheyenne Webber



Principal
cwebber@psd267.org
**Kamiak Elementary is a school-wide Title I School*

KAMIAK ELEMENTARY STAFF

We have an incredible staff at Kamiak and they are very excited to begin this school year! I am thankful and appreciative for this wonderful group of educators! We will strive to deliver a high-quality education in a safe and secure environment where instructional services and programs meet the needs of ALL students. We will reinforce expectations that help students become responsible citizens.

Each child brings special attributes that are appreciated and encouraged. We will create opportunities for students to work together, to develop collaborative skills, and to take positive risks, all while respecting uniqueness and cultural differences. Additionally, Kamiak will offer opportunities for students to participate in a variety of extracurricular group activities such as Kestrel Council, Chess Club, Soar Squad, etc. We will partner with community organizations to bring students and families several enrichment opportunities to participate before, during, and after school.

We value the support and input of parents. Kamiak Elementary will have an active and involved parent organization that provides support for school activities, input to school decision making, and fundraising for school projects. If you are interested in becoming involved, please contact Lynda Hamilton in our office or consult our website for more information. It is a goal at Kamiak to provide a safe, positive learning environment where parents, students and staff partner together.

POSITION	STAFF			
Administration	Cheyenne Webber, Principal		Jacob Gion, Asst Principal	
Office/Building Support	Lynda Hamilton, School Secretary		Alexa Beckett, Building para	
Kindergarten	Sarah Corbin	Amy Hood	Samantha Child	
First Grade	Sadie Boone		Kelci Gordon	
Second Grade	Denae Himes	Kassidy Oloff	Kelly Pollestad	
Third Grade	Trish Blehm			
Fourth Grade	Isayah Quitugua		Shiari McNeil	
Fifth Grade	Meghan McKeirnan		Emily Poston	
Special Education	Taylor Roberts	Lexi Brantner	Marlee Kellar	
Sped. Ed Support	Daisy Bencomo	Katelyn Cornish Laura Carman	Raia Hotchkiss	Ujwala Ganjyal, Katie Kendrick
Library	Kristen Coke-Sutton		Megan Brannan	
Specialist	Heather Lohrmeyer, Art/STEM	Destiny Barker, Music	Kim Mowbray, P.E.	

ELD	Kelli Dahmen		
Core+	Pat Doumit	Madison Hotchkiss	
Core+ Support	Barb Travis	Kathryn Dodson	
OT/PT/Speech	Katelynn Claassen, OT	Julie Brown, Speech	
School Counselor	Andrea Reinhart, Counselor		
Nurse	Anna Burt		Michelle Hyatt
Nutrition Services	Anissa Terres		Carrie St. Pierre
Custodial	Jim Dobson	Steven Loret	Terry Turner

SCHOOL ARRIVAL & DEPARTURE

School begins at 8:35 AM and student dismissal is 3:05 PM.

ARRIVAL AT SCHOOL

All students may arrive to school at 8:20 am when student supervision begins. Students who eat breakfast at school may arrive at 8:20 am as well.

DEPARTURE FROM SCHOOL

After school, students need to leave for home. School ends at 3:05 pm. Supervision ends at 3:15 pm.

PICK-UP & DROP-OFF AREAS

- **Walkers –** Many of our students walk home within the immediate Military Hill neighborhood. All students must abide by general safety rules when walking home. We ask all Kamiak students and families to respect our safety patrol members and follow their directions when walking home.

- **Bicycle and Scooter Riders –** Kamiak has two racks for parking student bicycles and scooters at the main entrance. We recommend a lock for securing your bicycle or scooter (one that is easy for a child to operate).

- **We have several safety policies for bike riders.**
  - Bike riders must always wear a helmet.
  - Always obey general traffic and safety rules.
  - Listen to staff and safety patrol members and follow their directions.
  - Walk your bike on school grounds and sidewalks where pedestrians are present.

- **Cars –** We have one student drop-off and pick-up area. It is located in the front of the building off of NW Terre View Dr. When driving south on NW Terre View Dr., take the first driveway to the school on the right and remain to the right of the yellow stripe and follow in a single file line to the flagpole.

    - **When picking up or dropping off, you must follow these safety guidelines…**
        - Do not double park or stop in the left lane.
        - Fully park at the curb to the right-side of the yellow stripe
        - Have students exit the car on the right side against the **curb only**
        - Drive slowly and cautiously. Our pick-up areas are very congested with students.
        - If you need to enter the building or get out of the vehicle to help your child exit the vehicle, please move your car to a safe area and park.

- **Bus Lanes –** The bus lanes are also located in the front of the building off of NW Terre View Dr. The third and fourth driveways are for buses only. Please do not use the third and fourth driveways for student drop-off and pick-up, or for parking

- **Bus Riders –** These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

SCHOOL BUS SAFETY GUIDELINES

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).
- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students who walk an extended distance on a highway must walk on the left-hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc…).
- Each student must see that their books and personal belongings are kept out of the aisles.

If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911.

KAMIAK POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district's mission is "Ensuring Learning While Supporting and Challenging Each Student to Achieve Full Potential". Kamiak will mirror this same mission. We will provide social/emotional support and problem-solving learning opportunities using curricula and programs like Second Step and

D.A.R.E. Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior. With PBIS, we teach kids about behavior, just as we would teach about other subjects like reading or math. The focus of PBIS is prevention, not punishment. We will work diligently to teach expected behaviors continuously throughout the school year. Staff members will engage in training opportunities and regular discussions related to this learning.

At Kamiak, we will teach the expectations of Self-Control, On Task, Achieve, and Respect through our PBIS program. We will begin the year teaching school-wide expected behaviors and will continuously reinforce and reteach these expectations. Our goal is to provide a safe environment for all students to learn. In the interests of self-control and respect, we will not allow any students to engage in fighting, rough hands-on play (like shoving, hitting, kicking, or aggressive physical contact) or any type of bullying or harassment. We will work to help students learn what it looks like and feels like to function in a community that promotes self-control, being on task, achieving, and being respectful.

As students' progress through their childhood years and related developmental stages, they will sometimes make mistakes. While ensuring the safety of all students, it is critically important that we help students who make mistakes learn from them and that any relationships affected by the mistake is restored. We will tie any consequences that a student may experience to learning, so that the behavior has a lower chance of being repeated. This philosophy and our related practices are designed to ensure the social and emotional safety and well-being of all students.

When consequences become necessary, they may include:

- Recess or other free time, used to process the situation that occurred
- Lunch and/or lunch recess in the office

Our staff wants your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives!

KAMIAK ELEMENTARY SCHOOL-WIDE EXPECTATIONS

	Self-Control	On Task	Achieve	Respect
Arrival/Dismissal	• Hands off school. Walking feet.	• Gather your belongings. • Be on time. • Walking with purpose. • Go to your expected space.	• Follow classroom arrival and dismissal procedures.	• Respect adult instructions in all spaces.
Hallway	• Hands off school. • Be aware of others. • Face forward in line.	• Listen to teachers' directions. • Be in your expected space.	• Go directly to your destination. • Walk with purpose.	• Use a quiet voice. • Keep your hands off the walls.

	• Walk at all times.			• Respect all other students and staff.
Restroom	• Hands off school. • Walk at all times. • Use a quiet voice.	• Go, flush, wash, leave. • Quickly return to your expected location.	• Quickly use the facilities to be able to return to class.	• Keep the facilities clean and throw away your trash. • Wait your turn. • Wash your hands.
Cafeteria	• Hands off school. • Walk at all times. • Stay seated at your table with your feet on the floor. • Stand in line. • Wait patiently.	• Eat food carefully. • Throw away all trash and return trays. • Clean up your eating area. Put unopened food in the share bin.	• Raise your hand for help. • Leave your area cleaner than before.	• Use an inside voice. • Use kind words. • Eat the food you take.
Playground	• Hands off school. • Be aware of activities around you. • Listen for the bell and whistle to stop. • Use school appropriate language.	• Follow established rules. • Line up quickly. • Face forward in line. • Stay in line when walking in and out of the building.	• Be alert. • Strive to make friends with others. • Put away equipment when done.	• Put litter in the garbage can. • Use all equipment properly. • Invite others to join. • Take turns. • Report problems to an adult.
Office	• Walk quietly. • Sit silently and appropriately on office furniture. • Be polite to office staff. • Only enter with a pass.	• Listen to office staff. • Complete tasks or errands quickly.	• Work quietly on all assignments or tasks.	• Wait patiently for an adult. • Enter quietly. • Use positive greetings and say "Thank you," after being helped.
	Self-Control	**On Task**	**Achieve**	**Respect**

Kamiak Elementary School

SOAR

- **SELF CONTROL**
- **ON TASK**
- **ACHIEVE**
- **RESPECT**

High-Five Card

Given to: _____

For SOAR'n like a Kestrel by showing:

- ◊ Self-Control
- ◊ On Task
- ◊ Achieve
- ◊ Respect

Given by: _____

DAILY SCHEDULE FOR 2026-2027

Breakfast & School Start	
8:20 am	Students may enter school to eat breakfast
8:35 am	First bell – school begins. ***Tardy if not present.***

Morning Recess	
10:05 am-10:20 am	Grades K, 1, 2, 3
10:20 am-10:35 am	Grades 4, 5 *Optional*

Lunch Schedule			
Grade	**Lunch**	**Recess**	**End of Recess**
Kindergarten	11:10 am	11:30 am	11:50 am
First Grade	11:10 am	11:30 am	11:50 am
Second Grade	11:30 am	11:50 am	12:10 pm
Third Grade	11:30 am	11:50 am	12:10 pm
Fourth Grade	11:50 am	12:10 pm	12:30 pm
Fifth Grade	11:50 am	12:10 pm	12:30 pm

Afternoon Recess	
1:50 pm-2:05 pm	Grades K, 1, 2
2:05 pm-2:20 pm	Grades 3, 4, 5

Afternoon Departure	
3:05 pm	Closing Bell
3:15 pm	Supervision ends – **students need to leave school grounds**

TITLE I FAMILY COMPACT

Kamiak Elementary has an academic support staff that is partially funded through Title I. One of the benefits is that we create an agreement to work as a team to maximize learning for our students. The commitments below represent our current agreement.

School Commitment

- Teach the necessary concepts to your child while striving to meet his/her individual needs.
- Provide a positive learning environment.
- Keep active communication between Title I and classroom teacher.
- Communicate your child's progress and program expectations.
- Monitor your child's progress and adjust teaching as necessary.

Student Commitment

- Attend school regularly.
- Come to class prepared and on time.
- Pay attention and ask for help when needed.
- Complete and submit assignments on time.
- Be responsible for your own behavior and be a cooperative learner with a positive attitude.
- Read for 20 minutes daily for at least twenty days of each month.

Parent Commitment

- See that my child attends school regularly and is on time.
- Encourage my child's efforts and be available for questions and support.
- Establish a place and time for homework when it is given.
- Support the school in its effort to maintain proper discipline.
- Review all school communications.
- Remind my child to read a minimum of 20 minutes daily for at least twenty days of each month.

Title One Annual Parent Notifications and Core + (Title I & LAP) Academic Support Services can be found on our website: https://www.pullmanschools.org/core-plus-academic-support-services

TITLE I PARENT INVOLVEMENT POLICY

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

Kamiak Elementary School is committed to the goal of providing quality education for every child. To this end, we want to establish partnerships with parents and with the community. Everyone benefits if Kamiak Elementary School and our families work together to promote high achievement by our children. Neither home nor Kamiak Elementary School can do this job alone. Parents play an extremely important role as their child's first teachers. Support for their child and of the school is critical to each child's success.

Kamiak Elementary School recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Kamiak Elementary School intends to include parents in all aspects of the Title I program. The goal is a school-home partnership that will help all students to succeed. The

Kamiak Elementary School Title I program will:

- Annually develop/revise jointly with parents the Title I parent involvement/procedures and distribute it to parents of participating children. Annually develop/revise with parents the Kamiak Elementary School Teacher – Student – Home Agreement/Compact and distribute it to parents of all Kamiak children.
- Hold a program Open House during conference weeks in October and February to which all parents of participating children in the Title I program shall be invited and encouraged to attend. Parents will be given an opportunity to learn about the program and ask questions about their child's experience.
- Provide information about curriculum and forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
- Provide reports to parents on their child's progress at each district reporting period.
- Involve parents in an annual evaluation of the program.
- Use findings of the annual evaluation to design strategies for more effective parent involvement.
- Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
- Provide parents with reasonable access to staff. Encourage parents to participate in school activities to improve student academic achievement.

The Title I Teacher shall ensure that the Kamiak Elementary School Title I Parent Involvement Policy, plan and programs comply with the requirements of federal law.

The Title I Teacher will:

- See that a parent survey asking for review and input of the Title I and LAP programs is distributed.
- Meet annually with a committee of parents, teachers, the principal, and paraprofessionals to review policies, procedures, and survey results.
- Provide parents with information in a variety of ways; including:
    - Informing parents of their child's placement
    - Inviting parents to sign a student/family/teacher compact
    - Inviting parents to conference with Title I / LAP staff before or after their children's' parent teacher conference
    - Sending a weekly packet home with work completed in grades K-3
    - Communicating electronically to inform parents of specific issues regarding their children
    - Collaborating with the district in offering a yearly Title I meeting for families

FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We will no longer serve food on individual student birthdays. We will allow for activities that involve food up to once a month in each classroom, at the discretion of the teacher. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we need your help.

A list of approved snacks will be available in the school office and on our website. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

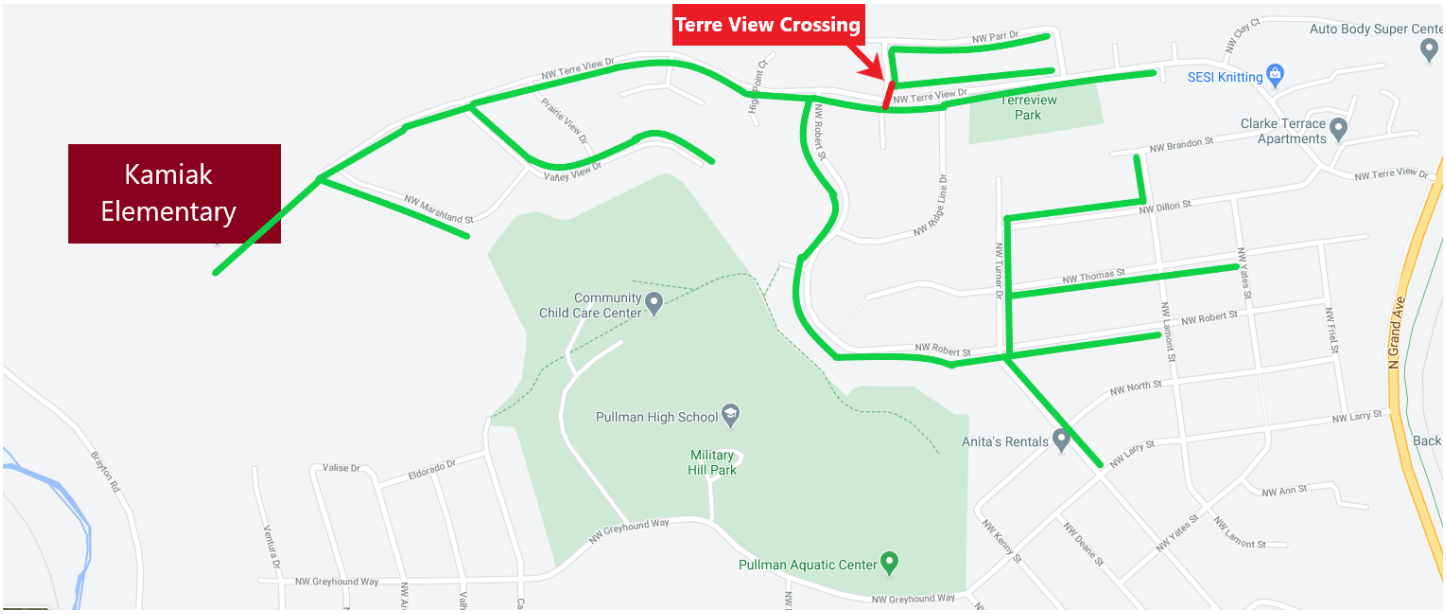
Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

Sincerely,

Cheyenne Webber

Cheyenne Webber, Kamiak Elementary

SAFE WALKING ROUTES TO SCHOOL



SUNNYSIDE ELEMENTARY SCHOOL
FAMILY & STUDENT



2026-2027
HANDBOOK

HOME OF THE SUPERSTARS!

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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites: www.pullmanschools.org/families/helpful_resources

SUNNYSIDE ELEMENTARY SCHOOL

425 SW SHIRLEY PULLMAN, WA 99163 (509) 334-1800

Dear Sunnyside Elementary Families,

On behalf of the entire staff at Sunnyside Elementary, I want to extend a warm welcome to all of our students and their families as we start this exciting new year. Whether you are joining us for the first time or returning for another year of learning and growth, we are thrilled to have you as part of our community.

At Sunnyside, we believe that every child is capable of achieving great things, and we are committed to providing a nurturing and enriching environment where students can explore, grow, and develop their fullest potential. Our dedicated teachers, staff, and administration are here to support each student in their journey, offering individualized care and a rigorous curriculum that prepares them for future success.

As we embark on this year, we encourage open communication and collaboration between home and school. We value the partnership with our families, and we are excited to work together to create positive, memorable experiences for our students. Whether through classroom activities, school events, or volunteer opportunities, your involvement plays a vital role in helping our students thrive.

We look forward to the many exciting opportunities ahead, including field trips, extracurricular activities, and the development of lifelong friendships. Our goal is to make sure each student feels safe, supported, and inspired to learn.

If you have any questions or concerns, please do not hesitate to reach out to our school office or your child's teacher. We are here to help and ensure a smooth, successful year for everyone.

Also, please make sure to check the District website, ParentSquare or Instagram they will help keep you up-to-date about activities at Sunnyside and the district. If you have questions, never hesitate to phone or e-mail the school.

Thank you for choosing Sunnyside Elementary. We are excited to share this journey with you and your child, and we look forward to a wonderful year of learning, growing, and achieving together!

Sincerely,

Pam Brantner

Pam Brantner, Principal
pbrantner@psd267.org

SUNNYSIDE ELEMENTARY STAFF

POSITION	STAFF			
Administration	Pam Brantner, Principal			
Office/Building Support	Christa Sanford	Kason Tibbs	Salina Aigner	
Kindergarten	Willma Fields	Annalisa Kiblen	Emily Halpern	
First Grade	Kimi Emerson	Sarah Zylstra		
Second Grade	Sandy Coulter	Kelly Laird		
Third Grade	Elizabeth McIntosh	Erin Thompson	Natalie Walker	
Fourth Grade	Marki Bouffiou		Cari DenHerder	
Fifth Grade	Shelby Sandvick		Stephanie Bray	
Special Education	Corina Andersen			
Library	Kristen Coke-Sutton		Tammy Storey	
Specialist	Desiree Greystone, Art/STEM	Ethan Johnson, Music	Stephanie Newman, P.E.	
ELD				
Core+	Amanda Ingram	TyAnne Roberts		
Paraeducators	Reem Nasralla		Emi Karino-Evans	
Occupational Specialists	Katelyn Claassen, OT		Jessica Haugen, Speech	
Mental Health	Katie Vandemark, Psychologist		Kelli Cox, Student support	
Nurse	Sheri Wadsworth Anna Burt		Michelle Hyatt	
Nutrition Services	Carrie SaintPeirre			
Custodial	Keith Russell, Lead	Tatiana Aleksandrova		

SCHOOL ARRIVAL & DEPARTURE

ARRIVAL

Students should not arrive at school before 8:20 am. The school does not open to students until this time.

VEHICLE PICK-UP & DROP-OFF AREAS

Sunnyside has one student drop-off and pick-up area. The pick-up area is located in the front of the building off of Shirley Street. We ask that when you enter the car zone to please pull all the way to the front of the green curbed area, or to the vehicle in front of you. Students may then only unload and load in the designated green painted curbed area from the passenger side of the vehicle.

For the safety of our students we are asking that you NOT load or unload any place other than the parking lot or drive-thru drop off zone. Instead use the designated green curbed unload/loading zone. The reason for this is that there is constant movement around the unloading/loading zone area and there is not a designated safe path. It is all of our jobs to keep students safe, so please follow these procedures.

PARKING

If you need to speak to any Sunnyside staff we ask that you park in the lot next to the school not in the green curbed area. The parking lot next to the school will be designated for parking NOT student pick up, please use the green curbed area for this.

SAFETY

When picking up or dropping off, please follow these simple safety guidelines...

- Do not park in the car zone
- Drive very slowly and cautiously. Our pick-up areas are very congested with students.
- If you need to enter the building, please move your car to a safe area and park, NEVER leave smaller children or students unoccupied in your vehicle. We will contact the Pullman Police Department if we see any unsupervised small children left in unoccupied vehicles.

DEPARTURE

Students are released from school at 3:05 pm.

DAILY SCHEDULE FOR 2026-2027

Morning/Breakfast Schedule	
8:20 am	**Students may enter to eat breakfast.** Supervision begins – *students go directly to classroom*
8:35 am	**First Bell – School Begins.** *Tardy if not present.*

Morning Recess	
9:55am-10:10am	Grades K, 1, 2, 3

Mid-day Recess			
Grade	**Lunch**	**Recess**	**End of Recess**
Kindergarten	11:40 am	12:00 pm	12:20 pm
First Grade	11:40 am	12:00 pm	12:20 pm
Second Grade	11:40 am	12:00 pm	12:20 pm
Third Grade	12:00 pm	11:40 am	12:00 pm
Fourth Grade	12:00 pm	11:40 am	12:00 pm
Fifth Grade	12:00 pm	11:40 am	12:00 pm

Superstar Time	
2:00 pm-2:15 pm	Grades K, 1, 2
2:15 pm-2:30 pm	Grades 3, 4, 5

Afternoon Departure	
3:05 pm	Closing Bell
3:10 pm	Supervision ends – students need to leave school grounds

POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district mission is "Ensuring Learning While Supporting and Challenging each Student to Achieve Full Potential". Franklin's mirrors that same mission. It is our opinion that an essential skill for persons who will live and work in the present and future world is the ability to communicate respectfully and problem-solve peacefully, even when disagreement is present.

Respectful behavior is expected of all children and adults at this school. Toward this end, we provide social/emotional and problem-solving learning opportunities using curricula and programs such as Second Step and DARE. We work diligently to teach expected behaviors continuously throughout the school year. Staff members engage in training opportunities and regular discussions related to this learning.

At Sunnyside, we stress the expectations of Respect, Responsibility and Safety through our Positive Behavioral Interventions and Supports program. We begin each year by teaching expected behaviors school-wide and we continuously reinforce and reteach those expectations. Our goal is to provide a safe environment for students to learn these very important skills. In the interests of safety and respect, we do not allow any students to engage in fighting, rough hands-on play (like shoving, hitting, kicking, or aggressive physical contact) or in any type of bullying or harassment. We work very hard to help students learn what it looks like and feels like to function in a safe, respectful and responsible society. This continuous and intentional work assists in creating a very positive and safe place for all children at Sunnyside Elementary.

As students are progressing through their childhood years and related developmental stages, they sometimes make mistakes. While ensuring- the safety of all students, it is critically important that we help students who make mistakes learn from them and that any relationships affected by the mistake is restored. Any consequences that a student may experience is tied into learning so that the behavior has a lower chance of being repeated. This philosophy and our related practices are designed to ensure the social and emotional safety and well-being of all students.

When consequences become necessary, they may include:

- Free time, used to process the situation that occurred
- Lunch and/or lunch recess in the office, particularly for incidents related to those activities

- A consequence that remedies damage that may have been caused

Serious and/or repeated offenses may lead to a student plan put into place to address the behavior.

The staff and parents of Sunnyside want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives.

CORE+/TITLE I/LAP READING & MATH

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2026-2027 SCHOOL YEAR

Sunnyside Elementary has an academic support staff that is partially funded through LAP. One of the benefits is that we create agreement to work as a team to maximize learning for our students. The commitments below represent our current agreement.

School Commitment

- Teach the necessary concepts to your child while striving to meet his/her individual needs.
- Provide a positive learning environment.
- Keep up communication between Title I and classroom teacher.
- Communicate your child's progress and program expectations.
- Monitor your child's progress and adjust teaching as necessary.

Student Commitment

- Attend school regularly.
- Come to class prepared and on time.
- Pay attention and ask for help when needed.
- Complete and submit assignments on time.
- Be responsible for your own behavior and be a cooperative learner with a positive attitude.
- Read for 20 minutes daily for at least twenty days of each month.

Parent Commitment

- See that my child attends school regularly and is on time.
- Encourage my child's efforts and be available for questions and support.
- Establish a place and time for homework when it is given.
- Support the school in its effort to maintain proper discipline.
- Review all school communications.
- Remind my child to read a minimum of 20 minutes daily for at least twenty days of each month

Title One annual parent notifications and Core+ (Title I & LAP) academic support services can be found on our website:

www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services.

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us

Washington Office of Superintendent of PUBLIC INSTRUCTION

IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS

In response to significant changes to OSPI discipline rules under Chapter 392-400 WAC, school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

Engage Families, Students, and Staff in Discipline Decisions

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

Eliminate Zero-Tolerance Discipline Policies and Practices

- Research finds punitive practices produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

Adopt Positive and Instructional Approaches to Behavior

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

Disrupt Inequitable Discipline Decision-Making Processes

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

Focus on the Classroom Context and Data-Informed Decision-Making

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

Resources and Contact Information

The following resources are available on OSPI’s Student Discipline website:

- Student Discipline Rules Q&A: A Technical Guide
- Behavior Menu of Best Practices and Strategies
- Discipline training content on Classroom Procedures and Administrative Procedures

For technical assistance and training contact:

Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools with diagnosed life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We will no longer serve food on individual student birthdays. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the student's special day. These events may have different themes and purposes at each grade level, and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we need your help.

A list of approved snacks will be available in the school office and on our website. If you are providing food for an event, we ask that the food items are taken directly to the main office at least one week prior to the event and then will be checked for proper adherence to the food policy. Any food item that does not adhere to the policy cannot be served and will be sent home with the students or parent. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

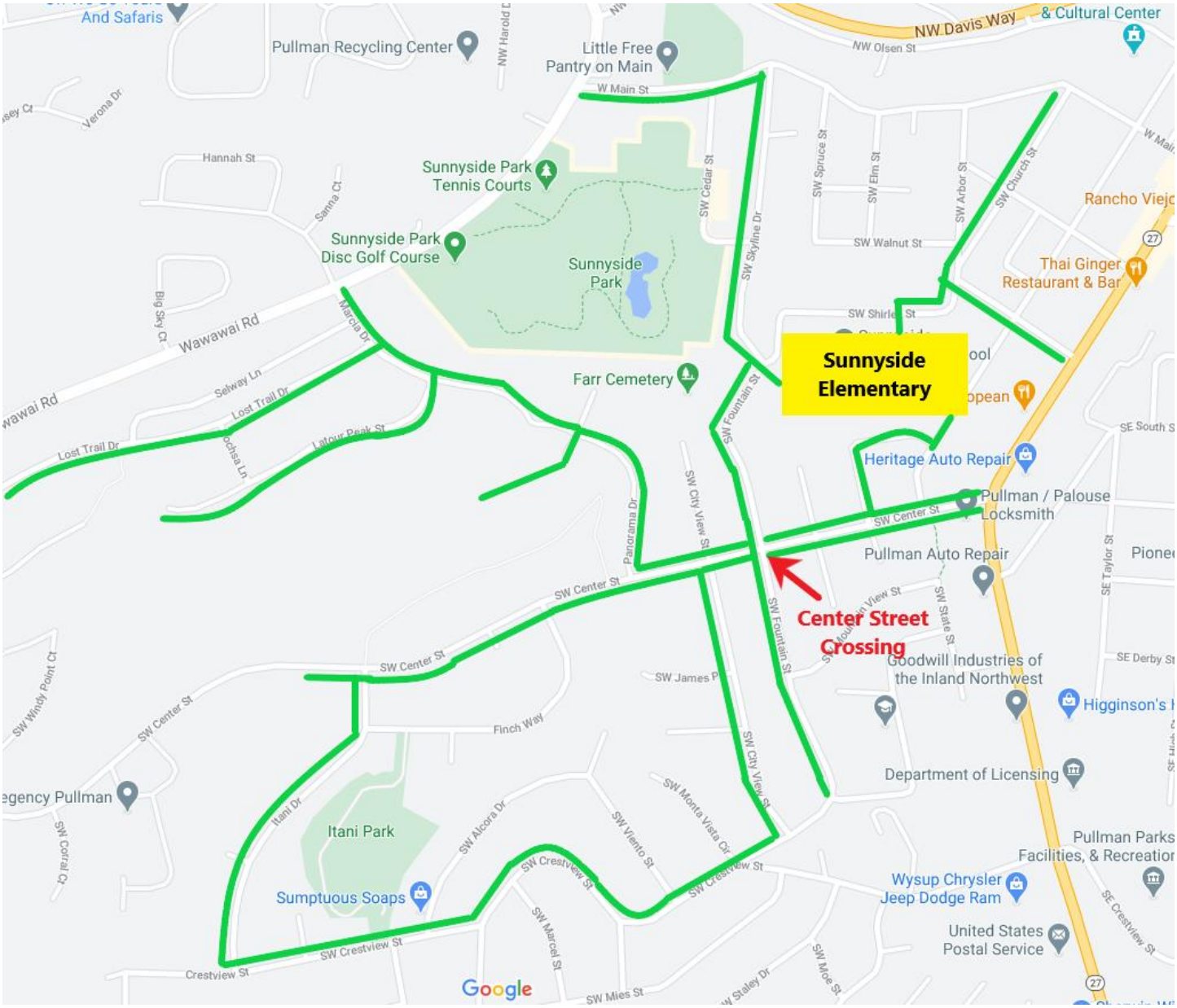
Thank you for your help and consideration in this matter. Please don’t hesitate to contact me if you have questions.

Sincerely,

Pam Brantner

Pam Brantner, Principal
pbrantner@psd267.org

SAFE WALKING ROUTES TO SCHOOL



Lincoln Middle School Family Handbook

***Addendum to Pullman Public Schools Family & Student Handbook

2026 - 2027

Lincoln Middle School
315 SE Crestview St.
Pullman, WA 99163
(509)334-3411

Pullman School District
240 SE Dexter St.
Pullman, WA 99163
(509)332-3581

Greetings LMS Spartans and Spartan !

WELCOME to the new school year! You are a significant member of the Spartan family –some of the best middle school people in the state of Washington.

As a student at Lincoln Middle School, this should be a year of exploration, learning and growth. It will hopefully be exciting, challenging, fun, and packed full of opportunity and positive experiences.

Our goal is to make your school experiences memorable and enjoyable. We care about each of you! We will do our best and ask you to do the best you can for yourself, for others, and for your school. This means you can and should feel proud of everything you do.

To help you become informed of policies and expectations, this Spartan Family Handbook is provided for you. In order to help you become organized and improve your study skills, this handbook includes a Middle School Agenda with space for daily assignments and communication between home and school. You are expected to keep this handbook in your three-ring binder and to use it throughout the school year. Information is provided here for nearly every situation. Following rules and procedures is required; appropriate behavior and respect for others is expected at all times.

YOU ARE AN LMS SPARTAN!
Best wishes to you for a great school year!

Sincerely,
Lincoln Middle School Faculty and Staff

Cameron Grow, Principal
Tammy Sewell, Assistant Principal
Aubrey Anderson, Dean of Students

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Grade 8.....

School Building Map and Evacuation Plan.....

The Pullman School District Board of Directors and the Pullman School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator, Assistant Superintendent, (509) 332-3144, and Section 504 Coordinator, Director of Special Services, (509) 332-3144. 240 SE Dexter Street, Pullman, WA 99163.Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584.

Lincoln Middle School

#LMSProud

"Our MISSIONis to embrace exciting learning opportunities through meaningful exposure to knowledge and safe exploration of the unknown."

"Our VISIONis to apply these experiences to develop identitywithin ourselves, school, families, community, and world."

At LMS, we show we are P.R.O.U.D. to be a Spartan in all that we do!!

It is expected that all students will follow directions of all staff, at all times, in all areas.

Positive:

Interact positively with everyone.

Respectful:

Respect the property of others and the rights other students have to learn and to be safe.
Respect the rights of adults to do their jobs.
Take full responsibility for your own actions.
Leave no trace –pick up after yourself.

On Time:

Be where you are supposed to be, on time and ready to learn.

Unified:

Support all LMS students and staff in being the best they can be.
Be considerate of everyone.

Daring:

Take positive risks. For example:
Answer a question, even if you are unsure your answer is correct.
Say hello to someone you do not know.
Help those in need.
Stand up for what is right.

LINCOLN MIDDLE SCHOOL STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENT GUIDELINES FOR BEING AT SCHOOL

1. Arrive on time! Students are allowed in the halls at 8:10 a.m. Tuesday through Friday, and at 8:40 a.m. on late start Mondays. Students may enter the commons at 7:45 a.m. Tuesday through Friday, and at 8:20 a.m. on late start Mondays. School begins at 8:30 a.m. on Tuesday through Friday, and at 9:00 a.m. on late start Mondays. Students attending before-school activities may enter through the front or library entrances.

2. Leave on time! Students should be clear of the halls by 3:15 p.m. unless they are participating in a supervised activity. The building will be locked at 4:00 p.m. unless there are scheduled activities.

3. Afterschool activities require adult supervision at school and are scheduled in specific locations. Sudents are expected to remain in the assigned locations.

BEHAVIOR EXPECTATIONS

Lincoln Middle School students are expected to act in such a manner as to enable themselves to acquire the best education possible while attending Lincoln Middle School. Lincoln Middle School students should avoid any behavior that is disruptive to the educational process and harmful to themselves, fellow students, or the order of the school. All students have a right to learn at Lincoln Middle School, and all teachers have the right to teach. Violent threats or such behavior will result in emergency expulsion from Lincoln Middle School.

RIGHTS, AUTHORITY, AND RESPONSIBILITIES OF TEACHERS AND STAFF

All school district staff shall have the right to expect students to comply with school rules and maintain good order in the classroom, in the school, on the playgrounds or other common areas of the school while riding on the school buses, on field trips, and at all school-sponsored activities. All school employees of the school district shall possess the authority to impose discipline upon a student for misconduct which is within the established building procedures.

STUDENTS' RIGHTS AND RESPONSIBILITIES

A summary of Pullman School District board Policy 3241:
The Pullman School District provides students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others.As citizens of the school community, students are expected to comply with the rules and regulations of the school. Students and staff are expected to work together to develop a positive climate for learning, consistent with Board Policy 3112– Social Emotional Climate.

STUDENTS' RIGHTS

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, pregnancy, marital status, sexual orientation, previous arrest, previous incarceration or physical, mental or sensory handicap. Subject to reasonable limitations upon the time, place and manner of exercising such rights, and the recognized needs of the educational process, students shall have the right to:

- Expect the maintenance of high educational standards in the district.
- Have physical and emotional safety while at school.
- Have safe buildings and sanitary facilities.
- Consult with teachers, counselors, and administrators.
- Be informed of rules and regulations as related to the rights and corresponding responsibilities.
- Be involved in school activities provided that all qualifications are met.
- Have the right of expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law.
- Have the freedom of speech and press, peaceably assemble, petition the government, free exercise of religion, and have their schools free from sectarian influence.
- Expect fair and just treatment from school employees.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures.
- Gain an education consistent with stated district goals.
- Know the requirements of the course of study and know on what basis grades will be determined.
- Obtain citizenship as delineated in the United States Constitution and its amendments.

The enumeration of these rights shall not be construed to deny other rights set forth in the Constitution and the laws of the State of Washington or the rights retained by the people.

STUDENTS' RESPONSIBILITIES

All rules apply to all active students at all times when on school grounds. All rules apply to all students when within reasonable proximity to school grounds before regular school hours, during regular school hours and following regular school hours. The rules apply to all students on school grounds at any time when the school is being used by a school group as well as off school grounds on school buses, at a school activity, function, or event. The school rules also apply to all students off school grounds when the prohibited behavior is a consequence or is directly related to causes or events that originated on school grounds. Whenever student behavior has a real and substantial effect on the lawful maintenance and operation of the school district, including the health and safety of the students, employees and/or the process of learning, discipline may be assigned.

Students have the responsibility to:

- Pursue their required course of studies.
- Attend school daily and be on time for class.
- Be aware of and comply with all rules governing student behavior.
- Comply with the authority of school district personnel.
- Express their ideas in a respectful manner.
- Dress in a manner which is not disruptive to the educational process.
- Behave in a manner that will not disrupt a student's education nor deprive others of an education. Respect the rights of others.
- Exercise self-discipline.
- Follow established procedures in seeking to change policies, rules or regulations.
- Identify themselves, upon request, to any school district personnel or authorities on school property or a
- school sponsored event.
- Abstain from the use/possession of tobacco products.
- Abstain from the use, possession, sale, distribution, trade, and/or transfer of alcohol, illegal and/or other
  mind altering drugs or substances (or that which purports to be) or paraphernalia. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision.

- Avoid possessing, handling or transmitting weapons.
- Have a hall pass at all times when walking the halls during class time, before hallways are open in the morning, or during lunch periods.
- Keep cell phones turned off and stored in lockers during the school day.
- Exhibit good digital citizenship and use technologies in a responsible and ethical manner. Refrain from cyberbullying, inappropriate use, and other misuses of the Internet. Students must assume that none of the data is private or confidential when using the district's network or district owned equipment.

BASIC BUILDING RULES

1. Respect Persons and Property. Regard for others' rights, feelings, safety, and property is expected. Disregard of persons or property will be cause for disciplinary action. Students and their parents are expected to repay and/or replace lost or damaged property.
2. Follow All Lawful Directions and Requests of the staff. The staff includes teachers, paraprofessionals, administrators, secretaries, custodians, cooks, bus drivers, and any adult supervisors.
3. All students are to be on time to class. Promptness to every class is expected. Students who are late upon arriving at school must have a note from parents. Teachers detaining any student after class should supply the student with an admit slip to his/her next class. Students' tardies are noted.
4. No hoods shall be worn in the building.
5. Music players, cell phones, smart watches, and video games may only be used before or after school.
6. Cell phones, headphones, smart watches and other communication devices must be turned off and stored in lockers during the school day. No student should use a cell phone or other technology to harass or to access inappropriate material. This includes the filming of other students with phones without their permission.
7. All backpacks and book bags are to be kept in lockers during school hours. If a locker is not available a space will be assigned to accommodate the student's belongings.
8. Profanity is neither acceptable nor permitted at LMS. unacceptable language will result in school discipline.
9. All students must have a hall pass when in the hallways during class and during lunch times.
10. Students are to avoid public displays of affection, including handholding, kissing, and repetitive hugging.
11. Line cutting is not allowed (lunchroom, bus loop, etc.)
12. Students are to obey all local, state and federal laws. Failure to do so will result in a police report in addition to the listed school consequences.
13. Aerosol containers (Axe, cologne, spray paint, etc.) and glass drink bottles are not permitted on school property
14. Food and Drink allowed in the commons only. Water bottles are allowed in halls and classes.
15. No energy drinks allowed on school campus, such as; Monster, RockStar, Redbull, etc.
16. Students should not bring toys to school.

BASIC CLASSROOM RULES

1. Students will bring all necessary materials to class, including a pencil.
2. Students will enter the classroom in a quiet manner. Students are to be in their assigned location and ready to learn before the tardy bell rings.
3. Students are to follow directions from teachers or other staff members.
4. Students are expected to display respectful behavior at all times.
5. Students are not allowed to eat or drink in the classroom
6. Students will treat substitute teachers with the utmost respect. School discipline may be given to students who do not adhere to this standard.

LINCOLN MIDDLE SCHOOL ATTENDANCE POLICY

FROM PULLMAN SCHOOL DISTRICT BOARD POLICY 3122 and Procedure3122P

EXCUSED AND UNEXCUSED ABSENCES FROM SCHOOL

Regular and punctual attendance is a habit that is indicative of a student's attitude toward school and which will follow into the student's career and other responsibilities throughout life. The school and parents must work cooperatively by making regular and punctual attendance a top priority. The responsibility for school attendance belongs with parents and guardians. The following shall govern the development and administration of attendance procedures within the district. Students involved in extracurricular activities are responsible for picking up assignments from their instructors when leaving early for school-related activities.

EXCUSED ABSENCE:

Absences due to illness, health condition, medical appointment, family emergency, religious observance, family emergencies, as required by law, and as outlined in policy 3122, shall be excused. An excused absence shall be verified by the parent or school authority responsible for the absence.

UNEXCUSED ABSENCE:

Unexcused absences fall into two categories: 1) The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined previously; or 2) The parent, guardian, oradult student fails to submit any type of excuse statement, whether by phone, email, or in writing, for an absence. Unexcused absences are a violation of school rules; therefore, a student who has an unexcused absence is subject to discipline. RCW 28A.225.020 defines the school's responsibility in filing truancy petitions (a Becca Petition) when a student has 7 unexcused absences in one month or 15 in the current school year and the school can document an effort to contact parents and remedy the situation without court intervention. Truancy petitions are filed with the Superior Court of Washington for Whitman County Juvenile Department in compliance with RCW 28A.225. Students arriving late to school without an excused note or phone call are considered truant.

TARDIES:

Students are tardy when they arrive to class after the bell signaling the start of class. Unexcused tardies are recorded.

MISSED ASSIGNMENTS:

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under established conditions and time limits as determined by the appropriate teacher. A student's regular attendance and/or participation is required to fulfill the instructional objectives and requirements of all courses.

- Excused absences up to 10 days per quarter allow the student one calendar day per absence time to make up missed assignments without reduction in grade or score.

ABSENCES AND TARDINESS

Students are expected to attend all assigned classes each day. Teachers shall report absences and tardiness to the office where records are maintained. Chronic excused absences are a concern, especially when the student's grades are affected. The concern will be addressed, and appropriate action will be taken.

EXCUSED ABSENCES: The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

1. Physical health or mental health symptoms, illness, health conditions, or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in patient or out patient treatment for chemical dependency or mental health.
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or serving on a jury;
5. Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview; 6. State-recognized search and rescue activities consistent with RCW28A.225.055;
7. Absence directly related to the student's homeless, or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RC 28A.705.010;
9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status, and
12. An approved activity that is consistent with district policy and mutually agreed upon by the principal or designee and a parent or guardian. or emancipated youth. The procedure for requesting an excused absence for mutually agreed upon activity can be found in excused absence for a mutually agreed upon activity can befoundin procedure 3122PExcused and Unexcused Absences.
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

Notifying LMS about Absences: A Parent/Guardian is expected to notify the school office at the earliest convenience by calling the LMS office, (509)334-3411 before 8:30 a.m.Unless prior arrangements have been made, student homework will not be collected until the third consecutive day of an extended absence.

Appointments during the school day require that the student obtain a pass to leave the classroom and school building from the office prior to the beginning of first period. The student should have a note from parents (or a phone call to the office) indicating the time when the student is to be dismissed from class. Please make every attempt to schedule appointments outside of school hours.

Participation in school-approved activities (academic competition, artistic performance, etc.) must be authorized by a school or staff member.

Pre-Approved Absences: When a student plans to be out of school for one or more days, he/she is to obtain an **ADVANCED NOTICE OF ABSENCE FORM** from the attendance office at least two days prior to the absence. Signatures of teachers, parents, and the principal are also requested. The absence shall be counted as excused for the purposes noted on the form if approved by the principal. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

Absence resulting from disciplinary actions or Short-Term Suspension: As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term or long-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom

Extended illness or health condition: If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If

the student is unable to do their schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition: Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The principal shall approve the recommended limited program. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

TRANSPORTATION

IN CITY LIMITS ROUTES

Students who live in Pullman city limits may sign up for a free city bus pass. A student bus pass allows students under the age of 18 to use Pullman Transit public bus services for free at any time during the year. Bus routes can be found printed in hard copy at LMS, or on the Pullman Transit website www.pullman-wa.gov/services/transit/index.php

RURAL BUS ROUTES

Students who live outside of the Pullman city limits are assigned to a rural school bus. Bus routes are available on the district website at www.PullmanSchools.org/departsments/bus or you may call the school district transportation office at (509)334-3911.

PEDESTRIANS AND BIKE RIDERS

Students who walk to and from school should follow pedestrian walkways, sidewalks, and crosswalks. Bike riders should know and obey all traffic rules related to riding a bicycle in traffic. Bikes are to be locked to the bike racks located on the west and east sides of the building. They are not allowed in the building, nor stored next to the building for any reason. Bikes may not be ridden in the LMS parking lots or sidewalks, and must be walked to the property edge.

SKATEBOARDS/SCOOTERS

Due to safety concerns at Lincoln Middle School, students will not be permitted to ride skateboards or scooters on school grounds. If a student chooses to ride to school by way of these devices they will need to walk with them, in hand, once on school grounds. School will determine a designated storage area for skateboards and scooters while at school.

MOTORIZED SCOOTERS/BICYCLES

Due to safety concerns at Lincoln Middle School, students will not be permitted to ride any motorized or electronic personal use transportation, such as scooters or bicycles, on school grounds. If a student chooses to ride to school by way of these devices, they will need to walk with them in hand once on school grounds. The school will determine a designated storage area for these devices while at school. Students should know and obey all traffic rules related to riding motorized devices in traffic, including the use of an appropriate helmet and safety equipment.

GENERAL STUDENT INFORMATION

BREAKFAST AND LUNCH AT LMS

Breakfast is served at Lincoln starting at 8:00 a.m. Tuesday through Friday, and at 8:30 a.m. on late start Mondays. There are two lunch periods at Lincoln Middle School. See the Daily Schedule for lunch times. Together, the students can create an enjoyable experience during breakfast and lunch time with the opportunity to socialize and become involved in recreational activities.
Students may bring sack lunches from home or purchase meals from the school. Specific lunch prices for the 2025-2026 school year were: $3.55 for a complete student lunch, $5.20 for a complete adult lunch, and $ .50 for milk. Breakfast is $2.25 for students and $3.30 for adults. Specific lunch prices for the 2026-2027 school year are to be determined. Students are allowed to bring carbonated soft drinks, excluding energy drinks, and only single-serving-sized containers, please, for lunch in non-breakable containers. Glass containers are not allowed in the lunchroom or anywhere else in the school at any time.

LMS uses an automated system for cashiering the meals program. Account numbers are assigned to students. Any amount of money parents choose to send for their children's accounts is processed. As each student eats, the cost of that lunch or breakfast is deducted from their balance. Parents may still send cash with their child each day, but are encouraged to use their student's account to provide flexibility of eating breakfast or lunch, depending on the menu and the student's needs. Checks should be made out to Lincoln Middle School and include the name of the student to whom the credit should be given. Students should take all lunch money to the cooks in the kitchen. A verbal reminder will be given to students as they reach a zero balance. Parents can view their child's lunch account through the Skyward Family Access System at http://family.pullman.wa-k12.net. Lunch account negative balance notifications will be sent to families via email and ParentSquare. For families who don't already have their login information, it can be looked up by the front office. We can now process lunch payments online through InTouch Online payment systems. For more information, please see our website or call our main office.

A reduced price and free meal program is available for qualifying families.
Please ask at the LMS office for the proper forms. Any child qualifying for free lunch also qualifies for free breakfast.

Students eat in the LMS commons. They are expected to help keep the cafeteria clean by being responsible for putting away their own trays and picking up their litter around their lunch tables or upon being asked by a supervisor. Students throwing food, littering or not putting trays away will be assigned a lunch detention.

LMS Composting program. Here at LMS we are very proud of our composting program! The Composting Program at Lincoln Middle School collects the food waste generated from our cafeteria breakfast and lunch meals. Composting is done to reduce the school's trash sent to the landfill; recycle natural resources, which helps reduce greenhouse gas emissions; educate the students and staff about food waste and the benefits of composting; and create a useful product for soil enhancement. The removal of food wastes plus recycling of aluminum, plastic, and paper products round out the daily environmental efforts of Lincoln Middle School students and staff, qualifying us as a Level 1 Washington Green School.

RULES DURING BREAKFAST AND LUNCH

1. Students are not to consume beverages or food in the hallways or LMS grounds between classes and before or after school. Offenders who carry food or drinks into the hallways or classrooms may receive lunch detention.

2. No running in the commons during breakfast and lunch.

3. Students will only be allowed on the west side of the school during lunch.

4. Students are required to remain within the area of supervision on the school grounds during lunch period. This includes the commons, library, office lobby, basketball courts, and west soccer field (excluding the tree line and nature paths). All other areas are off limits during the lunch break. Detention will be given to students who are in off-limits areas and/or who do not have a hall pass when walking the halls. For students' safety, we must know where they are at all times.

5. When students finish eating, they may go to the library, to the basketball courts or west field; or they may remain in the commons. Students are not allowed to return to their hall lockers without specific permission. Students working in classrooms during lunch must be accompanied by a teacher or staff person. When a teacher requests a student to come to their classroom, the teacher must write hall passes for the students.

6. Basketballs, footballs, frisbees, soccer balls, and other games and equipment are available for check-out by staff monitoring the outside grounds during lunchtimes. Some limitations are placed on the number of specific items to help maintain a safe area for student play. Students are expected to return all items checked out before returning to class.

7. When the bell rings, all play must stop. Balls are not to be thrown or kicked after the bell, and should be returned to the checkout bin.

BOOKBAGS AND BACKPACKS

All students' book bags and backpacks are stored in their lockers during the instructional day. Please do not purchase large and/or wheeled backpacks because they will not fit in the lockers.

DRESS CODE

Board Policy 3224 Student Dress and its accompanying procedure 3224PStudent Dress can be found on page 18 of the Pullman School District Family handbook and on our website under Policies and Procedures.

EMERGENCY NUMBERS

National Helpline for Mental Health, Drug, Alcohol Issues –1-800-562-1240
Child Abuse Hotline –1-800-422-4453
Child Protective Services –1-866-363-4276 or 1-800-557-9671
Crisis Line –509-332-1505
Family Help Line –1-800-932-4673
Palouse River Counseling Services –509-334-1133
Suicide and Crisis Lifeline – 988

FIELD TRIPS AND ACTIVITY GROUP TRIPS

Students will have the opportunity to travel with school groups to see performances, go on field trips, and represent LMS at regional and state competitions. While traveling on school district vehicles, students are reminded to be responsible for their litter, their behavior, and noise, as well as their safety. Groups who are responsible can look forward to other trips. Some longer field trips will be made on privately owned common carrier vehicles. Respectful and responsible conduct is expected from each Lincoln student. Written Parent Permission forms are required for participation in all off-campus field trips.

OVERDUE & LOST LIBRARY BOOKS

Students receive a reminder note and automatic email from our library system when library book(s)are overdue.

Once books are over one month late, they will be considered lost, and fines will be added to online accounts in the amount of the cost of the books. All books that remain out at the end of the school year will also be considered lost, and fines will be assessed at that time. Accounts may be cleared by returning the book, replacing the book with a copy that you buy (this is the preferred method), or making payments online through TouchBase. TouchBase may be accessed by going to the LMS website, Quick Links, and then Online payments.

GRADE NOTIFICATION AND PARENT CONTACT

- **FAMILY ACCESS/STUDENT ACCESS:** Pullman School District utilizes an online resource called " Family Access/Student Access" which allows parents to check their child's grades, missing assignments, and attendance from their computer or phone at home. Parents may also email teachers directly through Family Access/Student Access. Contact the office for the website address as well and to receive your username and password. Pullman schools also uses ParentSquare for family communications. Grades, classes, and attendance may be viewed in the ParentSquare app or online.

- **REPORT CARDS**: Grade reports will be sent home electronically for the First and Third quarters. Electronic report cards may be viewed in Skyward ('Portfolio' tab) or in ParentSquare ('Alerts and Notices Tab', under 'Documents'. Second and Fourth quarter reports, which conclude a semester, will be mailed home one to two weeks after the close of grades.

  2026 - 2027 Quarters

  1st quarter ends……October 23rd

  2nd quarter ends…….. January 22nd

  3rd quarter ends……March 26th

  4th quarter ends……June 11th

- **PARENT-TEACHER CONFERENCES:** Parent conferences will be held during the week of October 19 – October 23. Parents/guardians may attend the arena conference or request a student-specific conference. Parents or teachers may request a conference at this time or at any time.

ILLNESS AT SCHOOL

When a student becomes ill at school, they should first notify the teacher in charge and then report to the LMS office. Students will be asked to call a parent to report the illness and ask to go home. A health room is available for emergencies or for short-term use until a parent or emergency designee can be reached. Students are not allowed to leave school unless parents or guardians have been contacted and have communicated with school staff members.

IMMUNIZATION

- Immunizing on time gives children the best protection.
- Communicable diseases still exist, and international travel can bring diseases common in other parts of the world to our communities.
- Keeping up-to-date records at home and at school is important.
- All children under the age of 19 can get immunizations at no cost in our state from clinics participating in the Childhood Vaccine Program (CVP). Providers may charge an administration fee, but they must waive the fee if asked by the parent. Find CVP clinics by using this vaccine map at https://fortress.wa.gov/doh/vaccinemap.

Students attending middle school must meet the following minimum immunization standards to attend school:

- **Hepatitis B** – 3 doses, 3rd dose must be on or after 6 months of age.
- **Diphtheria/tetanus/pertussis** – 3 doses with the last dose on or after the fourth birthday.
- **Polio** – 4 doses with the last dose on or after the fourth birthday or 4 doses anytime.
  Measles/mumps/rubella – 2 doses with the first given on or after the first birthday and at least 28 days apart.
- **Varicella** – 2 doses on or after 1st birthday.
- **Tdap** – 1 dose at age 10 or older.

All Washington State Public Schools are required to meet the student immunization guidelines from the Washington State Department of Health. Parents are required a medically verified immunization record for their student.

Medically verified is defined as:

- A Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS) or from "MyIR" - databases that medical providers often use, OR;
- A physical copy of the CISform with a healthcare provider's signature, OR;
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by a Pullman Public Schools nurse.
- Lifetime immunization records may be attached to a hardcopy CIS for medical verification. To be acceptable, the record must come from a medical source or include the signature of a health provider or a unique healthcare provider stamp.
- If you cannot find a record of immunizations, please check with our district nurse, Michelle Hyatt, who can search the WA Immunization Information System (IIS).

Reach out to your student's medical provider to request a copy of their immunization records. Immunization records are required, and students will be ineligible to attend school if appropriate records are not provided.

MEDICATION AT SCHOOL

When it is necessary for a student to take any medication at school, the parents are required to contact the LMS office. Written authorization is required by law. A form regarding instructions and parent permission is available at school and at most area doctors' offices and pharmacies. This form must be signed by both the parent and physician. All medicine must be kept in the office in original containers. School personnel are not responsible for administering dosages without prior instruction and compliance with district health procedures.

INJURY/ILLNESS AND FITNESS/MOVEMENT/SPORTS CLASSES

In order to be excused from a fitness/movement/sports class on days they are in attendance, students must bring a note from a qualified physician. Please see the LMS website and go to Documents & Forms, where under forms, you will find the "Participation Limitations for PE/FMS" form that you can have your doctor fill out. They must also bring a release authorizing them to re-enter the class when they are well enough to do so. Students who do not have physician's notes are expected to participate to the extent they are able. The instructors will modify and/or create activities that will help facilitate this participation.

LOCKERS

Each student will be assigned a hall locker during homeroom. Student athletes may be assigned an athletic locker to use during their sports season. In both cases, students will have a combination lock to protect personal belongings. It is the student's responsibility to guard

the combinations and keep possessions safe. Students should not give their locker combination to anyone. If the student's locker opens without working the combination lock or if any other disrepair develops, the problem should be reported to the office as soon as possible. School personnel may check the contents in a student's locker upon reasonable cause at any time. Students are encouraged to leave at home all valuable items not needed in school. Students are to report any missing items as soon as it is noted as missing. Students found kicking or abusing their lockers will be subject to discipline for destruction of school property. Locker clean-outs are scheduled during the school year. Students are expected to keep their lockers clean. **The school cannot assume any responsibility for items left in lockers. Lost or stolen items should be reported to the main office.**

LOST AND FOUND

Students should turn in all found items. Valuable items should be turned in directly to a staff member or the office. Students who have lost an item should check with the teacher in whose room the item was first lost, and check in the school lost and found. Students are asked to have all personal property and clothing marked permanently with their names. Unclaimed lost and found items will be displayed in the commons on a monthly basis, with the remainder being donated to charity over school holidays and breaks.

VIDEO GAMES, TABLETS, EAR PODS, SMARTWATCHES, CELL PHONES

Students and parents must be aware that these items represent an easy target for theft. Responsibility for the security of these devices rests with the student owner. LMS supervisory personnel will only allow these items to be used before school and after school. The school will not be responsible for any thefts, regardless of circumstances. Students are encouraged to leave valuables at home.

FEES

Any fees paid or purchases must be for the exact amount. Checks may be made payable to Lincoln Middle School. Please do not send checks or money for amounts over the fees owed. All fines and fees must be paid before student records can be issued. Payment for each fee must be made separately, and checks must be written for the exact amount. Checks written for the incorrect amount will be returned.

PHYSICAL EXAMS

All students participating in athletics are required to have a current physical exam from a practicing physician. Physicals are good for two years. This includes students who are new to the district and also students who are entering sixth grade. The exam form needs to be on file at the school before the student actively participates in any athletic program. Forms are available in the main office and some physicians' offices. Exams used for summer camp will satisfy this request.

STUDENT TELEPHONE

A phone for student use is located in the lobby outside the office. All calls made by students should occur at a time other than class time. The telephones are to be used for local calls only. **Students who are caught making prank phone calls will receive an in-school suspension and may be subject to prosecution according to local or state law and /or federal communications law.**

STUDENT RECOGNITION

STUDENT OF THE MONTH:
The LMS Student of the Month program is sponsored by the Pullman Kiwanis Club. Each month, a student in each grade is selected by their teachers. The grade-level Student of the Month is honored by the Pullman Kiwanis at a luncheon with their parents. At the luncheon, they will receive a $50 check, half of which must be given to a charity or benefit of their choice. Criteria for the nominations and selection include good citizenship at school and in the community, regular school attendance, steady academic progress, cheerful attitude, and a person who represents Lincoln Middle School well in the community.

WINTER RECOGNITION NIGHT:
Each semester, teachers select students in their classes who exhibit the following attributes: altruism, creativity, determination and commitment, leadership, and sportsmanship. Students nominate their peers for a pair of grade level students who are exceptionally amiable. Students are recognized by grade level at evening ceremonies to receive a certificate and be celebrated by their families. These nights typically happen in early March.

8th GRADE PROMOTION:
The 8th-grade class each year will be celebrated during the last weeks of school. The exact date will be announced ahead of time, via email, newsletter, and daily announcements. All 8th-grade students will receive a certificate of promotion and have the opportunity to attend a procession at which friends and family are welcome to attend.

TEXTBOOKS

Students will be loaned the textbooks needed for each class. The condition and number of each book will be noted when it is issued. Some classes use Chromebooks in addition to or instead of textbooks. Chromebook protection plans are available to students as devices are frequently used in school.

VALUABLES

Students should bring to school only those items needed for their classes and activities. Students are discouraged from bringing large amounts of money or valuables because the school cannot be responsible for lost or stolen items.

VISITORS

Parent/Guardian visitors are welcome at Lincoln Middle School. All visitors are required to report to the office upon arrival. Visitors are to sign in on the Visitor's computer kiosk and obtain a Visitor's badge. Photo identification may be requested of visitors. Students from other schools, however, are not permitted to visit unless they have permission from the principal.

Students who are hosting guests must:

1. Obtain a visitor's form
2. Seek permission from a parent
3. Acquire the signatures of all teachers

4. The hosting student must go over all rules and regulations of the school. If a guest should violate any policy, the guest will be removed from the grounds and will not be granted permission to return to LMS for the rest of the year. If a hosting student violates the LMS visitation policy, he or she will be denied visitation privileges.

5. Submit the form to an administrator. **THIS FORM MUST BE OBTAINED AT LEAST ONE DAY IN ADVANCE. NO VISITORS WILL BE ALLOWED DURING THE LAST WEEK OF SCHOOL.** Visiting students must be middle school age and must be in the same grade as the hosting student. A visiting student must attend classes scheduled for the student with whom they are visiting. Visiting students will be given a visitor's permit at the office. The permit must be shown to each teacher whose class is visited. Teachers or administrators have the right to revoke the permit at their discretion. Visitation of other students is restricted to one day. **Guests are not included in LMS dances and after-school activities that are planned and funded exclusively for LMS students.**

STUDENT ACTIVITIES

All LMS students have the opportunity to participate in a variety of co-curricular activities. The activities include athletics, academic competition, interest groups, student government, social events, and fundraisers. The philosophy behind the LMS activity program is to encourage participation of all interested students. **LMS students must purchase a photo-identification Associated Student Body (ASB) card that will ensure the opportunity to participate in events planned for LMS students. ASB cards are $30 for all students.**

TEAMS AND CLUBS AT LINCOLN MIDDLE SCHOOL

ATHLETICS (6th)

Girls' Volleyball, Intramural	1st quarter
Boys' & Girls' Cross Country	1st quarter
Girls Bowling, Intramural	2nd quarter
Boys' Basketball, Intramural	2nd quarter
Girls' Basketball, Intramural	3rd quarter
Wrestling	3rd quarter
Track & Field	4th quarter

INTERSCHOLASTIC ATHLETICS (7th & 8th)

Football	1st quarter
Cross Country	1st quarter
Girls' Volleyball	1st quarter
Girls' Bowling	2nd quarter
Boys' Basketball	2nd quarter
Girls' Basketball	3rd quarter
Wrestling	3rd quarter
Boys' & Girls' Track	4th quarter

ARTISTIC AND PERFORMANCE GROUPS

Art Club
Drama Club
Jazz Band (6th)
Jazz Band (7th & 8th)
Jazz Choir

ACADEMIC COMPETITION

Math Team
Science Bowl
Science Olympiad

ALTRUISTIC AND SPECIAL INTEREST CLUBS

Art Club
Chess Club
Cubing Club
E-Sports Club
GSA Club
Magic: The Gathering Club
Pokemon Club
Spartan Minds Matter Club
Spartan Sprouts Club
Students of Color Alliance (SOCA) Club Student Council
Washington Tech Student Association
Yearbook Club

New clubs can be added throughout the school year depending on interest.

EXTRACURRICULAR ACTIVITIES

The extracurricular activity program at Lincoln Middle School is completely voluntary. Involvement in the activities program requires extra effort and time on a voluntary basis beyond the regular school day. Those who choose to participate represent their student body and community in local, regional, and national competitions and events. The highest standards of citizenship, sportsmanship, personal conduct, and loyalty must be maintained. The total school program is reflected in the extracurricular activities program. Those students who earn disciplinary sanctions will follow the process listed below:

1st detention: Head coach's decision on participation in the next scheduled event.

2nd detention/1st suspension: Automatic removal from the next scheduled event. A student may be removed from the activity for the season if the infraction is severe.

3rd detention/2nd suspension: Student may be removed from the activity for the season.

In all activities, all who choose to participate will have a place on a team. Whatever a student's interest level or abilities may be for a particular type of activity, there is a club, team, or group to match. We believe there is a positive correlation between a student's performance and the student's adherence to practice and training schedules. The goal statement for Lincoln Middle School's activity program is: "It shall be the goal for Lincoln Middle School activity programs to provide sportsmanship, cooperation, leadership, recognition, and affiliation in all activities offered for each LMS student."

GUIDELINES FOR STUDENT ACTIVITIES

Section I: Rules and Regulations: The following rules and regulations apply to all students participating in Lincoln Middle School extracurricular activities, and conform to the rules for each activity as defined by the Washington Interscholastic Activities Association.

1. Each student participant is expected to adhere to the Pullman School District Students' Rights and Responsibilities Policy #3200, in all matters of individual conduct while representing Lincoln Middle School.

2. Each student participant is expected to follow the advice and directions of the activity coach, director, or sponsor in matters of performance while representing Lincoln Middle School.

3. Each student participant is expected to be a good citizen in school, in the community, and in all contests and activities. Specific activity-related consequences occur when detention and in-school suspensions are assigned. **Students may not continue to participate in ANY extracurricular activity while a sanction is being served or pending.**

4. Each student participant shall be in attendance at school for the entire school day on the day of an after-school activity. Each student shall also be in attendance at school on the entire day to be eligible to participate in after-school practice or rehearsal on the given day. The only exception is a signed excuse from the principal, vice principal, or dean of students, which is presented to the coach, director, advisor, or sponsor.

5. Each student participant representing Lincoln Middle School is expected to exemplify the highest standards of good sportsmanship. Sportsmanship consists of these qualities: courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches, and all others associated with the activity.

Section II: Procedures for Violation: A student participant who does not abide by the above rules and regulations shall be placed on probation, suspended, or dismissed from a team, club, or group. Any disciplinary decisions resulting from any violation shall be subject to the hearing and appeal procedure outlined in the Pullman School District Board of Directors' Policy #3200.

Section III: Student Activity Eligibility:

1. LMS Athletes are only allowed 1 F reported for each grading period to remain eligible for athletics and activities. If an LMS student has more than 1 F, they are ineligible for competitions until their grades improve to having 1 or fewer F's. Ineligible students are expected to practice, BUT CANNOT travel, play, compete, or perform with the team/activity. All students are expected to participate in practice during the period between grade checks if they wish to resume as a full member of the squad when they become grade-eligible.

2. Incomplete grades may be made up for credit during the first five weeks of the subsequent semester. The student shall be ineligible for school activity groups until the incomplete grades are cleared.

3. In the event a student was not absent from school, yet missed practice or an event, a written excuse signed by the parent or guardian must be given to the coach, director, advisor, or sponsor. Alternately, a parent may contact the same via ParentSquare. If a student participant has several excused absences, they will be provided with limited performance time compared to students who have regular attendance. If a note is not given to the coach, director, advisor, or sponsor, the absence will be considered unexcused. **A student who has two unexcused absences during an activity season may be dismissed from the team, club, or group.**

4. Each student who participates in athletics must have on file a current physical examination. The statement from the examining physician certifies the student's physical condition for the activity in which he/she is participating. Each student must also have a WIAA Insurance Waiver Form and PSD Emergency Contact Form on file prior to participation.

Section IV: Equipment and Facilities: School equipment checked out by the student becomes the responsibility of the student during the time of the loan. Students are expected to keep and return all equipment clean and in good condition. Lost or damaged equipment or uniforms will be the student's financial obligation. Fines will be assessed in our InTouch program for unreturned or damaged items.

1. Students are prohibited from using school-issued equipment while participating in any event outside the school activity program.
2. Misuse or abuse of dressing room facilities, lockers, benches, gym, classroom, or field facilities will not be permitted. Violations of the trust put in students using the school facilities and equipment during the course of their activities may result in the student's dismissal from the team, club, or group.

SectionV: Travel for Lincoln:

1. Many student groups from LMS travel to and from contests with their teams, clubs, and groups. School district vehicles are provided for this purpose. Student participants are expected to ride with their team, club, or group while traveling for LMS. Only in the case of personal contact between the coach, director, advisor, or sponsor and the student's parent can exceptions be made. If possible, permission for a student to ride with their parent should be obtained one day in advance. **Students are not allowed to ride with anyone other than a parent or guardian without the express written consent of a school administrator.**
2. Each student participant is expected to obey all school bus regulations.
3. Each student participant will be conscious of what constitutes appropriate dress for home and away contests and events.

Section VI: Amateur Standing: An amateur student athlete is one who engages in athletics for the physical, mental, social, and educational benefits and for whom athletics is an avocation, not a source of financial reward. In order to maintain his/her amateur standing, they may not:

1. Accept merchandise of more than $100 in value.
2. Accept cash awards.
3. Enter competition under a false name.
4. Accept payment of excessive expense allowances.

WASHINGTON INTERSCHOLASTIC ASSOCIATION (WIAA) CODE OF ETHICS

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities that tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game, not a matter of life or death for players, coaches, schools, officials, fans, community, state, or nation.

ACTIVITY CARDS:

Students may receive a unique hole punch in their photo ID for the fee of $30 for sixth, seventh, and eighth graders to indicate ASB membership. Financial waivers are available for families who qualify for Free or Reduced meal assistance. This one-time fee will provide students admittance to all home LMS athletic events, LMS dances (discounted admittance), and other school activities, as well as membership on LMS teams and clubs. **When students attend any LMS function, they must show their ASB cards**. Activity cards will be on sale at any time during the school year. Replacement of lost cards will be $5

FUNDRAISER

In order to carry on a full extracurricular activity program, it is necessary for the students to help with expenses for these activities. Lincoln Middle School will host an annual fundraiser to raise funds for our student activities. This plan has been efficient and profitable. Information regarding the fundraiser will be sent to students and families prior to the start of the fundraiser.

DISCIPLINARY PROCEDURES

SANCTIONS DEFINED

Discipline is earned by making an inappropriate choice. All forms of corrective action will be administered to each student individually to best provide for the student's effective learning opportunities. Please refer to Board Policy 3241 Student Discipline and accompanying procedures and forms outlining disciplinary procedures for Pullman School District.

3241 Student Discipline

3241P Student Discipline

3241F1 District Discipline Matrix 3

241F2 District Continuum of Discipline Responses

Board Policy 3241 Student Discipline can also be found in Appendix B of the Pullman School District Family handbook.

LINCOLN MIDDLE SCHOOL
ACADEMIC PROGRAM

Middle school is a transitional program leading from the self-contained elementary classroom setting to the more departmentalized high school model. The table below identifies the classes most students might expect depending upon their grade level.

	6th Grade	7th Grade	8th Grade
1	English/Literature	English/Literature	English/Literature
2	Mathematics	Mathematics	Mathematics
3	Science	Life Science	Earth Science
4	Social Studies	World History/ Washington State History	US History (1 term) Computer Applications (1 term)
5	Music Elective	Elective Choice (term or yearlong)	Elective Choice (term or yearlong)
6	Fitness, Movement, Sport & Health (3 terms) Art Fundamentals (1 term)	Fitness, Movement, Sport & Health	Fitness, Movement, Sport & Health

GRADE 6 REQUIRED COURSE DESCRIPTIONS
School Year: 2026-2027

ENGLISH/LITERATURE: The English Language Arts course teaches reading and writing standards through the lens of literature and informational structures. Throughout the course of the year, students will focus on comprehension and critical thinking in relation to a variety of different text structures. Students will also develop and establish writing skills while creating argumentative, expository, and narrative projects.

MATHEMATICS OPTIONS:

MATH 6 This course teaches in-depth the 6th-grade mathematical standards that are aligned with the Common Core Standards. Instructional time will be focused on four critical areas: (1) connecting ratio and rate to whole number multiplication and division and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing an understanding of statistical thinking.

MATH 6/7: This class is offered to qualifying 6th grade students using assessment data collected in 5th grade along with teacher input. This course teaches all 6th-grade and some 7th-grade math standards that are aligned with the Common Core Standards. The instructional time for this class will focus on the four critical areas described for Math 6 (above) and the following from Math 7:(1) analyzing and representing proportional relationships and (2) performing rational number arithmetic. Solving multi-step equations and working with probability will also be introduced in this class.

SOCIAL STUDIES: This course is designed to lay the foundations for understanding the development of societies and civilizations from early human social groupings to more advanced societies and the rise of first empires. As such, students will be exposed to, and become familiar with, different people, places, and cultures from around the world. Early civilizations, cultures and geography are studied from Meso-America to pre- Mesopotamia, ancient Egypt, Greece, and Rome.

SCIENCE: Sixth Grade Science covers physical science topics, including light & matter and thermal energy. Earth science topics include weather systems, plate tectonics & rock cycling, and natural hazards. Life science topics include cells & cell systems. We take a phenomenon-based approach to discovering more about each topic and practice "being a scientist" by utilizing scientific practices throughout the year. These are all aligned with Next Generation Science Standards as adopted by Washington State.

GRADE 6 CHOIR: 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 not 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 welcomes anyone who would like to play a stringed instrument (violin, viola, cello, or bass). This is a beginning-level class. Home practice will be required as a portion of their grade. The majority of the time spent in the sixth-grade orchestra 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. A limited number of instruments are available through the school. School rental fees per semester are $25.

FITNESS, MOVEMENT, SPORT & HEALTH (FMSH)- ***Three quarters taught in conjunction with Art:***
FMSH is taught in conjunction with Art. Three quarters of the year will be spent in FMSH and a single quarter in Art. The purpose of the 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 and Health Education Standards and important concepts.

ART FUNDAMENTALS - ***One quarter taught in conjunction with Fitness, Movement, Sport & Health:***
Art is taught in conjunction with FMSH. One quarter of the year will be spent on Art. In this course, students will be introduced to a variety of mediums and techniques to learn about the elements and principles of art. Students will also be exposed to art development across cultures and history, and explore how these contexts relate to their own work. Students will work in both 2D and 3D media, with an emphasis on exploration, creativity, and understanding of basic concepts. Drawing, painting, ceramics, and papier-mache will be among the media explored throughout the quarter.

GRADE 7 REQUIRED COURSE DESCRIPTIONS
School Year: 2026-2027

MATH OPTIONS:

MATH 7: This course teaches in-depth the 7th grade mathematical standards that are aligned with the Common Core Standards. Instructional time will be focused on four critical areas: (1) developing an understanding of and applying proportional relationships; (2) developing an understanding of operations with rational numbers and working with expressions and linear equations; (3) solving problems involving scale drawing dn informal geometric constructions and working with two-and three-dimensional shapes to solve problems involving areas, surface area, and volume; and (4) drawing inferences about populations based on samples.

MATH 7/8 : This class is offered to qualifying 7th grade students who have successfully completed Math 6/7. This course will cover the 7th grade standards that were not completed in Math 6/7 and all 8th grade math standards. Specifically, this course will address: (1) formulating and reasoning about expressions, equations, and inequalities, and solving systems of 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, angles, scale factor, similarity, and congruence, and the Pythagorean Theorem, and (4) working with rational and irrational numbers related to fractions, decimals, integers, exponents, and scientific notation. At the end of this course, students will have completed middle school math, making them eligible for Algebra 1 (a high school level course).

ENGLISH / LITERATURE CLASS: This class is designed to provide students with an integrated approach to learning language arts and literature. This program will emphasize effective communication through reading, writing, speaking, and listening as the students better understand themselves and others. Organization, study, and keyboarding skills will be reinforced throughout the year. The students will read The Outsiders and the graphic novel March as special literary units in addition to standards aligned with the Common Core State Standards for English Language Arts.

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 Standards and important concepts.

GRADE 7 ELECTIVE COURSE DESCRIPTIONS
School Year: 2026-2027

SEMESTER-LONG COURSES

LEADERSHIP: This class focuses on leadership attributes that can be identified, modeled, and taught. The class is primarily experiential-learning-based and emphasizes the importance of communication, character, personal growth, and building strong relationships and teams. Students will plan assemblies, fundraisers, and other school activities based on their interests. Class participants must be able to work independently in a manner that appropriately represents Spartan student leaders.

MIXED MEDIA ART: (1st semester only) This course is designed for hands-on learners who like to explore and create. This semester, we will continue to learn about the Art Elements and build our knowledge of the Principles of Design and Composition. Students will work with a variety of materials such as wood, fabric, recycled materials, collage, and more. Topics may include public art, music and visual art, environmental issues, social issues, and more. Students will develop works that help them explore their world and their creative expression.

DRAWING & PAINTING: (2nd 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, watercolor, and acrylic paint mediums. Topics will include basic color theory, color mixing, composition, and visual communication.

DIGITAL DESIGN AND MODELING: This course integrates Art, Computer Science, Technology, and Engineering to develop students' creative and technical skills. Students will learn the elements and principles of design while exploring industry-relevant software programs such as Canva, Blender, and TinkerCAD. Using Canva, students will navigate a variety of design tools to create visually appealing projects for print, including posters, stickers, t-shirts, and more. Students will also work with 3D design programs such as TinkerCAD and Blender to design original objects that will be produced using our fleet of BambuLab 3D printers.

ROBOTICS: Students will develop skills in automation and robotics to design solutions that improve daily life. Through hands-on investigations, students will explore mechanical systems, motion and power transfer, machine automation, and computer control systems. Students will learn about gear ratios and block-based coding to create and control robotic machines. Using the VEX Robotics platform, students will design, build, and program real-world devices. They will be challenged to creatively use sensors and actuators to develop systems that interact with their environment. By designing algorithms and applying computational thinking practices, students will code and upload programs to microcontrollers that perform a variety of authentic tasks. This course broadens students' understanding of computer science concepts through meaningful, real-world applications.

MEDICAL DETECTIVES: 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.

YEAR-LONG COURSES

YEARBOOK: In this yearlong course, students will work together to design and produce the school yearbook. Students will learn the basics of photography, graphic design, writing, and page layout while using digital design tools to create a finished publication. They will practice teamwork, organization, and responsibility as they collect photos, write captions, conduct interviews, and design pages that tell the story of the school year. Students will also learn about deadlines, attention to detail, and ethical use of images and content. By the end of the course, students will have contributed to a professional-quality yearbook that captures memories and celebrates the school community. ***This course is tentatively on offer for the 2026-2027 school year*

CONCERT CHOIR 7/8: Concert choir offers students choral advancement in vocal production, rhythmic style, and ensemble performance skills. For skill advancement, first year Concert Choir students are assessed on concepts that extend from 6th grade choir; second year Concert Choir students are assessed on concepts that extend from their first year. Second year students leave well-prepared to move on to the high school level. A wide selection of choral music is used throughout the year, some of which involves student input. Performances include evening concerts, festivals, and school assemblies. **STUDENTS WHO OPT TO JOIN JAZZ CHOIR, WHICH MEETS BEFORE SCHOOL, ARE REQUIRED TO ENROLL IN THIS CLASS.

ORCHESTRA 7: This class is for continuing string players, and performance is the primary emphasis of the course. Rhythm, music reading and coordination, ensemble, a range of new keys, and responsible group membership are emphasized. Performances include fall, winter, and spring concerts as well as in-school assemblies and music festivals/trips. Participation in the “Disney & Desserts” fundraiser in the fall is also encouraged.

BAND 7: This class continues the goals and objectives of the sixth-grade band. Students will learn advanced concepts regarding tone production, rhythm, intonation, musical styles, and technical aspects of the instruments. This class is for continuing band students (no beginners), and performance is the primary emphasis of the course. Performances include fall, winter, and spring concerts as well as in-school assemblies and music festivals/trips/parades.

GRADE 8 COURSE DESCRIPTIONS
School Year: 2026-2027

MATH OPTIONS:

MATH 8: This course teaches in-depth the 8th-grade mathematical standards that are aligned with the Common Core Standards. Instructional time will be focused on three critical areas: (1) formulating and reasoning about expressions and equations, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.

ALGEBRA I: This is a class for high school credit. It is offered to qualifying 8th graders who have successfully completed Math 7/8 or Grade 8 Math. The course will address: (1) formulating, reasoning, and solving linear, exponential, and quadratic expressions and equations; (2) deriving and modeling with linear, exponential, and quadratic functions; (3) formulating and analyzing statistical questions, including questions resulting in one and two-variable data. *The grade in this class will automatically be included on the high school transcript.*

ENGLISH / LITERATURE CLASS: This class focuses on a variety of reading, writing, language, and speaking and listening skills. Students will be building reading and writing stamina. In reading, students will be reading to identify narrative/elaboration/rhetorical strategies in writing and other passages (fiction and non-fiction). Reading comprehension includes inferring and analyzing text in short responses, including creating a claim, citing evidence, explaining evidence, and using transitions. Novel reading includes discussions in the form of Socratic Seminars and extended activities, which aid in reviewing and mastering reading skills. Students will be learning the writing process (brainstorming, narrowing a topic, organizing an essay, writing with elaboration/rhetorical strategies, writing effective introductions and conclusions).

S**OCIAL STUDIES:** In this semester-long course, students will explore American history, civics and government from the early colonial period through the Civil War and Reconstruction, examining key events, figures, and movements that shaped the nation.

SCIENCE: Eighth-grade science is a year-long, lab-based course, where students will explore three science topics: Physical Science, Life Science, and Space Science. In Physical Science, we will explore forces such as Contact Forces, Sound Waves, and Forces at a Distance. In Life Science, we will explore Genetics, Natural Selection, and Adaptations. In Space Science, we will explore how Earth fits in the Solar System, Seasons, and Moon Phases. These are all aligned with Next Generation Science Standards as adopted by Washington State.

FITNESS, MOVEMENT, SPORT & HEALTH (FMSH): The purpose of Fitness, Movement, Sport and Health at Lincoln Middle School is to create a safe environment for students to take positive risks, demonstrate their knowledge in a variety of activities that promote healthy and fit lifestyles, understand the benefit of purposeful movement, learn accurate health information that encourages positive life choices and influences, and demonstrate growth in their knowledge, understanding, and application of the Washington State Physical Education and Health Education Standards and important concepts.

COMPUTER APPLICATIONS: This class is designed to introduce students to workplace technology. This course explores educational plan development, career exploration, and communication skills by using technology in a business setting. Using Microsoft Office 365, students will learn introductory word processing, spreadsheets, presentations, and graphic applications. Students are also expected to master basic keyboarding skills. The class will also give students the opportunity to explore post-high school education and employment options by completing the Washington State required High School & Beyond Plan.

GRADE 8 ELECTIVE COURSE DESCRIPTIONS School Year: 2026-2027

SEMESTER-LONG COURSES

LEADERSHIP: This class focuses on leadership attributes that can be identified, modeled, and taught. The class is primarily experiential-learning-based and emphasizes the importance of communication, character, personal growth, and building strong relationships and teams. Students will plan assemblies, fundraisers, and other school activities based on their interests. *Class participants must be able to work independently in a manner that appropriately represents Spartan student leaders.*

COMMUNICATIONS/MEDIA: This class produces the Channel 3 News Program. Learned skills will include video editing, scriptwriting, anchoring, technical work, graphics, and videography. Students will gain valuable technical and leadership experience in broadcast journalism.

MIXED MEDIA ART: (1st semester only) This course is designed for hands-on learners who like to explore and create. This semester, we will continue to learn about the Art Elements and build our knowledge of the Principles of Design and Composition. Students will work with a variety of materials such as wood, fabric, recycled materials, collage, and more. Topics may include public art, music and visual art, environmental issues, social issues, and more. Students will develop works that help them explore their world and their creative expression.

DRAWING & PAINTING: (2nd semester only) This course is designed for learners who like to explore and create while learning drawing and painting techniques. Students will continue to learn about the Art Elements and build their knowledge of the Principles of Design and Composition. Students will work with a variety of drawings, watercolors, and acrylic paints. Topics will include basic color theory, color mixing composition, and visual communication.

DIGITAL DESIGN AND MODELING: This course integrates Art, Computer Science, Technology, and Engineering to develop students' creative and technical skills. Students will learn the elements and principles of design while exploring industry-relevant software programs such as Canva, Blender, and TinkerCAD. Using Canva, students will navigate a variety of design tools to create visually appealing projects for print, including posters, stickers, t-shirts, and more. Students will also work with 3D design programs such as TinkerCAD and Blender to design original objects that will be produced using our fleet of BambuLab 3D printers.

ROBOTICS: Students will develop skills in automation and robotics to design solutions that improve daily life. Through hands-on investigations, students will explore mechanical systems, motion and power transfer, machine automation, and computer control systems. Students will learn about gear ratios and block-based coding to create and control robotic machines. Using the VEX Robotics platform, students will design, build, and program real-world devices. They will be challenged to creatively use sensors and actuators to develop systems that interact with their environment. By designing algorithms and applying computational thinking practices, students will code and upload programs to microcontrollers that perform a variety of authentic tasks. This course broadens students' understanding of computer science concepts through meaningful, real-world applications.

MEDICAL DETECTIVES: 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.

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.

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.

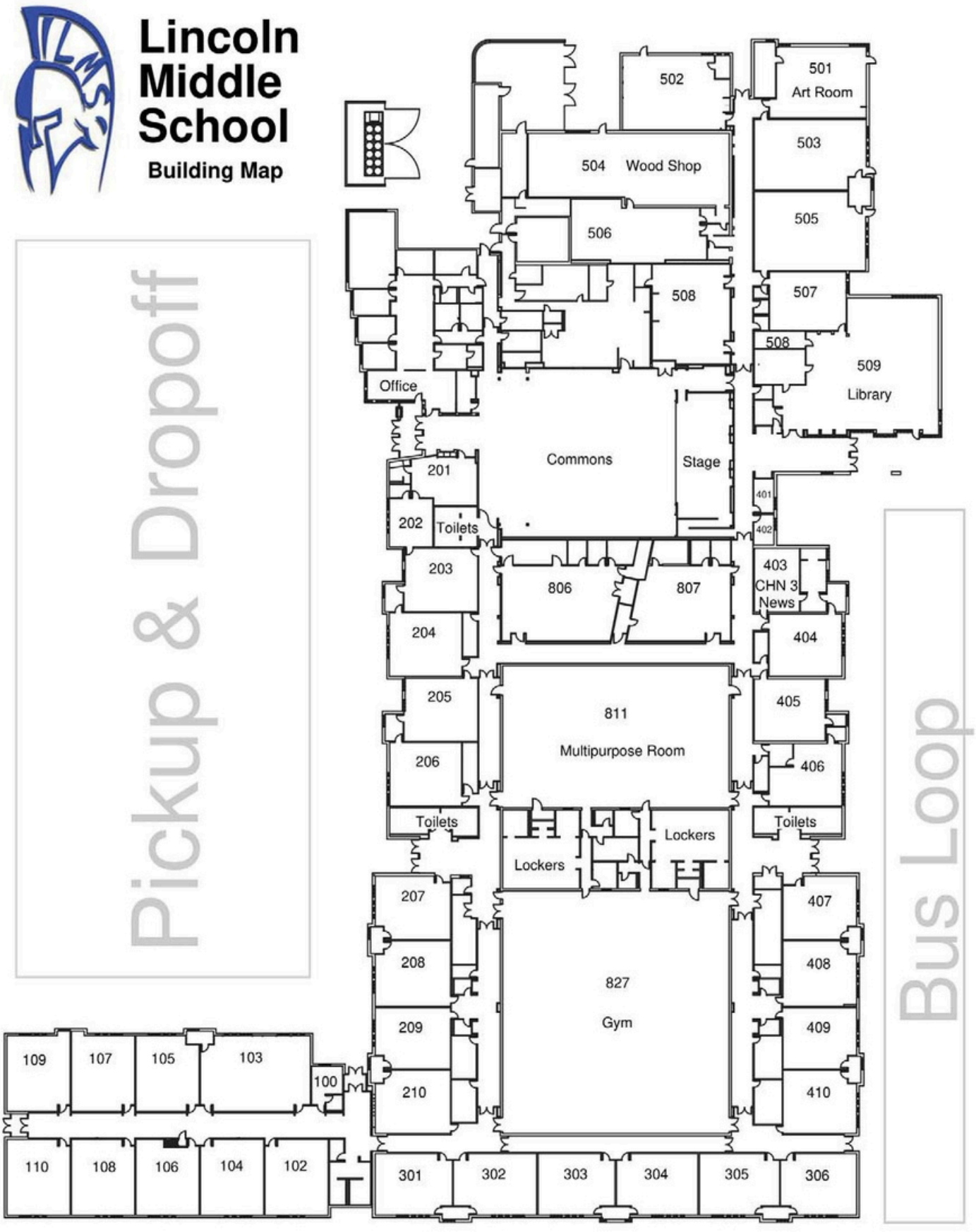
YEARBOOK: In this yearlong course, students will work together to design and produce the school yearbook. Students will learn the basics of photography, graphic design, writing, and page layout while using digital design tools to create a finished publication. They will practice teamwork, organization, and responsibility as they collect photos, write captions, conduct interviews, and design pages that tell the story of the school year. Students will also learn about deadlines, attention to detail, and ethical use of images and content. By the end of the course, students will have contributed to a professional-quality yearbook that captures memories and celebrates the school community. ***This course is tentatively on offer for the 2026-2027 school year*

CONCERT CHOIR 7/8: Concert choir offers students choral advancement in vocal production, rhythmic style, and ensemble performance skills. For skill advancement, first year Concert Choir students are assessed on concepts that extend from 6th grade choir; second year Concert Choir students are assessed on concepts that extend from their first year. Second year students leave well-prepared to move on to the high school level. A wide selection of choral music is used throughout the year, some of which involves student input. Performances include evening concerts, festivals, and school assemblies. **STUDENTS WHO OPT TO JOIN JAZZ CHOIR, WHICH MEETS BEFORE SCHOOL, ARE REQUIRED TO ENROLL IN THIS CLASS.

ORCHESTRA 7/8: This class is for continuing string players is the primary emphasis of this course. Rhythm, music reading and coordination, ensemble, a range of new keys, and responsible group membership are emphasized. Performances include fall, winter, and spring concerts as well as in-school assemblies and music festivals/trips. Participation in the "Disney & Desserts" fundraiser in the fall is also encouraged.

BAND 8: This class continues the goals and objectives of the seventh-grade band. Students will learn advanced 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.

LINCOLNMIDDLE SCHOOL BUILDING MAP



LINCOLN MIDDLE SCHOOL EVACUATION PLAN

Office, Kitchen, Commons, Rooms 201, 202, 203

Exit door 1 (by main office).
Follow sidewalk to North end of front parking lot.
Report to soccer field.

Rooms 204, 205, 206, 207,208,806

Exit door 2 (by room 207).
Followsidewalkbetweenparking lot and tennis courtsto North end of front parking lot.
Report to soccer field.

Rooms 102, 103, 104,209, 210, 301, 302

Exit door 3 (by room 301) at the Southwest corner of the building.
Followsidewalk betweenparkinglot and tennis courtsto North end of front parking lot.
Report to soccer field.

Rooms 105, 106, 107, 108, 109, 110

Exit door 4(by room 109) at the southwest corner of the building.
Followsidewalk parallel to soccer fieldto North end of front parking lot.
Report to soccer field.

Rooms 303, 304, 305, 306, 410

Exit door 5(by room 306) at southeast side of the building.
Move to football/track area.
Report to the track on the Westside of the football field, near the goal line.

Rooms 827 (Gym),811 (Multipurpose Room),405, 406, 407,408, 409

Exit door 6(by room 407) on the east side of the building.
Move to football/track area.
Report to the football field between the goal line and the 50-yard line.

Rooms 401, 402, 403, 404, 807

Exit door 7, next to library.
Move to football/track area.
Report to the track on the Eastside of the football field, beyond the goal line

Rooms 500,503,505

Exit using classroom outerdoors.
Move Southward along East side of building and up the sidewalk along bus lane.
Report to top of hillonthe sidewalk.

Rooms 501, 504, 506, 508

Exit door 8 (by room 501),North side of the building.
Move to the North end of the frontparking lotusing sidewalk.
Report to soccer field.

Rooms 507,508,509 (Library)

Exit through library South emergency door.
Move to sidewalk on Northwestside of bus entry.
Report to top of hillonthe sidewalk.

***Subject to change.**

LINCOLN MIDDLE SCHOO

BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1ST PERIOD 9:00-9:45	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25	1ST PERIOD 8:30-9:25
2ND PERIOD 9:50-10:34	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25	2ND PERIOD 9:30-10:25
SEL TIME 10:39-11:09	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25	3RD PERIOD 10:30-11:25
3RD PERIOD 11:14-11:58	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25	1ST LUNCH 11:30-12:00 / 4B PERIOD 11:30-12:25
1ST LUNCH 12:03-12:47 / 4B PERIOD 12:03-12:47	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00	4A PERIOD 12:05-1:00 / 2ND LUNCH 12:30-1:00
4A PERIOD 12:38-1:22 / 2ND LUNCH 12:52-1:22	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00	5TH PERIOD 1:05-2:00
5TH PERIOD 1:27-2:11	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00	6TH PERIOD 2:05-3:00
6TH PERIOD 2:16-3:00				

*STUDENTS WITH PERIOD **4A** HAVE FIRST LUNCH | STUDENTS WITH **4B** HAVE SECOND LUNCH

LINCOLN MIDDLE SCHOOL
315 SE CRESTVIEW STREET
PULLMAN, WA 99163

CONTACT
PHONE: (509) 334-3411
EMAIL: LMS-INFO@PSD267.ORG



Pullman High School
Parent and Student Handbook
2026-2027

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510 NW Greyhound Way

509-332-1551

phs.pullmanschools.org

https://www.facebook.com/PullmanHS/

https://twitter.com/PullmanHS

https://www.instagram.com/pullmanhounds/



Jerrod Fleury
Principal



TBD
Assistant Principal



Evan Hecker
Assistant Principal
Athletics & Activities Director

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Welcome to Pullman High School. We are charged to ensure learning while challenging and supporting each student to achieve full potential.

We believe we offer you a world-class education and this document is the beginning of fulfilling that commitment. Pullman High School is one of the finest schools in Washington and we plan on your experience being first rate.

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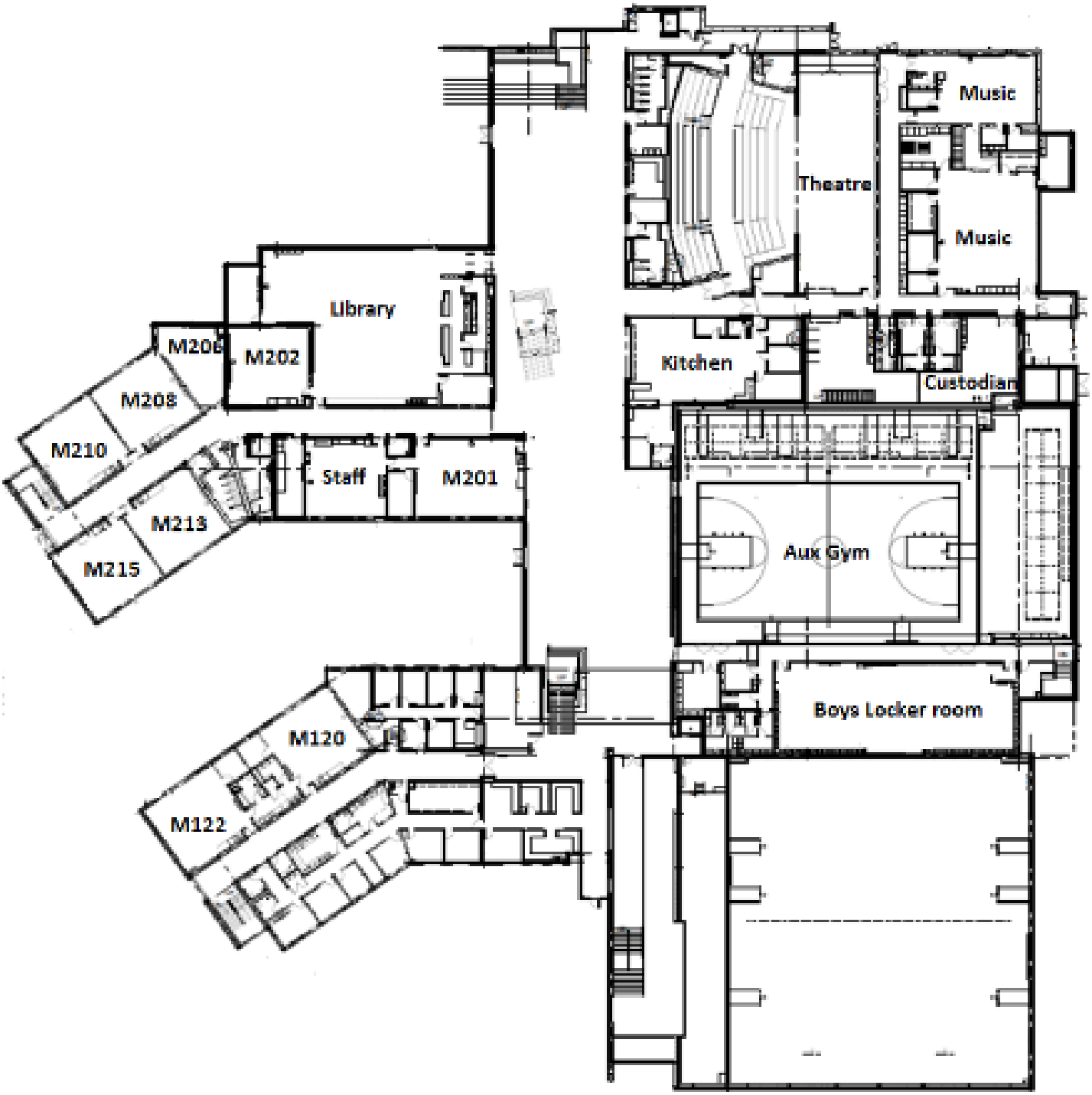
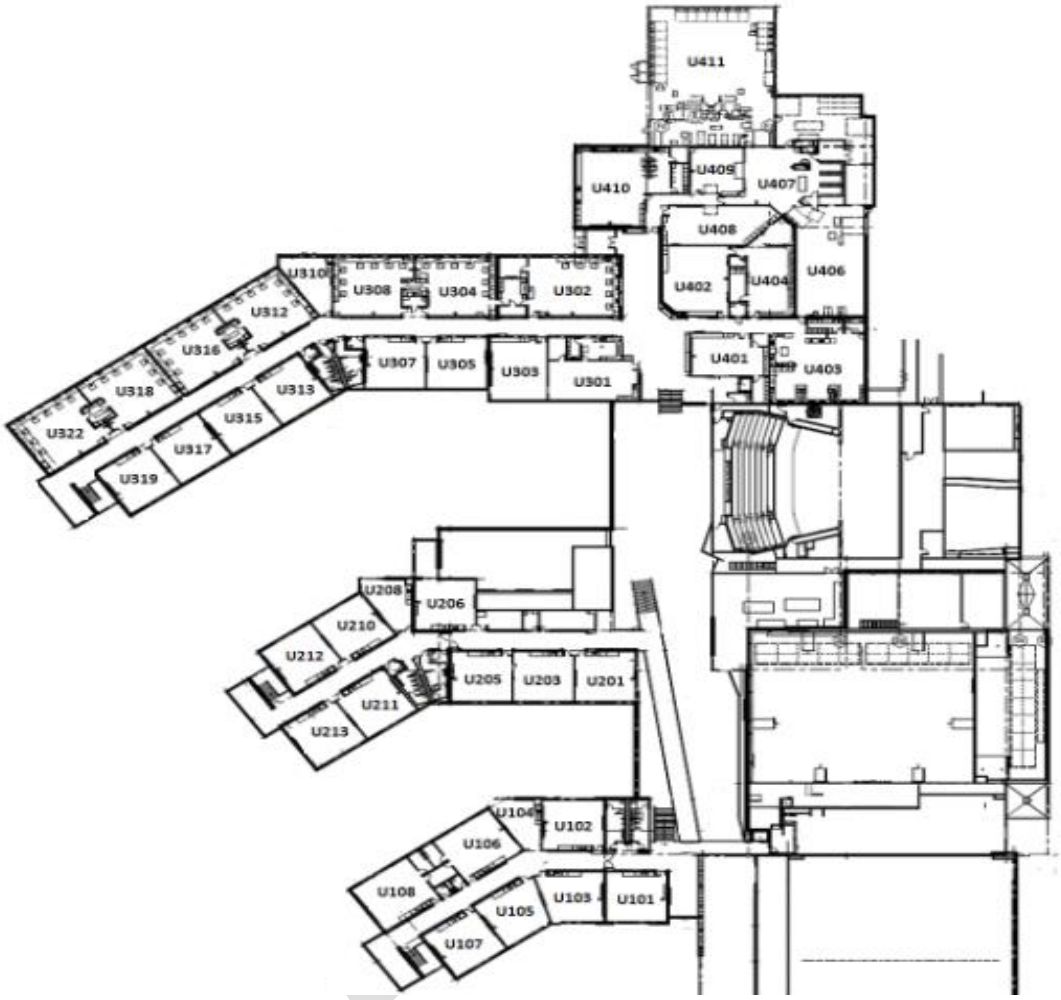
Building Map

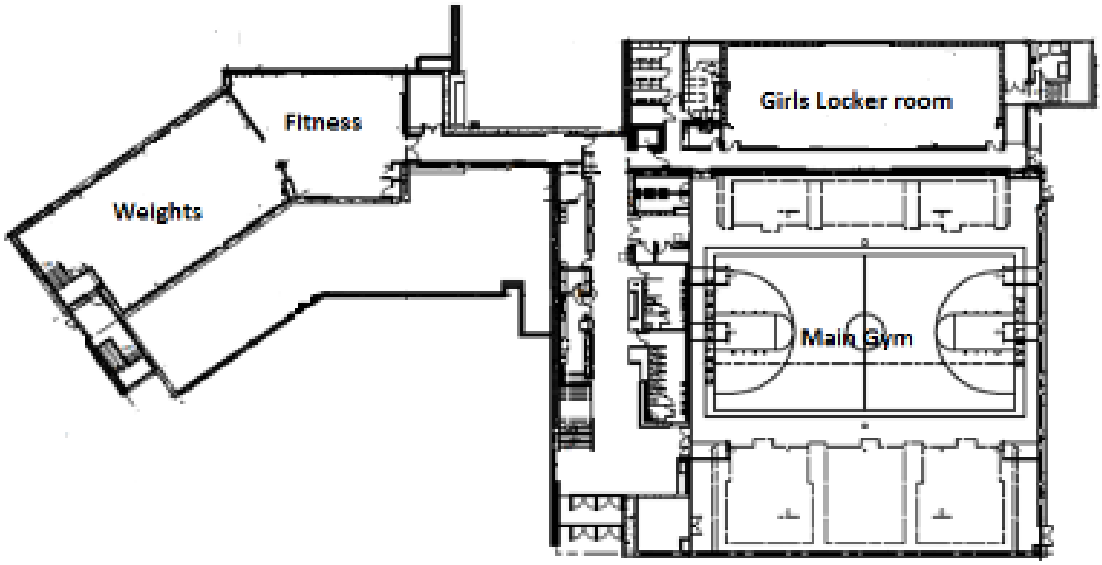
Main Level



Upper Level



Lower Level



PULLMAN HIGH SCHOOL BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
COLLABORATION 8:00 - 8:45	0 PERIOD 7:20 - 8:25	0 PERIOD 7:20 - 8:25	0 PERIOD 7:20 - 8:25	0 PERIOD 7:20 - 8:25
1st PERIOD 9:00 - 9:55	1st PERIOD 8:30 - 9:55	2nd PERIOD 8:30 - 9:55	1st PERIOD 8:30 - 9:55	1st PERIOD 8:30 - 9:25
2nd PERIOD 10:05 - 10:55	2nd PERIOD 10:10 -11:35	3rd PERIOD 10:10 -11:35	3rd PERIOD 10:10 -11:35	2nd PERIOD 9:35 - 10:25
3rd PERIOD 11:00 -11:50	1st LUNCH 11:35-12:00 / LATE 4th PERIOD 12:05-1:30 / EARLY 4th PERIOD 11:40-1:05 / 2nd LUNCH 1:05-1:30	1st LUNCH 11:35-12:00 / LATE 5th PERIOD 12:05-1:30 / EARLY 5th PERIOD 11:40-1:05 / 2nd LUNCH 1:05-1:30	1st LUNCH 11:35-12:00 / LATE 4th PERIOD 12:05-1:30 / EARLY 4th PERIOD 11:40-1:05 / 2nd LUNCH 1:05-1:30	HOUND TIME 10:30 -10:55
1st LUNCH 11:50-12:15 / LATE 4th PERIOD 12:20-1:10 / EARLY 4th PERIOD 11:55-12:45 / 2nd LUNCH 12:45-1:10	5th PERIOD 1:35 - 3:00	6th PERIOD 1:35 - 3:00	6th PERIOD 1:35 - 3:00	3rd PERIOD 11:00 -11:50
5th PERIOD 1:15 - 2:05				1st LUNCH 11:50-12:15 / LATE 4th PERIOD 12:20-1:10 / EARLY 4th PERIOD 11:55-12:45 / 2nd LUNCH 12:45-1:10
6th PERIOD 2:10 - 3:00				5th PERIOD 1:15 - 2:05
				6th PERIOD 2:10 - 3:00



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ASB Information

ASB ADVISOR Erin Willy

ASB OFFICERS

ASB President	TBD	ASB Vice President	TBD
ASB Secretary	TBD	ASB Co-Treasurer	TBD
ASB Co-Treasurer	TBD	Press Secretary	TBD
Activities Liaison	TBD	Equity Officer	TBD
Chief of Staff	TBD		

Class Officers

SENIOR CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Activity Liaison	TBD
Equity Officer	TBD
Advisor	Sherree Komp

JUNIOR CLASS

President	TBD
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Activity Liaison	TBD
Equity Officer	TBD
Advisor	Kate Agnew

SOPHOMORE CLASS

President	TBD.
Vice President	TBD
Secretary	TBD
Press Secretary	TBD
Activity Liaison	TBD
Equity Office	TBD
Advisor	Hailee Spier

FRESHMAN CLASS

President	TBD
Vice President	TBD
Secretary	TBD.
Press Secretary	TBD
Activities Liaison	TBD
Equity Officer	TBD
Advisor	TBD

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ASB Activities and Advisors

Activity	E-mails	Advisor
Art Club	rmcpherson@psd267.org	Rob McPherson
AAPI	dnakata@psd267.org	Debbie Nakata
ASB Executive Council	ewilly@psd267.org	Erin Willy
Black Student Union	kdahmen@psd267.org	Kelli Dahmen
Book Club	kcokesutton@psd267.org	Kristen Coke-Sutton
Chorus/Choir	amielke@psd267.org	Andy Mielke
Cheer	ewilly@psd267.org	Erin Willy
Concert /Jazz / Pep Bands/Treble Triad	amielke@psd267.org	Andy Mielke
Computer Club	sanderson@psd267.org	Sam Anderson
Drama Club	amielke@psd267.org	Andy Mielke
DECA	mmayer@psd267.org	Melissa Mayer
FCCLA	jbickelhaupt@psd267.org abogle@psd267.org	Jill Bickelhaupt Altaira Bogle
FILM Club	ddemartin@psd267.org	Danielle DeMartin
FFA	rmatthews@psd267.org	Rob Matthews
Greyhound Minds Matter	dthompsonst@psd267.org	Denise Thompson
Politics and Debate Club	rcurrier@psd267.org	Raeiah Currier
Key Club	Kbrown@psd267.org	Kayla Brown
Knowledge Bowl	sanderson@psd267.org	Sam Anderson
Lego Club	bklover@psd267.org	Betty Klover
Math Team	bgravel@psd267.org	Bryce Gravel
Orchestra	kcovill@psd267.org	Katharine Covill
Ping Pong Club	mausmus@psd267.org	Mike Ausmus
Recycling/Environmental Club	rmcpherson@psd267.org	Liv Craine
Science Bowl	bgravel@psd267.org hkiser@psd267.org	Bryce Gravel Hannah Kiser
Science Olympiad	mhaugen@psd267.org	Marla Haugen
Skills USA (welding & machining)	tferry@psd267.org	Tanner Ferry
Skills USA (visual communications)	rwinchell@psd267.org	Doug Winchell
Spirit Club	bklover@psd267.org	Betty Klover
Youth in Stem	skomp@psd267.org	Sherree Komp
Table Top Club	kcance@psd267.org kbrown@psd367.org	Kyle Cance Kayla Brown
Yearbook	mmayer@psd267.org	Melissa Mayer

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ATHLETICS/ACTIVITIES

ATHLETICS/ACTIVITIES DIRECTOR Evan Hecker ehecker@psd267.org

ATHLETICS/ACTIVITIES HANDBOOK

The PSD Athletics and Activities Handbook outlines the expectations for participation in PHS Athletics and Activities. This document can be found on the high school website or by clicking here. A printed paper version is available upon request at the PHS office.

GENERAL INFORMATION

ELEVATOR USE

Elevators are for the use of students and visitors who require physical assistance getting to any designated individual floor. Students who misuse the elevators for purposes other than necessary mobility purposes may be subject to school discipline.

GRADES

Grades will be issued to all students after 6 weeks, 12 weeks and 18 weeks for each semester. The 18-week grade will represent the semester grade. Grades may be checked at any time by Family Access. Login information and passwords for students and families are available through the office.

HEALTH SERVICES

In the event of illness or injury at school, report to the office and contact a secretary or the school nurse. Excused absences for leaving campus or time spent in the Health Room can be obtained only if you have checked in and out with an office staff person. If a student has a temperature 100 degrees Fahrenheit or over they need to stay home for **24** hours after their temperature has returned to normal without the help of fever-reducing medications such as Ibuprofen or Acetaminophen.

LOCKERS

Students can be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that their locker is kept locked and in order at all times. Combination locks for P.E. and athletics purchased through the school are the only locks to be used; all others will be cut and removed. The lock you purchase from the school is yours to keep, use the same lock for your entire enrollment at PHS. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Switching of lockers is not permitted.

Since lockers and desks are school property, the school has the right to make a school-wide search of these areas at any time as it is the school district's duty to protect students and ensure that school property is lawfully used.

Students are reminded that valuable items should not be stored in lockers. The school cannot assume any responsibility for items left in lockers. Lockers are issued as a convenience to students, but are not intended to provide storage for valuables. Lost or stolen items should be reported to the main office and School Resource Officer.

PARENT/STAFF COMMUNICATION

Parents are encouraged to confer with school personnel about their students as needed throughout the year. Teachers can be contacted before 8:20 AM, after 2:50 PM or during their planning period. If visiting the school, please make an appointment with the teacher prior to your visit. Email will be responded to within two school days.

STUDENT IDENTIFICATION CARDS

Students will receive an identification card shortly after the beginning of the school year. Lost or stolen cards/validation stickers can be replaced by contacting the ASB secretary. It may be necessary to present the I.D. card for identification at any school function or be denied access to the activity.

VISITORS OF STUDENTS

Non-PHS students wishing to visit the PHS campus during the school day must receive prior approval at least two weeks in advance of the planned visit from a PHS administrator. All visitors must sign in at the main office and wear a visitor badge. Any visitor who fails to do so will be considered a trespasser. Visitors of students are not permitted to be in classes during the school day.

STUDENT FEES

Students are not required to pay fees or deposits for textbooks or other instructional materials that are checked back in at the completion of a course. However, students are responsible for maintaining the condition of these materials and may be assessed fines for lost or damaged materials. Fees are assigned for some classes where consumable materials are used.

Items and Services:

- PHS ASB Athletics Card $70.00
- PHS ASB Activities Card $30.00
- PHS Replacement ID/ASB Card $5.00
- Kamiakin (Yearbook) $65.00

Lab or Shop Fees:

Students enrolled in these special courses pay lab fees to defray costs of materials used for special projects beyond what is required for the basic program.

- Art Class $20.00 per semester/per class
- Metals $20.00
- Woods $20.00
- Drafting $20.00
- Fashion Design $15.00
- Foods and Nutrition/Culinary Art $15.00
- Advanced Lifetime Fitness (Sr. only) $50.00

*Students are not required to use a locker, but it is highly recommended. If they do use a locker, it is required that they use a school purchased lock on PE lockers.

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Club Dues:

- Art Club $20.00
- DECA $40.00
- FFA $25.00
- PDC $5.00
- Key Club $16.00
- Weights (Winter/Summer) $50.00 each
- FCCLA $40.00
- Science Olympiad $15.00
- Skills Computer Science $30.00
- Skills Construction/Welding $20.00
- Skill communication $15.00

If your family qualifies for free or reduced-price meals, the district can facilitate fee waivers for school programs. Fee waivers can be applied to optional non-credit based activity fees, ASB card fees, sports/athletics fees, field trip fees, summer school fees, testing fees (ACT, SAT, etc..), course fees, and/or lab fees for students that are eligible for free or reduced-price meals. Schools may disclose children's free and reduced-price eligibility information to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA).

We encourage all families to complete the Consent to Share Child Nutrition Program Eligibility Form through Skyward Family Access for all students in each family as part of the annual registration for returning students or as part of the new student enrollment process, whichever is applicable. This is an optional form and submitting/not submitting this form will not affect your child's eligibility for free or reduced-price meals. After the completed Consent to Share Eligibility Form has been received, the fee waivers will be automatically applied, where applicable. If you need a paper copy of the Consent to Share Eligibility Form, please contact your student's assigned school.

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PROCEDURES AND POLICIES

ACCIDENTS

All injuries should be reported to the nurse's office. It is the teacher's responsibility to turn in a completed accident report to the nurse. If the nurse or office staff decide that the individual should be sent to a doctor, parents and/or emergency medical services will be contacted. Under no circumstances should a student leave school and go to the doctor for an injury sustained at school without checking out in the office.

ASSISTANCE

Students experiencing difficulties or having concerns should contact a teacher, counselor, office personnel, or administrator to assist in resolving the matter before it becomes a problem. For students experiencing academic difficulties, the Student Learning Center, located in the library is open Monday-Thursday, 2:50-4:00. Tutors are available. Information and assistance are available to all students.

ANNOUNCEMENTS

Announcements are made each morning at 8:20. It is the students' responsibility to ensure that they have heard announcements. If you wish to have announcements made regarding school activities, you must have the announcement signed by a teacher or advisor, and/or by an administrator. Forms are available in the main office.

COUNSELING AND GUIDANCE SERVICES

The philosophy of the Counseling Department at Pullman High School is that each individual will be recognized and accepted as a person of worth, a person of ability, a person with rights, a person with potential and a person who can and does accept responsibility. It is the purpose of the counseling staff to pursue the fulfillment of these concepts. In so doing, it is recognized that individuals have differences and that developmental needs vary.

Pullman High School's counselors are qualified to assist students with planning an academic program, whether it leads to a college or a vocation; assisting in resolving personal problems; and to generally orient them to school and to life. In providing this assistance, the counseling staff may provide; occupational, educational and military information; consultation; coordination; orientation; referral; placement (when possible); follow-up (when possible); and research and program development. Referrals for individual and drug and alcohol issues are coordinated through the counseling office.

DANCES

Dances are held for the enjoyment and participation of PHS students. All school rules for dress and behavior apply to all dances and activities. Students may be asked to be tested for illegal substances and/or to leave the event. Students must have a valid student ID to purchase dance tickets. This applies to the four "formal" dances: Homecoming, Winter Ball, Tolo and Prom. Any approved guest or visitor attending a PHS dance (non PHS students), must present a valid ID (ASB or License/Permit) at the door. All dances are closed-door events. Checkouts are not permitted. Once you leave you may not re-enter. Several forms of dance (i.e. bumping, freaking, grinding, and mosh pits) are not appropriate at a high school function. Discipline may be assigned for inappropriate behavior. Ask the activity chaperone for more details.

Visitors wishing to attend a PHS dance must have a registered PHS student sponsor who will obtain and turn in an approved visitor's dance pass form to the assistant principal's office by 3:00 pm at least three days prior to the event. Visitors must be under age 21 and at least in 9th grade. A PHS student may host only one guest per dance. An administrator may refuse or revoke a dance visitor pass for any reason at any time. Guest passes will only be issued for the following four dances: Homecoming, Winter Ball, Tolo, and Prom. All dances must be approved through the ASB.

GENERAL CLASS REQUIREMENTS

All PHS students must take a minimum of six credit-producing classes per semester. Running Start students or students with extenuating circumstances may be granted an exception to this policy by the principal when it is determined that an exception is in the student's best interests.

GRADUATION REQUIREMENTS

Specific Graduation Requirements, Graduation Pathways, and Course Details can be found in the 2026-2027 PHS Course Guide. This document can be found on the high school website or by clicking here. A printed paper version is available upon request at the PHS office.

OTHER PHS GRADUATION INFORMATION

Grade Point Average

A grade point average (GPA) will be computed for each student who completes any course(s) taken for letter grades. The thousandths place decimal is used for these computations. Our GPA will not be rounded and is not weighted. Detailed GPA information can be found under Grading Regulations in this document.

Class Rank

A numerical rank in class will be determined by using the grade point average (GPA) of each student using the standard grading system. Pullman High School uses an unweighted GPA scale. Exchange students will not be ranked. Students who transfer to PHS with a semester or more of P's on their transcript will not be ranked. Students with unaccredited coursework will not be ranked. Unranked students will not be eligible for honors designations or awards based that are based on rank.

Graduating with Honors

Students who have met the following criteria will be considered as graduating with honors from Pullman High School. These students will receive an honor cord at the graduation ceremony:

- A student must be included in the class rank and
- Have cumulative GPA of 3.5 or higher at the end of seventh semester (GPA's are not rounded) and
- No more than two (2) credits of Pass/Fail courses during their last two years and
- The student must be enrolled in a least five (5) standard graded classes for high school credit in both semesters during their senior year

Valedictorian and Salutatorian

Ranked Seniors who attain a 4.00 GPA at the end of their 7th semester of high school will be considered a Pullman High School Valedictorian. Pullman High School will honor as many students with this status as have met the requirement. The next ranked GPA will be recognized as Salutatorian and may also be shared by multiple students if they have a matching GPA to the thousandths decimal place.

The Seal of Biliteracy

The Washington State Seal of Biliteracy recognizes public high school graduates who have attained a high level of proficiency in speaking, reading and writing in one or more world languages in addition to English. Graduating students can earn this distinction by meeting all English Language Arts graduation requirements and earn the equivalent of 4 years high school World Language. This can be done by earning four credits in a world language; demonstrating mastery through proficiency testing; or earning a score of three or higher on an AP World Language exam. The Seal of Biliteracy is acknowledged on the student's final transcript.

SCHEDULE CHANGES

Students are expected to request classes that fit their High School and Beyond Plan. If a change becomes necessary, ***students must email a request to their guidance counselor*** which includes the reasons for the requested schedule change. Any schedule changes will be considered only under exceptional circumstances. If a scheduling mistake was made by school personnel, appropriate corrections will be made.

Deadlines/Grading for Schedule Changes

Changes to scheduled classes may be requested during the first seven days of each semester. Deadlines for schedule change requests for the 2026-2027 school year:

Semester 1 – Tuesday, September 8, 2026 **Semester 2** – Tuesday, February 2, 2027

Students are expected to complete (catch up) on all assignments for classes they join late. Classes dropped before the end of the fourth week of each semester will be graded out with a W. Classes dropped after the fourth week of each semester will be graded out with an F.

Approval or Denial for Schedule Changes

Schedule changes may only be made during the add/drop period for each semester. The request cannot be based on personal preference (want a different teacher, want a different lunch, want to switch to be with friends, etc.) If the request does not fit the following criteria a schedule change will not be granted.

- Space availability in class requested.
- Compatibility with graduation requirements and the student's High School and Beyond Plan.
- The student has not met the prerequisites of a currently scheduled course.
- Technical errors in the student's schedule, such as, placed in a course that was not requested.

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ATTENDANCE PROCEDURES

Notes are acceptable from parents or legal guardian only. Students who have reached the age of 18 will need to provide documentation for ALL absences. Documentation includes, but is not limited to: notes from medical professionals, notes from parents/guardians, notes from teachers. In all cases, the school has the right to verify all absences, up to and including requiring notes from medical personnel. School Board Policy and Procedure 3122 can be found at: https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49300

Excused Daily Absences

The following are valid excuses for absences from school: (WAC 392-401-020 Excused absences)

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A. 705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

How to Excuse an Absence

We encourage parents and students to keep track of all absences and take care of excused absences right away. While the responsibility for school attendance belongs with parent(s) or guardian(s), high school students assume the primary responsibility for their attendance. Students should check in with the attendance office upon their return to school. Absences need to be excused within 48 hours of the student returning to school, after 48 hours the absence may be left unexcused.

To excuse an absence:

- Call the attendance office (509) 332 -1551
- Send a note with the student
- Message attendance via Parent Square
- Email the attendance office at PHS-Attendance@psd267.org

Absences covered by fraudulent notes or phone calls will be marked unexcused. The student will be assigned discipline under Forgeries.

Upon returning to school, students without an excuse will be issued a detention note. Students have two (2) days to have an absence excused or it will remain permanently unexcused. An Assistant Principal must approve any exceptions to this rule. Dealing with attendance related issues during class time might result in the assignment of a tardy in that class.

MAKING UP MISSED WORK

Students will have no less than the number of classes missed to make up any assignment, project, or presentation missed due to an excused absence listed above (i.e. one class missed equals one class to complete make up work). Individual teachers may extend this time through classroom policies and procedures or on an individual basis. Note: Work assigned prior to the absence and due the day of the absence will be due upon the student returning to class. Work cannot be made up that is due, or assigned, on the day of (or class period) that is an unexcused absence.

ILLNESS AT SCHOOL

If a student becomes ill at school, they must get permission from the teacher to report to the nurse's office. The office personnel will determine whether the student should be sent home, return to class or remain in the nurse's office. Failure to report to the nurse's office and sign out may result in truancy.

ATTENDANCE DISCIPLINARY ACTIONS (SBP 3241P)

TARDIES

Students who report late for class without a written excuse from the office will be considered tardy. Students more than 10 minutes late to a class may be considered absent rather than tardy.

Possible responses to behavior could include: warning, parent contact, detention, and further discipline.

UNEXCUSED ABSENCES AND TRUANCY

An unexcused absence will apply to any period missed without valid excuse including:

- Student leaves school without having parental permission and signing out in the office.
- Student is absent from class without parent or legal guardian or teacher permission.
- Student fails to go to an area for which permission was granted or goes to an area without permission.
- Student comes to school and does not attend class

Violations of the unexcused absence policy apply to the entire school year. Subsequent procedures will be followed:

Possible responses to behavior could include: warning, parent contact, detention, referral to community engagement board, and the filing of a truancy petition in the Whitman County Superior Court.

- 7th in one month or 15th in a year: A truancy petition may be filed with Whitman County Superior Court per RCW 28A.225

***All students that leave school and miss class time must sign out in the PHS attendance office. Failure to do so will result in unexcused absence and/or appropriate discipline.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Pullman School District Board of Directors requires that each year, the superintendent shall develop and make available to all students, their parents and staff, handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. The school principal and certificated building staff will confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They will seek to develop precise definitions for common problem behaviors and build consensus on what constitutes manifestation of those problem behaviors. The definitions will also address differences between major and minor manifestations of problem behaviors to identify those problem behaviors that teacher and other classroom staff can generally address and those problem behaviors that are so severe that an administrator needs to be involved. This work will also help district staff identify and address differences in the perception of subjective misbehaviors and reduce the effect of implicit bias. They will also confer annually to establish criteria for determining when a certificated employee must complete classes to improve classroom management skills. All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, will pursue the required course of studies, and will submit to the authority of staff of the schools, subject to such discipline, including other forms of discipline as the school officials will determine.

STUDENT RIGHTS

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, sexual orientation, previous arrest, previous incarceration or physical, mental or sensory handicap. Subject to reasonable limitations upon the time, place and manner of exercising such rights, and the recognized needs of the educational process, students shall have the right to:

- Expect the maintenance of high educational standards in the district.
- Physical safety.
- Safe buildings and sanitary facilities.
- Consult with teachers, counselors and administrators and other school personnel.
- Be informed of rules and regulations as related to the rights and corresponding responsibilities.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations and state guidelines.
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, or harassment.
- Freedom of speech and press, peaceably assemble, petition the government and its representatives for a redress of grievances, the free exercise of religion, and have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- Expect fair and just treatment from school authorities and freedom from emotional and physical abuse.
- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- An education consistent with the stated district goals.
- Know the requirements of the course of study and to know on what basis grades will be determined.
- Citizenship rights as delineated in the United States Constitution and its amendments.
- Be free from all forms of harassment. The enumeration of these rights shall not be construed to deny or disparage other rights set forth in the Constitution and the laws of the State of Washington or the rights retained by the people.

STUDENT RESPONSIBILITIES

- Pursue their required course of studies.
- Attend school daily and be on time to class.
- Be aware of and comply with all rules governing student behavior.
- Comply with the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.
- Express their ideas in a respectful manner so as to refrain from harming the reputation of others.
- Dress in a manner which is not disruptive to the educational process nor threatens the health and safety of others.
- Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- Respect the rights of others.
- Exercise self-discipline.
- Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
- Comply with reasonable requests of district employees while in the performance of their duties.
- Abstain from the use or possession of tobacco products on school district property or at school sponsored events off campus.
- Abstain from the use, possession, sale, distribution, trade, and/or transfer of alcohol, illegal and/or other mind-altering drugs or substances (or that which purports to be) or paraphernalia. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision.
- Avoid possessing, handling, or transmitting any object that can be reasonably considered a weapon or a hazardous object or material.

STUDENT CONCERNS ABOUT STAFF

Constructive criticism is welcome at PHS. Students wishing to report a complaint against a staff member should feel free to contact teachers, administration or a counselor, who will follow the procedures outlined in Board Policy 4312: https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49300

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STUDENT DISCIPLINE

School Board Policy and Procedure 3241 can be found at:
https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49300

Discipline actions will be individualized for each student and situation, following School Board Policy 3241P, and may include the following:

CONDUCT VIOLATIONS

ALCOHOL or DRUGS (SBP 3241P) - Major Violation

A student shall not possess, be under the influence of, however slight, or sell, distribute, trade or transfer substances purporting to be alcoholic beverages, illegal and/or other mind-altering drugs or substances. In all cases parents and law enforcement will be contacted. Students may be asked to submit to a test for alcohol and/or drugs. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision. Administrative discretion will be used for self-referrals.
For possession and/or under the influence; or reasonable suspicion that the student is under the influence.

> **Possible responses to behavior could include:** Parent Contact, Referral to Prevention/Intervention Services, Suspension actions, and referral to Pullman Police Department

Options to reduce suspension: For first offense of possession or under the influence, parents will be informed of discipline actions and if they wish to re-enter school prior to completion discipline actions they may choose to be evaluated by a state- accredited substance abuse treatment agency (Pursuant to WAC 275-19). If the parent and student choose the evaluation option, and agree they will follow the health care recommendations of that agency, a portion of the discipline actions may be eliminated, under appropriate circumstances.
Immediate reinstatement is contingent upon a health evaluation plan including specific day for evaluation, and a recovery plan that is acceptable to school officials. Parents will bear the cost of the evaluation and treatment recommended by the agency. In an emergency, expulsion will be imposed. Reduction of discipline for first offenses for sale, distribution, or trade will be at admin discretion.

Emergency Removal may be imposed when the student:

- Presents an immediate and/or continuing danger to himself or herself or others; and/or
- Poses an immediate and continuing threat of substantial disruption of the educational process by either:
- The continual use of alcohol, illegal and/or other mind-altering drugs or substances, or by
- The possession of a sufficient quantity of alcohol, illegal and/or mind-altering drugs or substances that such possession could be construed to be a felony possession.

ATHLETIC/ACTIVITY ATTENDANCE

Students are expected to follow sportsmanship expectations established by the school and league at all events, home and away. Spectators and participants at athletic/activity events should be positive, respectful, and supportive. All other school rules apply to activities and athletics. See School Board Policy 4600.
Students absent from school on the day of an event may not be allowed to attend an athletic or activity event. Students who fail to meet these expectations can face the following consequences depending on the severity of their actions.

> **Possible responses to behavior could include:** warning, parent contact, removal from event, removal from future events.

BUILDING AND GROUNDS CLEANLINESS (SBP 3241P)

It is the responsibility of each student to keep the school looking clean and orderly at all times. Waste should be disposed of in the containers provided. There is never to be any writing or marking on school property. Students and parents or guardians shall be liable for damages and will pay restitution. Willful destruction or defacement of school property may be cause for suspension. Students are expected to clean off cafeteria tables. No students shall litter in the school building or on the school grounds.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions. *Exceptional misconduct violation or continued offenses – Possible out of school suspension

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES (SBP 3241P)

Students are STRONGLY encouraged not to bring any unnecessary electronic devices to school. *PHS WILL NOT BE RESPONSIBLE FOR STOLEN OR MISSING ELECTRONIC ITEMS.* Filming/recording devices are forbidden in places of assumed privacy (ex: locker rooms, bathrooms). Inappropriate use of electronic devices (harassing, sexting, texting, cheating, manufacturing, distributing, or possessing inappropriate photos or videos, etc.) may result in discipline and/or legal actions, which may include confiscation. For student non-compliance (refusal to respond with a reasonable request or hand over their phone and or disruptive and or disrespectful behavior) the staff member may either send the student to the main office or call the main office for assistance. Student may be disciplined.

A phone is available in the office for student use during non-class time only. This phone is to be used for important and necessary student business. Cell phone use (including text messaging) is only allowed during non-class time. Disruptions caused by cell phones will be dealt with as a classroom disruption. If there is an emergency, please notify your teacher BEFORE accessing your cell phone.

Students may not use or have in their possession 2-way communication devices (i.e. walkie- talkies) during the school day. Parents: please note that contacting your child through the office for emergencies is an appropriate way of contacting them during class time (509-332-1551).

> **Possible responses to behavior could include:** parent contact, item kept until end of the period, end of the day or until parent can pick up, loss of cell phone privileges at school.

CHEATING/ACADEMIC FRAUD (SBP 3241P)

Students are expected to do their own work. Violations of the cheating policy apply to the entire student's academic career at Pullman High School. Cheating involves one or more of the following actions:

- To use the work of another person or organization as your own.
- Purchase from any source or organization, work to be submitted as ones' own.
- To copy information from another student's test, examination, theme, book report, term paper, or other assignment.
- To plagiarize - plagiarism means using another person's idea, expression, or words without giving the original author credit.
- To prepare for cheating in advance. Such action involves (1) having in your possession an unauthorized copy of a test to be given or having been given by a teacher, (2) using an unauthorized test or unauthorized notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)
- To assist another person to cheat as defined in items 1-5 above.
- To use technology (such as computers, artificial intelligence (AI), cell phones, or other devices) to gain an unfair advantage or to cheat as defined in items 1-5 above.

Cheating/Academic Fraud will be disciplined in the following manner:

Possible responses to behavior could include: parent contact, parent/student meeting, no credit for assignment, with option to reassess to show competency/knowledge of content, detentions, other discipline as determined by administration.

- Exceptional acts of cheating may warrant more severe consequences
- Altering a teacher's grade book could cause the student to be removed from the class with a loss of credit

CLOSED CAMPUS

The PHS campus is a closed campus which means if you leave you will not be able to return without prior approval from the office. The following areas are off limits to students during all portions of the school day, including lunch:

- Tennis courts (25 feet from all courts in all directions)
- Softball/baseball fields and dugouts
- Soccer field area and soccer hillside
- To visit your vehicle, you need to check in/out with the main office

Possible responses to behavior could include: parent contact, assigned seating at lunch, detentions and further discipline.

DESTRUCTION/ VANDALISM OF PROPERTY (SBP 3241P) – Major Violation

"Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student is subject to suspension and punishment." (RCW 28A.635.060) Disrespect for or destruction of school or personal property will result in immediate disciplinary action up to and including suspension. A plan for full restitution is required prior to reinstatement. The school may withhold grades, diploma, and transcripts until the damage restitution has been made. Police may be notified. Students who cut, deface, injure or vandalize school district property shall be responsible for their actions. Students and parents or guardians shall be liable for damages and will pay restitution.

Possible responses to behavior could include: parent contact, restorative practices, detentions, restitution. *Exceptional misconduct violation or continued offenses – Possible out of school suspension

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DRESS (SBP 3241P and 3224)

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Pullman School District Board of Directors.

Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- Damage to school property will result from the student's dress; or
- A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's dress is inconsistent with any part of the educational mission of the school district.

Prohibited dress includes the use of lewd, sexual, drug, tobacco, vape or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy. Refusal to cooperate will result in disciplinary action. Students will be asked to change clothing; offensive item may be picked up in the office by a parent. Shoes must be worn at all times.

> **Possible responses to behavior could include:** parent contact, clothing change, detention and further discipline.

DISRUPTION OF CLASS/SCHOOL (SBP 3241P)

Disruptive conduct is behavior that materially or substantially interferes with the educational process (willful disobedience, defiant actions, or disruptive conduct which materially or substantially interferes with the educational process, including causing an incident that affects the school attendance of other students).

A student shall not by use of violence, force, noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage, nor urge other students to engage, in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

FOOD

All students are expected to return trays and clear tables & eating areas. Trays are to remain in the cafeteria area only. Students not assisting in keeping the commons clean will be assigned clean up responsibilities. Students may be assigned three days of cafeteria cleanup during lunch for each violation. The throwing of food or debris will result in school discipline. Break time and other privileges may be revoked if specific violators are not identified. Deliveries of food to school are not allowed.

FORGERIES (SBP 3241P)

Forged notes or forged telephone calls will result in parent notification. The forged clearance will be denied even with future appropriate approval.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

FIGHTING/ASSAULT (SBP 3241P) – Major Violation

Fighting or use of physical force on campus or at school related activities could result in an immediate short-term suspension. Students could be suspended or expelled. Violation of the fighting policy applies to the entire school year. Neither reasonable self-defense, nor reasonable action undertaken on the belief that it was necessary to protect some other person who is not an aggressor, is to be considered an intentional act under this rule. Self-defense does not include hitting back or trying to injure the other combatant(s). Police may be notified. The instigation, promotion, and/or encouragement of fights is prohibited and shall be subject to corrective action. Student(s) may be referred to anger management/counseling.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for assault.

GAMBLING (SBP 3241P)

Students shall not play cards, dice, or games of chance for money or other things of value.

> **Possible responses to behavior could include:** parent contact, restorative practices, detentions and further discipline.

HALL PASSES

A student who needs to leave a class for any reason must carry the classroom hall pass or a permission slip from a staff member. Students out of class without an appropriate pass or in an unauthorized area will be subject to discipline. *Vending machines are only to be accessed between classes.*

HARASSMENT/BULLYING/CYBERBULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can included but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Encouraging or inciting harassment, intimidation or bullying behavior of others may constitute participation in that behavior.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. The district has a reporting form that can be found at: https://app.eduportal.com/documents/view/686057 or in any school building.

HAZING/HARASSMENT- VERBAL AND PHYSICAL

All students and employees will deal with all persons in a manner which conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, gender, sexual preference, age, or disability. Acts of harassment, hazing, hostility, or defamation, whether verbal, written, or physical, will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate or humiliate another student or staff member constitutes grounds for disciplinary action including suspension and/or expulsion. Harassment is against the law; police may be notified.

Possible responses to behavior could include: parent contact, conference with AP/Counselor, restorative practices, detentions and further discipline.

HARASSMENT- SEXUAL

The district is committed to maintaining learning and working environments that are free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities.
Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

As a first step, any individual who believes they have been sexually harassed is encouraged to directly inform the harasser the behavior is offensive, unwelcome, and must stop.
Sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Pressure for dates or sexual activity;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or
- remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Offensive sexual graffiti, pictures, or photographs;
- Hazing, pranks, or other intimidating behavior directed toward an individual in the educational environment.
- Sexual jokes or teasing.

Any student who believes that they have been subjected to sexual harassment in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of any adult staff member. Third party harassment will also be disciplined under this section.

Engaging in sexual harassment will result in appropriate disciplinary action up to and including suspension or other appropriate sanctions against offending staff and contractors. No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found knowingly reporting false allegations will also be subject to disciplinary action.

BOARD POLICY 3213: Policy against Sexual Harassment

It is the policy of the Pullman School District not to discriminate against any student on the basis of sex. In keeping with that policy, sexual harassment will not be tolerated by any of its students. It is the goal of the Pullman School District to maintain an educational environment free of sexual harassment. Student initiated sexual harassment toward another student or toward an adult within the school is considered to be a major offense that will result in disciplinary action against the offender.

The district will develop and teach appropriate curriculum to address issues of sexual harassment.

Possible responses to behavior could include: parent contact, conference with AP/Counselor, restorative practices, detentions and further discipline.

INSUBORDINATION (SBP 3241P)

Failure to follow the reasonable requests or directions of a staff member is considered insubordination. All persons must, upon request, identify themselves by name to any school district personnel or authorities in the school building, on or adjacent to school grounds, at school- sponsored events and other school-related activities or on school buses. Violation of this rule applies to the entire school year and will be disciplined in the following manner with parent contact as well as staff member/student conference.

Possible responses to behavior could include: parent contact, restorative practices, detentions and further discipline.

INAPPROPRIATE MATERIALS AND DISTRIBUTION (SBP 3241P)

The commercial exploitation of students at PHS is not permitted. All student posters and advertisements must be approved through the main office. The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated and legal authorities contacted.

Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. The authors must sign such written expressions. Students who edit, publish, or distribute hand-written, printed or duplicated matter to students within the school must assume responsibility for the publications. Libel, obscenity, lewdness, vulgarity, profanity and personal attacks are prohibited in all materials.

Materials intended to be distributed on school property must be submitted first to the building principal for approval and rules regarding time, place, and manner. Commercial solicitation by students will not be allowed at school at any time unless authorized by the principal.

Possible responses to behavior could include: parent contact, restorative practices, detentions and further discipline.

LASER POINTERS (SBP 3241P)

Students may not possess laser pointers at Pullman High School or at school activities.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

LOITERING (SBP 3241P)

No student shall loiter (linger) in the student parking lot. No student shall loiter in the halls. Students without a class must be off campus or in the library. Students not involved in a school activity or working with a teacher must vacate the school property by 3:30pm each day.

Possible responses to behavior could include: parent contact, restorative practices, detentions and further discipline.

LYING WITH MALICIOUS INTENT, MISREPRESENTATION, FORGERY (SBP 3241P)

Students shall not deliberately make untruthful statements with the knowledge that they are untrue and with the intent to deceive or cause another student harm; aid or abet others in a misrepresentation; lie; fraudulently use in writing, the name of another person; or falsify times, dates, grades, addresses or other data; or falsify, alter or destroy any school record, or any communication between home and school.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

MOTOR VEHICLES (SBP 3241P)

Student parking is designated to the main parking lot southeast of the main entrance to the campus beneath the tennis courts and limited section on the North side of the building. All students wishing to park in the student parking lot must register their vehicle and have a valid parking permit.

Parking lot directly in front of the school entrance is for visitor parking only.
There is to be no student parking in the front or rear staff/visitor lots weekdays between 7:00 AM and 4:00 PM (even for a few minutes).

Students with specific back lot passes may park in the student designated spots only. All other parking in the back lot is reserved for staff and Head Start employees/parents.

Students not parked in designated spaces, parked illegally, or parked in visitor/staff reserved spots will be subject to consequences listed below.

General Regulations:

Vehicles must be parked at all times in designated areas in marked parking spaces only, with a student pass clearly visible from the rear-view mirror. Vehicles driven by students must comply with all provisions governing the use of vehicles for the State of Washington. Students may not loiter in the parking lot. Vehicle may not be used to hold items and substances illegal elsewhere at school. Searches of vehicles on school property will comply with School board policy 3230.1P. Slow speeds only while driving on campus. Students driving too fast in the opinion of a staff member may have driving privileges revoked.

Penalties for parking violations will include:

1st offense	Warning (parking ticket)
2nd offense	$5 fine (parking ticket)
3rd offense	$10 fine (parking ticket)
4th offense	Revocation of parking privileges on the PHS campus
5th offense	Further progressive discipline and future loss of parking privileges

NUISANCE ITEMS (SBP 3241P)

The possession or use of water-balloons/squirt guns or the throwing of snowballs is prohibited. Bouncing balls or throwing items may be considered nuisances. An administrator may classify other objects/toys as nuisance objects at any time.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

PERSONAL SOUND SYSTEMS (SBP 3241P)

Stereo systems (i.e. “Speakers") are not allowed in the common areas of PHS. Classroom use for these and MP3 players will be at teacher discretion.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

PROFANITY/INAPPROPRIATE SPEECH AND ASSEMBLY (SBP 3241P)

Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of gestures is considered a form of speech. The use of obscenities, lewdness, vulgarity, profanity, racial, ethnic, or religious slurs or personal attacks is prohibited.

Obscenities, lewdness, vulgarity, profanity, racial, ethic, or religious slurs directed toward a staff member (or intended to solicit a response from a staff member) may result in appropriate discipline. Profanity directed at a student may be disciplined as harassment. All student meetings on school property may function only as scheduled and regulated by school authorities.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

PUBLIC DISPLAYS OF AFFECTION (PDA'S) (SBP 3241P)

Inappropriate public displays of affection are prohibited.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

RIDING BUSES (SBP 3241P)

Students shall observe all appropriate school district rules while riding buses.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline.

SECRET CLUBS AND/OR GANGS (SBP 3241P)

Secret Clubs and/or Gangs are prohibited in the Pullman Schools. Students shall not be permitted to wear clothing, display symbols (including hand signs), insignia or markings that would identify them as members of such organizations.

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline. (Could include a referral to the Pullman Police Department.)

SKATEBOARDS/ROLLER BLADES/SCOOTERS (SBP 3241P)

There is to be no use of skateboards, roller blades, scooters or other similar devices in the building or in the immediate area adjacent to the school building. This includes skating devices built into shoes.

Possible responses to behavior could include: parent contact, item confiscated for parent pick up, restorative practices, detentions and further discipline.

DRAFT

STUDENT RESPONSIBILITIES (SBP 3241P)

Discipline referrals related to any of the items listed under “Student Responsibilities” section under student responsibilities on page 21 will have the following consequences.

> **Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions and further discipline. (Could include a referral to the Pullman Police Department.)

THEFT (SBP 3241P) – Major Violation

The theft of school or personal property on campus or at school related activities are prohibited. Pullman Police Department and/or Whitman County Juvenile Authorities may be notified. Theft will be dealt with in the following manner and applies to the entire school year:

> **Possible responses to behavior could include:** parent contact, parent/admin/student meeting, restorative practices, detentions, restitution, and further discipline. (Could include a referral to the Pullman Police Department.)

TOBACCO USE/ABUSE PROCEDURE (SBP 3241P) – Major Violation

The Pullman School District promotes and maintains a tobacco-free environment. Therefore, students are prohibited from using or having tobacco products or look-alike tobacco products in their possession, including any electronic cigarettes vape pens, at any time in the vicinity of school property or on school buses, or at any school-related activities. Violation of the smoking/tobacco policy applies to the entire school year. RCW 28A.210.310 Prohibition on use of tobacco products on school property.

> **Possible responses to behavior could include:** Parent Contact, Referral to Prevention/Intervention Services, and detention or suspension actions.

WEAPONS (SBP 3241P) – Major Violation

A student shall not carry onto or possess on school premises; school provided transportation, or areas being used for school activities:

- **Any firearm:** Expulsion for a period of at least one year and firearm confiscated. Students will be immediately referred to the Pullman Police Department and/or Whitman County Juvenile Authorities OR
- **Any dangerous weapon** as defined in RCW 9.41.250; (this includes but is not limited to switchblades and butter-fly knives) OR Any device commonly known as "nunchaku" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, other means; OR Any device, commonly known as throwing stars which are multi-pointed, metal objects designed to embed upon impact from any aspect; OR Any air gun, any paint ball gun, including any air pistol or air rifle, designed to propel a BB pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

Any violation of (1) above constitutes grounds for expulsion from the Pullman School District and will be referred to the Pullman Police Department and/or Whitman County Juvenile Authorities.

OTHER OBJECTS CONSIDERED WEAPONS

- **Personal Protection Spray Devices**

It is unlawful for a person under eighteen years old, unless the person is at least fourteen years old and has the written permission of a parent or guardian to do so, to possess a personal protection spray device. Use of such device in a manner inconsistent with the authorized use of force shall cause the imposition of appropriate discipline (see below).

- **Knives**

A student shall not knowingly possess, handle, or transmit any knives onto school property. A student found to be in possession of said knife (unless it falls under the category of dangerous weapon as defined in RCW 9.41.250; this includes but is not limited to switchblades and butter-fly knives) will have it confiscated and returned to a parent. Use of said knife to threaten or otherwise endanger anyone shall cause the imposition of appropriate discipline (see below).

Possible responses to behavior could include: parent contact, parent/admin/student meeting, restorative practices, detentions, and further discipline.

- **Knives - Major Violation**

Use of said knife to threaten or otherwise endanger anyone shall cause the imposition of appropriate discipline (see below). A student shall not knowingly possess, handle, or transmit any object that can be reasonably considered a weapon. This prohibition extends to personal vehicles parked on school property.

Possible responses to behavior could include: parent contact, restorative practices, detentions suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for major violations with knives.

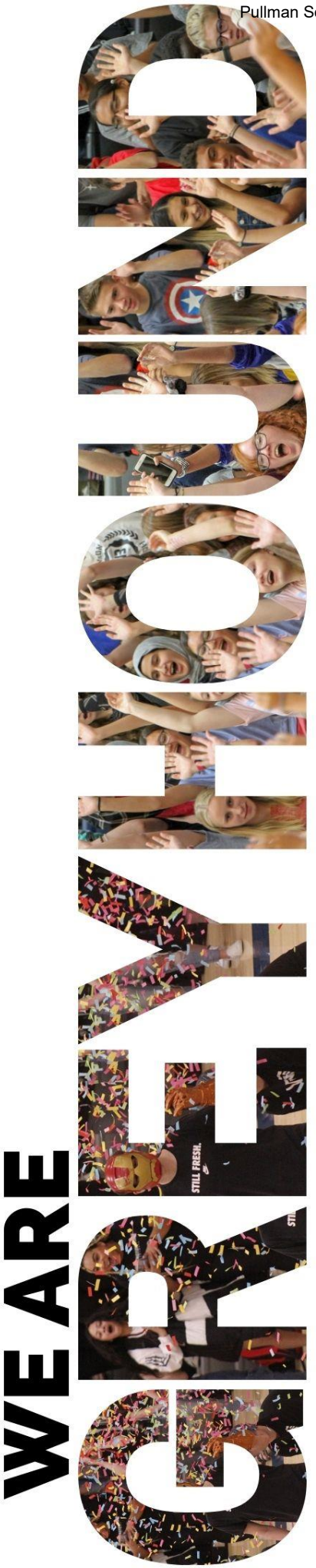
OTHER PROHIBITED ACTS (SBP 3241P) – Major Violation

The following actions are prohibited under the laws of Washington or Whitman County:

- Arson - the intentional setting of fire.
- Bomb Threats - telephone or otherwise.
- Extortion, Blackmail, or Coercion - obtaining money or property by violence inducing someone to do something against his/her will by force or threat of force.
- Fire Alarms - any false fire alarms (mechanics or voice)
- Fire Extinguisher - tampering with fire extinguisher.
- Fraud, Trespass - being present in an unauthorized place or refusing to leave when ordered.
- Unlawful Interference with School Authorities - interfering with administrators, teachers, or other school staff (employees or volunteers) by force, violence, intimidation, or threat.
- Any other acts which violates any City ordinance, Whitman County or State law.

Possible responses to behavior could include: parent contact, restorative practices, detentions suspensions, emergency expulsion, and further discipline. A referral to the Pullman Police department will be made for violations of the law.

DRAFT



Come join our band;

and sing a song for Blue and Gray.

Proudly we stand;

our colors waving all the way;

2-3-4 Pullman's for you;

our banners waiving tried and true.

With might and main, sing this refrain;

for ever, ever, ever Pullman High.

P-U-L-L-M-A-N-G-R-E-Y-H-O-U-N-D-S

Coversheet

2026 Summer Athletic and Activities Programs

Section: V. Action Items
Item: C. 2026 Summer Athletic and Activities Programs
Purpose: Vote
Submitted by:
Related Material: ES 2026 Summer Athletic and Activities Program 4.15.26.pdf
Summer Programs and Risk Analysis_2026.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

2026 Summer Athletic and Activities Programs

Executive Summary

April 15, 2026

By: Juston Pollestad

Executive Director of Operations

Background:

The Board, at the end of the school year, approves activities that will take place over the summer. In addition, notification of activities is a requirement of United Schools Insurance Program so that our insurance administrator is aware of summer activities.

Recommended Board Action:

Approve 2026 summer activities.

Motion to Approve

I move that the board approves the 2026 summer activities as presented.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

PHS Summer Activities Program Check-off 25-26	Inventory	Title IX	Summer
Girls Soccer			X
Volleyball			X
Cross Country			X
Girls Swimming			-
Cheerleading			-
Football			X
Boys Basketball			X
Girls Basketball			X
Wrestling			X
Boys Swimming			-
Dance			-
Girls Bowling			-
Boys Soccer			-
Softball			-
Baseball			-
Girls Tennis			X
Boys Tennis			X
Boys Golf			-
Girls Golf			-
Girls Track			X
Boys Track			X
ASB			-
FCCLA			X
FFA			X
Key Club			-
Science Olympiad			-
Music			X
Yearbook			X
Weights			-

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman

Contact Person Kevin Agnew **Phone Number** 206-954-0659

Name of Activity Football **Date of Activity** 6/1/26-7/31/26

Type of Activity Weights, Conditioning, 7v7, Agility, Football Practice, Scrimmages, Camp

Describe the Activity

Spring and Summer Football practice, camp, scrimmages, 7v7, Strength and Conditioning, speed training, agility training, etc.

School Facilities or Other Locations to be Used Pullman High School

Grade Levels to be Served 7-12

Activity Supervisor Kevin Agnew

Supervisor's Credentials and Any Other Appropriate Background Information

Head Football Coach.
Bigger Faster Stronger Weight Room Safety Certified Strength and Conditioning Coach

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ○Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law Information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) Evan Hecker

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2026.
Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School Dist.

Contact Person Craig Brantner **Phone Number** 509-334-1551

Name of Activity Summer Boy's Basketball **Date of Activity** June 15th - Aug 31st, 2026

Type of Activity Basketball practice - weight lifting

Describe the Activity

Basketball Practice
Fundamentals
Conditioning
Weight lifting

School Facilities or Other Locations to be Used Gym - Weight lifting - Weight Room

Grade Levels to be Served 9-12

Activity Supervisor Craig Brantner, Boys Basketball Coaches Rick Smith, Travis Brown, Mark Inks, Cathy Rodriguez

Supervisor's Credentials and Any Other Appropriate Background Information

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law Information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School Dist

Contact Person Seth Paine **Phone Number** 208-790-3190

Name of Activity Girls Basketball **Date of Activity** 6-1-26 thru 6-31-26

Type of Activity

Describe the Activity

Summer league games
Open Gyms, Shooting, dribbling,passing
conditioning

School Facilities or Other Locations to be Used Pullman High School. LCSC

Grade Levels to be Served 9-12

Activity Supervisor Seth Paine, Nick Darling, Pat Doumit

Supervisor's Credentials and Any Other Appropriate Background Information

Seth Paine Head Coach
Nick Darling Assistant Coach
Pat Doumit Assistant Coach

Is at least one coach/supervisor first aid and CPR trained? ⊙Yes ○No

Emergency Response Plan in Place? ⊙Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ⊙Yes ○No

Does the school have Student Accident Insurance? ⊙Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law Information
- ☐ Other Forms (Please List)

Administrator and/or Athletic Director Signature(s)

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2026.
Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Altaira Bogle/Jill Bickelhaupt **Phone Number** 509-332-1551

Name of Activity FCCLA **Date of Activity** July 4 - 13, 2026, August 2026

Type of Activity FCCLA National Competitions and Leadership Workshops & Summer Officer Meetings

Describe the Activity

Students will attend the FCCLA National Leaadership Conference to present their projects that have qualified for the national competition. They will also attend leadership workshops.

FCCLA officers will have meetings during the month of August prior to returning to school to start planning for the upcoming school year.

School Facilities or Other Locations to be Used PHS - U403

Grade Levels to be Served Grades 9 - 12

Activity Supervisor Altaira Bogle/Jill Bickelhaupt

Supervisor's Credentials and Any Other Appropriate Background Information

We are both teachers and advisors.

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2026. Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman

Contact Person Robert Matthews **Phone Number** 5098604616

Name of Activity FFA **Date of Activity** 6/18-8/18

Type of Activity Officer training, FFA competition practices

Describe the Activity

During the summer we hold an officer training day and activity, sometimes in late June and otherwise in early August. There is also periodically a need to do competition preparation depending on the motivation of the group or if we made it to Nationals. Every August we also participate in Greyhound Gearup which is before school starts.

School Facilities or Other Locations to be Used U302 (my room)

Grade Levels to be Served 9-12

Activity Supervisor Robert Matthews

Supervisor's Credentials and Any Other Appropriate Background Information

Certified Teacher & FFA advisor

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- [x] Proof of Student Accident Coverage or Family Medical Plan
- [x] Parent/Guardian Permission
- [x] Emergency Medical Release
- [ ] Inherent Dangers of Activity Acknowledgement/Warning
- [ ] Medical Exam and/or Current Physical
- [ ] Required Lystedt Law Information
- [ ] Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2026. Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Andrew Mielke / Joe Covill **Phone Number** 509.332.1551 EXT 1223

Name of Activity Lentil Parade **Date of Activity** 8/22/2026

Type of Activity Parade

Describe the Activity

The LMS and PHS Bands will again march in the National Lentil Festival Parade in downtown Pullman.

We will rehearse at LMS on Thursday 8/20, and Friday 8/21 and then we meet at the parade route on Saturday. No student transportation required.

School Facilities or Other Locations to be Used LMS Band Room and Track

Grade Levels to be Served 7th through 12th

Activity Supervisor Andrew Mielke & Joe Covill

Supervisor's Credentials and Any Other Appropriate Background Information

Both adult supervisors are district teachers.

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ○Yes ◉No

Does the school have Student Accident Insurance? ○Yes ◉No

Please check mark all the following forms you will require from students prior to participation:

- [x] Proof of Student Accident Coverage or Family Medical Plan
- [x] Parent/Guardian Permission
- [x] Emergency Medical Release
- [ ] Inherent Dangers of Activity Acknowledgement/Warning
- [ ] Medical Exam and/or Current Physical
- [ ] Required Lystedt Law Information
- [ ] Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Allix Potratz-Lee **Phone Number** 208-301-2398

Name of Activity Boys & Girls Cross-Country **Date of Activity** June 15, 2026 - July 31, 2026

Type of Activity Cross Country Practice

Describe the Activity

Running fundamentals practice, conditioning, and weight lifting

School Facilities or Other Locations to be Used Pullman High School Facilities

Grade Levels to be Served 9-12

Activity Supervisor Allix Potratz-Lee

Supervisor's Credentials and Any Other Appropriate Background Information

Allix Potratz-Lee, Head Coach Cross Country, Head Coach Girls Track and Field

Is at least one coach/supervisor first aid and CPR trained? ⊙Yes ○No

Emergency Response Plan in Place? ⊙Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ⊙Yes ○No

Does the school have Student Accident Insurance? ⊙Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2026. Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Katie Evermann **Phone Number** 509-432-3465

Name of Activity Girls Soccer **Date of Activity** June 15, 2026 - July 31, 2026

Type of Activity Soccer Fundamentals practice, conditioning, and weight lifting

Describe the Activity

Fundamentals practice, conditioning, and weight lifting

School Facilities or Other Locations to be Used Pullman High School Facilities

Grade Levels to be Served 9-12

Activity Supervisor Katie Evermann and Scott Thompson

Supervisor's Credentials and Any Other Appropriate Background Information

Katie Evermann, Head Coach
Scott Thompson, Assistant Coach

Is at least one coach/supervisor first aid and CPR trained? ⊙Yes ○No

Emergency Response Plan in Place? ⊙Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ⊙Yes ○No

Does the school have Student Accident Insurance? ⊙Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law Information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2026. Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Dan Vollmer **Phone Number** 509-432-4979

Name of Activity Boys and Girls Tennis **Date of Activity** June 15, 2026 - July 31, 2026

Type of Activity Tennis fundamentals practice

Describe the Activity

Tennis fundamentals practice

School Facilities or Other Locations to be Used Pullman High School Facilities

Grade Levels to be Served 9-12

Activity Supervisor Dan Vollmer, Kelci Gordon, and Cody Wednt

Supervisor's Credentials and Any Other Appropriate Background Information

Dan Vollmer, Head Girls Tennis Coach
Kelci Gordon, Assistant Girls Tennis Coach
Cody Wednt, Head Boys Tennis Coach

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
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- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

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School District Name Pullman School District

Contact Person Allix Potratz-Lee **Phone Number** 208-301-2398

Name of Activity Boys & Girls Track and Field **Date of Activity** June 15, 2026 - July 31, 2026

Type of Activity Running fundamentals practice, conditioning, and weight lifting

Describe the Activity

Running fundamentals practice, conditioning, and weight lifting

School Facilities or Other Locations to be Used Pullman High School Facilities

Grade Levels to be Served 9-12

Activity Supervisor Allix Potratz-Lee

Supervisor's Credentials and Any Other Appropriate Background Information

Allix Potratz-Lee, Head Coach Cross Country, Head Coach Girls Track and Field
Roberto Flores, Head Coach Boys Track and Field

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
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- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

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School District Name Pullman School District

Contact Person Megan McNannay **Phone Number** 208-699-0101

Name of Activity Volleyball **Date of Activity** June 15, 2026 - July 31, 2026

Type of Activity Volleyball fundamentals practice, conditioning, and weight lifting

Describe the Activity

Volleyball fundamentals practice, conditioning, and weight lifting

School Facilities or Other Locations to be Used Pullman High School Facilities

Grade Levels to be Served 9-12

Activity Supervisor Megan McNannay

Supervisor's Credentials and Any Other Appropriate Background Information

Megan McNannay, Head Volleyball Coach

Is at least one coach/supervisor first aid and CPR trained? ⊙Yes ○No

Emergency Response Plan in Place? ⊙Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ⊙Yes ○No

Does the school have Student Accident Insurance? ⊙Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law Information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

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School District Name Pullman School District

Contact Person Angel Acosta **Phone Number** 509-952-8437

Name of Activity Boys & Girls Wrestling **Date of Activity** June 15, 2026 - July 31, 2026

Type of Activity Wrestling fundamentals practice, conditioning, and weight lifting

Describe the Activity

Wrestling fundamentals practice, conditioning, and weight lifting

School Facilities or Other Locations to be Used Pullman High School Facilities

Grade Levels to be Served 9-12

Activity Supervisor Angel Acosta and Colton Peterson

Supervisor's Credentials and Any Other Appropriate Background Information

Angel Acosta, Head Coach
Colton Peterson, Assistant Coach

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law Information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Melissa Mayer **Phone Number** 5094326256

Name of Activity Yearbook Camp **Date of Activity** July 29/30-August 1

Type of Activity Camp

Describe the Activity

Yearbook camp where we will meet with local schools to come up with our theme, do workshops, etc.

School Facilities or Other Locations to be Used n/a

Grade Levels to be Served 11th-12th graders

Activity Supervisor Melissa Mayer

Supervisor's Credentials and Any Other Appropriate Background Information

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ○Yes ○No

Does the school have Student Accident Insurance? ○Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☐ Inherent Dangers of Activity Acknowledgement/Warning
- ☐ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law Information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Josh Bray **Phone Number** 1-480-209-9973

Name of Activity Middle School Boys Basketball **Date of Activity** June 2 - July 31, 2026

Type of Activity Skills Sessions, Scrimmages, Sports Conditioning

Describe the Activity

The coaches of our program practices and scrimmages to improve the skill for our basketball players.

School Facilities or Other Locations to be Used Lincoln Middle School Gymnasium

Grade Levels to be Served Incoming 7th- 8th graders

Activity Supervisor Josh Bray

Supervisor's Credentials and Any Other Appropriate Background Information

Current Head Basketball Coach for Lincoln Middle School

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____ Caessens

_____

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.
Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT GUIDELINES *(continued)*

FORMS & INFORMATION

Students participating in summer programs should provide the district with the same participation documentation as for any regular sport or activity. This could include:

- Proof of student accident insurance coverage or family medical plan coverage.
- Signed parent/guardian permission form.
- Signed Emergency Medical Release form.
- Signed Warning of Inherent Dangers form.
- Physical examination/doctor's approval to participate in the athletic event.
- Required Lystedt Law information.
- Other permissions or waivers as necessary.

CONTACT SPORTS

- Coaches should know the camp's format in advance so proper "pre-camp" conditioning can be designed.
- As part of the "pre-camp" conditioning and prior to any full-contact drills, training should address proper strength, flexibility, and cardiovascular exercises.
- Training methods should consist of progressive intensity leading up to contact drills.
- In order to prevent injuries caused by mismatches, students should be grouped according to age, size, experience, and skill level.
- "No pad days" before football contact.

REST BREAKS & INJURIES

- Fatigue can contribute to student injuries. Implement frequent rest breaks, liquid breaks, progressive workup of skill development, and other necessary measures to prevent overexertion.
- All standard safety equipment should be used for activities that require them. Students should not be allowed to participate without such equipment, or with ill-fitting or malfunctioning equipment.

TRANSPORTATION

Any transportation of students for district-sponsored events should follow the usual district transportation policies and procedures. We recommend the following methods of student transportation, which are listed below in order of preference:

- **A District Vehicle with a District Employee as the Driver**
- **A District Vehicle with a Private Driver**
  This person should be qualified through district's volunteer program, and a copy of a valid driver's license and proof of insurance should be obtained.
- **A Private Carrier such as Greyhound**
  The private carrier's insurance should cover their vehicles and drivers.
- **An Advisor's Car with the Advisor Driving**
  A copy of a valid driver's license and proof of insurance should be obtained from the advisor, and parent(s) of the student(s) riding with the advisor must sign a permission form.
- **A Parent Car with the Owner Driving**
  A copy of a valid driver's license and proof of insurance should be obtained, and parent(s) of the student(s) riding must sign a permission form.

Students driving themselves and/or riding with other students is **not recommended** and comes with high liability exposure. If this transportation method is used we recommend the student have prior approval from the district.

DEADLINE

Please submit your summer program forms to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2025.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District

Contact Person Chris Engle **Phone Number** 1-360-201-4435

Name of Activity Middle School Girls Basketball **Date of Activity** June 2 - July 31, 2026

Type of Activity Skills Sessions, Scrimmages, Sports Conditioning

Describe the Activity

The coaches of our program practices and scrimmages to improve the skill for our basketball players.

School Facilities or Other Locations to be Used Lincoln Middle School Gymnasium

Grade Levels to be Served Incoming 7th- 8th graders

Activity Supervisor Chris Engle

Supervisor's Credentials and Any Other Appropriate Background Information

Current Head Basketball Coach for Lincoln Middle School

Is at least one coach/supervisor first aid and CPR trained? ☑ Yes ○ No

Emergency Response Plan in Place? ☑ Yes ○ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☑ Yes ○ No

Does the school have Student Accident Insurance? ☑ Yes ○ No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
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- ☑ Required Lystedt Law information
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Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT GUIDELINES *(continued)*

FORMS & INFORMATION

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- Proof of student accident insurance coverage or family medical plan coverage.
- Signed parent/guardian permission form.
- Signed Emergency Medical Release form.
- Signed Warning of Inherent Dangers form.
- Physical examination/doctor's approval to participate in the athletic event.
- Required Lystedt Law information.
- Other permissions or waivers as necessary.

CONTACT SPORTS

- Coaches should know the camp's format in advance so proper "pre-camp" conditioning can be designed.
- As part of the "pre-camp" conditioning and prior to any full-contact drills, training should address proper strength, flexibility, and cardiovascular exercises.
- Training methods should consist of progressive intensity leading up to contact drills.
- In order to prevent injuries caused by mismatches, students should be grouped according to age, size, experience, and skill level.
- "No pad days" before football contact.

REST BREAKS & INJURIES

- Fatigue can contribute to student injuries. Implement frequent rest breaks, liquid breaks, progressive workup of skill development, and other necessary measures to prevent overexertion.
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- **A District Vehicle with a District Employee as the Driver**
- **A District Vehicle with a Private Driver**
  This person should be qualified through district's volunteer program, and a copy of a valid driver's license and proof of insurance should be obtained.
- **A Private Carrier such as Greyhound**
  The private carrier's insurance should cover their vehicles and drivers.
- **An Advisor's Car with the Advisor Driving**
  A copy of a valid driver's license and proof of insurance should be obtained from the advisor, and parent(s) of the student(s) riding with the advisor must sign a permission form.
- **A Parent Car with the Owner Driving**
  A copy of a valid driver's license and proof of insurance should be obtained, and parent(s) of the student(s) riding must sign a permission form.

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

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School District Name Pullman School District

Contact Person Kimberly Turner **Phone Number** 1-509-592-1980

Name of Activity Middle School Volleyball **Date of Activity** June 2 - July 31, 2026

Type of Activity Skills Sessions, Scrimmages, Sports Conditioning

Describe the Activity

The coaches of our program practices and scrimmages to improve the skills of both boys and girls.

School Facilities or Other Locations to be Used Lincoln Middle School Gymnasium

Grade Levels to be Served Incoming 6 - 8th graders

Activity Supervisor Kim turner/Destiny Barker

Supervisor's Credentials and Any Other Appropriate Background Information

Current Head Volleyball/Assistant Volleyball Coaches for Lincoln Middle School

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
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SUMMER PROGRAMS RISK MANAGEMENT GUIDELINES *(continued)*

FORMS & INFORMATION

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- Proof of student accident insurance coverage or family medical plan coverage.
- Signed parent/guardian permission form.
- Signed Emergency Medical Release form.
- Signed Warning of Inherent Dangers form.
- Physical examination/doctor's approval to participate in the athletic event.
- Required Lystedt Law information.
- Other permissions or waivers as necessary.

CONTACT SPORTS

- Coaches should know the camp's format in advance so proper "pre-camp" conditioning can be designed.
- As part of the "pre-camp" conditioning and prior to any full-contact drills, training should address proper strength, flexibility, and cardiovascular exercises.
- Training methods should consist of progressive intensity leading up to contact drills.
- In order to prevent injuries caused by mismatches, students should be grouped according to age, size, experience, and skill level.
- "No pad days" before football contact.

REST BREAKS & INJURIES

- Fatigue can contribute to student injuries. Implement frequent rest breaks, liquid breaks, progressive workup of skill development, and other necessary measures to prevent overexertion.
- All standard safety equipment should be used for activities that require them. Students should not be allowed to participate without such equipment, or with ill-fitting or malfunctioning equipment.

TRANSPORTATION

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- **A Private Carrier such as Greyhound**
  The private carrier's insurance should cover their vehicles and drivers.
- **An Advisor's Car with the Advisor Driving**
  A copy of a valid driver's license and proof of insurance should be obtained from the advisor, and parent(s) of the student(s) riding with the advisor must sign a permission form.
- **A Parent Car with the Owner Driving**
  A copy of a valid driver's license and proof of insurance should be obtained, and parent(s) of the student(s) riding must sign a permission form.

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DEADLINE

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SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

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School District Name Pullman School District

Contact Person Rick Wood **Phone Number** 1-206-571-1560

Name of Activity Middle School Football **Date of Activity** June 2 - July 31, 2026

Type of Activity Summer Camp, Skills Sessions, Scrimmages, Sports Conditioning

Describe the Activity

The coaches of our program will provide a summer camp to familiarize the athletes with the program. They will also host position training sessions, and possibly some scrimmage games.

Each session will have sports conditioning drills and activities related to football.

School Facilities or Other Locations to be Used Lincoln Middle School Football Field

Grade Levels to be Served Incoming 67- 8th graders

Activity Supervisor Rick Wood

Supervisor's Credentials and Any Other Appropriate Background Information

Current Head Football Coach for Lincoln Middle School

Is at least one coach/supervisor first aid and CPR trained? ◉Yes ○No

Emergency Response Plan in Place? ◉Yes ○No

Are coaches and athletics directors trained in required concussion awareness guidelines? ◉Yes ○No

Does the school have Student Accident Insurance? ◉Yes ○No

Please check mark all the following forms you will require from students prior to participation:

- ☑ Proof of Student Accident Coverage or Family Medical Plan
- ☑ Parent/Guardian Permission
- ☑ Emergency Medical Release
- ☑ Inherent Dangers of Activity Acknowledgement/Warning
- ☑ Medical Exam and/or Current Physical
- ☑ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

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SUMMER PROGRAMS RISK MANAGEMENT GUIDELINES *(continued)*

FORMS & INFORMATION

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- Signed parent/guardian permission form.
- Signed Emergency Medical Release form.
- Signed Warning of Inherent Dangers form.
- Physical examination/doctor's approval to participate in the athletic event.
- Required Lystedt Law information.
- Other permissions or waivers as necessary.

CONTACT SPORTS

- Coaches should know the camp's format in advance so proper "pre-camp" conditioning can be designed.
- As part of the "pre-camp" conditioning and prior to any full-contact drills, training should address proper strength, flexibility, and cardiovascular exercises.
- Training methods should consist of progressive intensity leading up to contact drills.
- In order to prevent injuries caused by mismatches, students should be grouped according to age, size, experience, and skill level.
- "No pad days" before football contact.

REST BREAKS & INJURIES

- Fatigue can contribute to student injuries. Implement frequent rest breaks, liquid breaks, progressive workup of skill development, and other necessary measures to prevent overexertion.
- All standard safety equipment should be used for activities that require them. Students should not be allowed to participate without such equipment, or with ill-fitting or malfunctioning equipment.

TRANSPORTATION

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- **A District Vehicle with a District Employee as the Driver**
- **A District Vehicle with a Private Driver**
  This person should be qualified through district's volunteer program, and a copy of a valid driver's license and proof of insurance should be obtained.
- **A Private Carrier such as Greyhound**
  The private carrier's insurance should cover their vehicles and drivers.
- **An Advisor's Car with the Advisor Driving**
  A copy of a valid driver's license and proof of insurance should be obtained from the advisor, and parent(s) of the student(s) riding with the advisor must sign a permission form.
- **A Parent Car with the Owner Driving**
  A copy of a valid driver's license and proof of insurance should be obtained, and parent(s) of the student(s) riding must sign a permission form.

Students driving themselves and/or riding with other students is **not recommended** and comes with high liability exposure. If this transportation method is used we recommend the student have prior approval from the district.

DEADLINE

Please submit your summer program forms to asheneman@chooseclear.com or achamberlin@chooseclear.com by May 15, 2025.

Coversheet

5404 Family, Medical, and Maternity Leave

Section:	VI. Discussion Items
Item:	A. 5404 Family, Medical, and Maternity Leave
Purpose:	Discuss
Submitted by:	
Related Material:	ES 5404 Family Medical and Maternity Leave 4.29.26.pdf 5404 Family Medical and Maternity Leave 4.29.26.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

5404 Family, Medical and Maternity Leave

Executive Summary

April 29, 2026

Bob Maxwell

Superintendent

Background:

Policy 5404 Family, Medical and Maternity Leave has been revised by WSSDA and was highlighted in the March Policy and Legal News. The policy has been revised to reduce the need for frequent updates when leave laws change, which creates a more enduring policy. Rather than paraphrasing or summarizing statutory or regulatory language, this policy now references the relevant laws and clarify that districts will follow them.

Recommended Board Action:

Approval of Board Policy 5404 Family, Medical and Maternity Leave.

Motion to Approve

I move to approve the revisions to Policy 5404 Family, Medical and Maternity Leave.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 5404

PERSONNEL

Family, Medical, and Maternity Leave

I. State Paid Family and Medical Leave

The Pullman School District Board of Directors recognizes paid family and medical leave are benefits administered by the Washington State Employment Security Department (the "ESD"). Employees interested in applying for these benefits must follow the process described in ~~Chapter~~ chapter 192-610 WAC. Employees who have questions regarding the application process may contact the ~~Employment Security Department~~ESD or visit its website at paidleave.wa.gov. The district will post notices made available by the ~~Employment Security Department~~ESD that provide pertinent information regarding paid family and medical leave benefits and will comply with applicable provisions of the Paid Family and Medical Leave Act (PFMLA).

~~A brief description of the paid family and medical leave benefits program is provided below. The description is not meant to capture every aspect of the program; rather, it is meant to give a general overview.~~

~~***Eligibility***~~
~~Employees who have worked 820 hours during the first four of the last five completed calendar quarters or the last four completed calendar quarters are eligible for paid family and medical leave.~~

~~***Reasons for leave***~~

~~Family leave means leave taken by an employee from work for the following reasons:~~

~~A. To participate in providing care, including physical or psychological care, for a family member made necessary by a serious health condition of the family member;~~
~~B. To bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of eighteen within the employee; or~~
~~C. Because of any qualifying exigency as permitted under the federal family and medical leave act for family members as defined by RCW 50A.05.010(10).~~

~~Medical leave means any leave taken by an employee from work made necessary by the employee's own serious health condition as defined by RCW 50A.05.010(20).~~

~~***Amount of leave***~~

~~Employees may take up to 12 weeks of paid family leave during a period of 52 consecutive calendar weeks.~~

~~Employees may take up to 12 weeks of paid medical leave during a period of 52 consecutive calendar weeks. Paid medical leave may be extended by two weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.~~

~~Employees may take a combined 16 weeks of paid family and paid medical leave during a period of 52 consecutive calendar weeks. The combined total may be extended to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.~~

~~***Employee notice to district***~~

~~An employee must provide the district at least 30 days' written notice before paid family or medical leave is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition.~~

~~An employee must provide the district written notice as soon as practicable when 30 days' notice is not possible because of a lack of knowledge of approximately when leave will be required to begin, because of a change in circumstances, or because of a medical emergency.~~

~~An employee must provide the district written notice as soon as is practicable for foreseeable leave due to a qualifying military exigency, regardless of how far in advance such leave is foreseeable.~~

~~The notice must be in writing and contain at least the anticipated timing and duration of the leave.~~

~~***District notice to employee***~~

~~Whenever the district becomes aware that an employee is absent from work for more than seven consecutive days to take family or medical leave, the district must will provide the employee with a written statement provided by the Employment Security Department of the employee's rights.~~

~~The notice will be sent by the fifth business day after the employee's seventh consecutive missed day of work due to family or medical leave or by the fifth business day after the employer becomes aware that the employee's absence is due to family or medical leave, whichever is later.~~

~~***Employment restoration***~~

~~Upon return from paid family or medical leave, an employee is entitled to be restored to the position of employment held by the employee when the leave commenced or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.~~

~~As a condition of restoration for employees who have taken medical leave, the district may require those employees to receive certification from their health care provider that they are able to resume work.~~

~~The district may deny restoration to any salaried employee who is among the highest paid ten percent of its employees if the following apply:~~

~~A. Denial is necessary to prevent substantial and grievous economic injury to the operations of the employer;~~
~~B. The district notifies the employee of its intent to deny restoration on such basis at the time the district determines the injury would occur; and~~
~~C. The leave has commenced and the employee elects not to return to employment after receiving the notice.~~

~~The district may also deny restoration if the employee would not otherwise have been employed at the time of reinstatement.~~

~~If the district chooses to deny restoration, it will provide written notice of such denial in person or by certified mail. The notice will include a statement that the district intends to deny employment restoration when the leave has ended, the reasons behind the decision to deny restoration, an explanation that health benefits will still be paid for the duration of the leave, and the date on which eligibility for employer-provided health benefits ends.~~

~~The rights described above only apply in the following circumstances: the district has 50 or more employees; the employee has been employed by the district for twelve months or more; and the employee has worked for the district for at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.~~

II. Federal Family and Medical Leave

The district will grant employees leave in accordance with the Family and Medical Leave Act (FMLA).

FMLA provides eligible employees who qualify the right to take up to twelve weeks of unpaid, job-protected leave in a twelve-month period for certain family and medical reasons. It also gives eligible employees who qualify the right to take up to twenty-six weeks of unpaid, job-protected leave in a twelve-month period to care for a covered servicemember with a serious injury or illness.

The twelve-month period for FMLA leave is a rolling 12-month period measured backward from the date an employee takes FMLA leave.

A. Use of Paid Leave

When available to an employee, paid leave will run concurrently with the use of FMLA leave. Employees receiving benefits under PFMLA, a disability leave plan, or workers' compensation concurrently with FMLA leave will not be required to use paid leave while receiving those benefits.

B. Limitation on Leave to Bond with a Newborn or Newly Placed Child

If both parents of a newborn or newly placed child are employed by the district, they will be limited to a combined total of twelve weeks of leave for the birth of the child, placement of the child for adoption or foster care, or to bond with the child after birth or placement. This limitation doesn't apply if there is a need to care for the child because of a serious health condition.

C. Fitness-for-duty Certification

To be restored to work after taking FMLA leave, an employee who was out because of their own serious health condition must submit a fitness-for-duty certification stating that the employee is fit to resume work.

General provisions

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to do the following:

A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for his or her own serious health condition if it renders the employee unable to perform his or her job; or
C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent or designee. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

The superintendent or designee may require written verification from the employee's health care provider when the employee is taking medical leave based on his or her own serious health condition.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

Birth or adoption

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such

~~leave is available only when the child lives in the employee's household at the time of birth or initial placement.~~

~~Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent or designee not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.~~

~~If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.~~

~~***Employment restoration***~~

~~Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.~~

~~An employee may be denied restoration under the following circumstances: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave, d) or as otherwise allowed by law. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave.~~

~~Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:~~

~~A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.~~
~~B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.~~
~~C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.~~

III. ~~Maternity~~ Pregnancy-Related Disability Leave

An employee with a pregnancy-related disability may take leave during the period of disability. The district may require documentation to verify the need for and length of leave related to the pregnancy-related disability.

An employee who is entitled to take leave because of a pregnancy-related disability may use accumulated sick leave during their period of disability. If an employee exhausts their sick leave before they can return

to work, the employee may be granted unpaid leave for the remainder of their period of disability. During any period of unpaid leave, the employee will be required to pay their portion of the premium related to their health benefits.

Upon return from pregnancy-related disability leave, an employee will be allowed to return to the same job or similar job of at least the same pay, unless there is a business necessity (like a reduction in force) that justifies otherwise.

~~A staff member may use accumulated paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.~~

~~If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.~~

~~During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.~~

~~***Notice***~~
~~A pregnant staff member is requested to notify her immediate supervisor and the superintendent or designee by the beginning of the fifth month of pregnancy.~~

~~At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent or designee for one or more of the following:~~

- ~~A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;~~
- ~~B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;~~
- ~~C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or~~
- ~~D. Termination of employment by resignation.~~

~~The notice to the district will include the approximate beginning and ending dates for the leave.~~

~~***Employment conditions***~~
~~A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.~~

~~The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.~~

~~No later than 30 days after the date of birth, the staff member is requested to notify the superintendent or designee of the specific date when she will return to work. Unless the superintendent or designee approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.~~

~~The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent or designee. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.~~

~~***Assignment upon return***~~
~~An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.~~

~~Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.~~

Cross References:

Board Policy, 5021	Applicability of Personnel Policies~~Conflicts Between Policy and Bargaining Agreements~~

Legal References:

RCW 28A.400.300	Hiring and discharge of employees — —Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
Title 50A RCW	Family and Medical Leave
WAC 162-30-020	Pregnancy, childbirth, and pregnancy related conditions
29 USC SEC 2601	Family and Medical Leave Act of 1993
29 CFR Part 825	The Family and Medical Leave Act of 1993
Chapter 192-500	WAC Definitions
Chapter 192-510	WAC Assessing and collecting premiums
Chapter 192-540	WAC Employer responsibilities
Chapter 192-550	WAC Penalties and audits
Chapter 192-600	WAC Employee notice to employer
Chapter 192-610	WAC Initial application for benefits
Chapter 192-620	WAC Weekly benefits
Chapter 192-630	WAC Claim determinations
Chapter 192-700	WAC Employment restoration

Management Resources:
Policy News, April 2009
Policy News, October 2011
Policy News, December 2011
Policy News, October 2019
Policy News, March 2026

Classification: Critical

Adopted Date: December 11, 2019

Coversheet

Emergency Closure Waiver Request - December 17 and 18, 2025

Section:	VI. Discussion Items
Item:	B. Emergency Closure Waiver Request - December 17 and 18, 2025
Purpose:	Discuss
Submitted by:	
Related Material:	ES Emergency Closure Waiver Request_December 2025.pdf Emergency School Closure Waiver Request_DEC 2025.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

Emergency Closure Wavier Request

Executive Summary

April 21, 2026

By: Bob Maxwell

Superintendent

Background:

On December 16, 2025 a severe windstorm in Eastern Washington caused widespread power outages and hazardous roadway conditions, disrupting essential services including electricity and transportation, As a result, we could not operate our schools on December 17, 2025 and one school on December 18, 2025.

Due to this unforeseen temporary school closure, Pullman School District is requesting to submit an Emergency School Closure Waiver from the 180-day school year requirement to OSPI. This waiver is presented for the board to review and to request support for the submission of this waiver to OSPI.

Recommended Board Action:

Approval to submit Emergency Closure Waiver to OSPI for the unanticipated closure on Wednesday, December 17, 2025 all schools and on Thursday, December 18, 2025 for one school.

Motion to Approve

I move to approve the submission of an Emergency Closure Waiver to OSPI for the unanticipated closure on Wednesday, December 17, 2025 all schools and on Thursday, December 18, 2025 for one school.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Emergency School Closure Waiver Request

As part of the basic education requirements in Washington state, each local education agency (LEA*) must make a minimum of 180 school days available to students each school year. LEAs must also provide at least 1,000 annual instructional hours to students in kindergarten through 8th grade, and at least 1,080 annual instructional hours to students in grades 9–12 (a district-wide average of at least 1,027 hours in grades 1–12). LEAs receive state funding based on the number of students who are enrolled in the district for an average of 1,027 instructional hours over 180 school days. *(*LEAs include public school districts, state-tribal education compact schools, and charter schools.)*

Occasionally, unforeseen emergencies cause temporary school closures because the facilities could be unsafe, unhealthy, inaccessible, or inoperable. Unforeseeable emergencies include one or more natural event, mechanical failure, or action or inaction by one or more persons. Under certain circumstances, LEAs may request an emergency school closure waiver from the 180-day school year requirement.

To request an Emergency School Closure Waiver, LEAs must:

- Submit the Emergency School Closure Waiver Day request form.
- Indicate the district will meet the average annual hours of instruction requirement of 1,027 hours (or 1,000 hours for K–8 districts).
- Make-up at least three (3) school days for district-wide closures, per incident, and demonstrate reasonable effort to make-up all the missed school days. Per WAC 392-129-105, "reasonable effort" means:
    - Extension of the school year to and through June 14.
    - Use of scheduled vacation days and foreseeable school closure days to meet the requirements for 180 days and 1,027 hours.
    - If a state of emergency proclamation is issued by the governor, LEAs may meet the "reasonable effort" test by providing at least the district-wide annual average total instruction hour offerings.

Emergency School Closure Waiver Request form must be submitted to the Office of Superintendent of Public Instruction (OSPI) at waivers@k12.wa.us.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Emergency School Closure Waiver Request

Local Education Agency (LEA): **Pullman School District**	
LEA Superintendent: Bob Maxwell	
Email: rmaxwell@psd267.org	**Phone:** 509-332-3581
Person submitting application *(if different)*:	
Email:	**Phone:**

Emergency Closure Date(s)	**Wednesday, December 17, 2025 and Thursday, December 18, 2025**
Was the closure district-wide? *If, certain schools only, list individual schools that did not operate.*	**Wednesday, December 17, 2025**: Schools Closed - Franklin Elementary, Jefferson Elementary, Kamiak Elementary, Sunnyside Elementary, Lincoln Middle School, and Pullman High School **Thursday, December 18, 2025:** Schools Closed – Kamiak Elementary Only
Cause of emergency district-wide or school closure *(describe in detail)*	A significant windstorm in Eastern Washington caused widespread power outages and hazardous roadway conditions, disrupting essential services including electricity and transportation. As a result, five of the district's six schools were closed for one day, and one school was closed for two days due to extended power loss. Without power, schools were unable to safely operate, lacking lighting, heating, food service, and critical safety systems. The district coordinated with utility providers and emergency services to monitor restoration and assess readiness; however, uncertain restoration timelines made reopening unsafe. As a result, school operations could not continue.
Instructional Hours – Will the LEA meet the annual instructional hour requirement? *(If no, explain in detail)*	Yes, we meet the annual instructional hours.
Make-Up Date(s) Specific date(s) the school district has scheduled to make up the missed day(s).	June 15, 2026 and June 16, 2026

Washington Office of Superintendent of
PUBLIC INSTRUCTION

For district-wide closures, districts must make-up at least 3 school days.	

LEA Superintendent statement:

The board of directors (governing body) of the above-named LEA have reviewed this Emergency School Closure Waiver application and supports its submittal. Foreseeable school closure days were not included in this request.

Signed *(LEA Superintendent)*:	**Date:**
	4. 21. 2026

Submit Emergency Waiver Request to OSPI
waivers@k12.wa.us

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Emergency School Closure Waiver Frequently Asked Questions

How many days does the LEA need to make-up?

The LEA must make a reasonable effort to make-up the missed school days. At a minimum, the district must make-up at least three school days. Make-up days can include the use of scheduled vacation days or other previously planned school closure days. Make-up days can include the extension of the school year to and/or through June 14. However, if a state of emergency proclamation is issued by the governor, LEAs may meet the "reasonable effort" test by providing at least the district-wide annual average total instruction hour offerings.

Is there a deadline for requesting a waiver?

No. However, LEAs should apply with enough time to make scheduling adjustments accordingly (if necessary). In the event of multiple emergencies in a school year, such as a fall flood and a winter blizzard, the LEA may submit one cumulative emergency waiver request.

Is there a date in statute past which school cannot be held?

No. If LEAs need to hold school into July to meet the requirement for minimum average annual hours of instruction, nothing in statute prohibits that from occurring.

Can late start or early release be counted as instructional time?

No. Regularly scheduled late start/early release hours are not counted as instructional hours.

Does a school board resolution need to be submitted?

No. However, the LEA board of directors (governing body) must review the Emergency School Closure Waiver request and support its submittal.

Unforeseen emergencies include:

- Natural events (such as fire, flood, explosion, storm, earthquake, epidemic, or volcanic eruption)
- Mechanical failures (disruption of utilities such as heating, lighting, or water)
- Action or inaction by one or more persons (including arson, vandalism, riots, insurrections, bomb threats, bombing)
- Certain unforeseeable construction delays

School closure emergencies do not include:

- Labor dispute between an LEA governing body and any employee of the school district.
- Construction delays that are foreseeable and reasonably anticipated (as defined 28A.150.290) do not qualify as an emergency for the purposes of a waiver.

Laws and rules for emergency school closures:

RCW 28A.150.290 and chapter 392-129 WAC

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Coversheet

Diversity, Equity, Inclusion & Belonging (DEIB) Task Force Appointments

Section: VI. Discussion Items
Item: C. Diversity, Equity, Inclusion & Belonging (DEIB) Task Force Appointments
Purpose: Discuss
Submitted by:
Related Material: ES DEIB Task Force Appointment 4.29.26.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

Diversity, Equity, Inclusion & Belonging Task Force Appointment

Executive Summary

April 29, 2026

Board of Directors

Background:

The Board of Directors will address the appointment of members to fill the open positions on the district's Diversity, Equity, Inclusion, and Belonging (DEIB) Task Force.

Recommended Board Action:

Motion to Approve

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Coversheet

Pullman School Board-City Council Joint Meeting Follow-Up

Section: VI. Discussion Items
Item: D. Pullman School Board-City Council Joint Meeting Follow-Up
Purpose: Discuss
Submitted by:
Related Material:
ES Pullman School Board-City Council Joint Meeting Follow-Up 4.29.26.pdf
SpecialMeetingNotes04012026.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

Pullman School Board-City Council Joint Meeting Follow-Up

Executive Summary

April 29, 2026

Board of Directors

Background:

At the April 1, 2026 Joint Meeting between the City Council and School Board, members engaged in a discussion focused on shared priorities impacting students, families, and the broader Pullman community. The conversation highlighted several overlapping areas of interest where coordinated efforts could strengthen outcomes, improve efficiency, and enhance community services.

This agenda item will provide the Board an opportunity to review the outcomes of the joint meeting, reflect on identified areas of alignment, and prioritize potential collaboration efforts. The goal is to determine which initiatives should be elevated for near-term action, further exploration, or continued dialogue with the City Council and staff.

This discussion will help establish a clear set of priorities to guide continued collaboration between the School District and City Council moving forward.

Recommended Board Action:

Motion to Approve

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Special Meeting: Joint Meeting with the Pullman City Council

April 1, 2026

Summary ideas and topics:

- Start small with consistent interpersonal communication between city and school district officials, including potential for making use of existing communication channels such as meeting and social media reposting.
- Potential for collaboration for existing communitywide events and initiative; supporting each other's existing efforts for outreach, welcoming, and inclusive activities.
- Build on shared community value of supporting and celebrating children and young people; make this a rallying point for involvement and community pride.
- Commitment to maintain consistent communication could enable better long-term planning for facilities and evolving community needs.

Areas for future discussion:

- The "how" questions of communication and collaboration, particularly for establishing priorities when resources are limited and respecting staff time and expertise.
- Assessing efficacy of existing events and outreach efforts for shared outreach goals.
- Collaboration with other community partners including WSU and SEL

Full Notes

B. Communication

Group 1: Potential collaboration on legislative agenda; make this an annual meeting; concerted effort to keep each other informed via board/council leadership (occasional emails, interpersonal communication, etc.)

Group 2: Discussed platforms and channels currently used, often for reaching specific groups; city has multiple purposes (emergency vs. routine); opportunity to do more reposting and promoting with our own channels to reach additional groups

Group 3: Cross-posting and promoting across groups; potential committee to meet between board/council meetings or take turns attending each other's meetings; platforms for reaching young people (TikTok); link to each other's websites

Group 4: Brief updates at each other's meetings to summarize what's going on; welcoming efforts and joining across groups (WSU, community, schools); city welcoming committee goals could include schools, could have more presence for schools and other groups/clubs

C. Community Outreach and Engagement

Group 4: Building on existing events such as Lentil Festival, arts; attract/recruit people to Pullman who appreciate what the community is like and offers

Group 3: Pullman culture is our kids; rally around celebrating our children and building on that theme/value; parade or festival related to schools/youth; more downtown activities that appeal to all ages and youth (music, etc.)

Group 2: Recreation and outdoors as a theme to bring groups together; potential with other whole community topics such as theater/arts, mental health, etc.

Group 1: Partnership for events such as Halloween; fun run; welcome packet with introductory information about civic engagement with multiple touchpoints for distributing to people who are new to the community

D. Future Relationship between Pullman School District and the City of Pullman

Group 3: Using spaces and sharing existing resources; collaborating on activities and spaces; example of community-school director in other cities to facilitate

Group 2: Support for after-school programming; "pool of experts" citywide to make use of community's diversity of knowledge and expertise

Group 4: Keep it small at first, focus on maintaining connections and intentional collaboration; highlighting skills and talents of students, example of art in central areas such as the airport or downtown

Group 1: Planning together for future facilities needs and opportunities, potential for a combined bond (like Spokane) for mutual benefit; diverse needs of community including retirees and young people; what does it means to be a town that people return to?; need for inexpensive places where young people can hang out and interact

Coversheet

Administrative Requirements Update

Section: VII. Informational Items
Item: A. Administrative Requirements Update
Purpose: FYI
Submitted by:
Related Material: April Administrative Requirements Update.pdf

Pullman School District
240 SE Dexter St.
Pullman, WA 99163

Monthly Administrative Requirements

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*
- ☐ Summer Athletic Programs to Board
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ Prepare School District Collection and Submission Requirements Related to School Safety and Security Staff
  - *Person(s) Responsible: Superintendent's Office*

May

- ☐ Affirmative Action Report
  - *Person(s) Responsible: Assistant Superintendent & HR Manager*
- ☐ Curriculum Adoption
  - *Person(s) Responsible: Assistant Superintendent*
- ☐ Certificated Evaluations
- ☐ Leave of Absence Requests to Supt
- ☐ Inventory Audit
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ RIF Process, *if needed*
- ☐ Reasonable Assurance Notices
  - *Person(s) Responsible: HR Manager*
- ☐ Notification of Employment Status
  - *Person(s) Responsible: Superintendent, HR Manager, & Principals*
- ☐ Submit School District Collection and Submission Requirements Related to School Safety and Security Staff
  - *Person(s) Responsible: Superintendent's Office*

Coversheet

Procedures

Section: VII. Informational Items
Item: C. Procedures
Purpose:
Submitted by:
Related Material: 5401P Sick Leave 4.29.26.pdf

Pullman School District Board Procedure 5401P

PERSONNEL

Sick Leave

This procedure applies only to employees covered by RCW 49.46.210.

I. Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable written notice of an absence from work for the use of paid sick leave. If an employee's absence is foreseeable, the employee must notify their supervisor at least ten days, or as early as practicable, before the first day of paid sick leave is used. If possible, the notification must include the expected duration of the absence.

If an employee's absence is unforeseeable, the employee must contact their supervisor as soon as possible before the required start of their shift. If circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave. If possible, the notification should include the expected duration of the absence.

A. Notice to Take Leave under the Domestic Violence Leave Act

Employees must give advance oral or written notice as soon as possible for the foreseeable use of paid sick leave under the Domestic Violence Leave Act.

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to taking leave under the Domestic Violence Leave Act, the employee or their designee must give oral or written notice to their supervisor no later than the end of the first day that the employee takes leave.

II. Verification

If an employee has used paid sick leave for more than three consecutive days, the employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

A. Verification for Taking Leave to Care for Yourself or a Family Member

When taking leave for reasons under RCW 49.46.210(1)(b)(i) or (ii), employees must provide a doctor's note or a signed statement from a health care provider indicating that the use of paid sick leave is to care for themselves or a family member for an authorized purpose.

Verification must be provided to the district within ten calendar days of the first day employees used paid sick leave to care for themselves or a family member.

Employees are not required to provide details concerning the specific nature of the health condition to use paid sick leave—unless otherwise required by law. Any information employees provide will be kept confidential.

B. Verification for Taking Leave because of Schools or Places of Child Care Closing

When taking leave for reasons under RCW 49.46.210(1)(b)(iii), the employee must provide the notice of closure from the public official.

Verification must be provided to the district within ten calendar days of the first day an employee used paid sick leave for this purpose.

C. Verification for Taking Leave to Participate in a Qualifying Immigration Proceeding

When taking leave for reasons under RCW 49.46.210(1)(b)(iv), the employee must provide at least one of the types of documentation described in WAC 296-128-660(6)(a)-(b).

Verification must be provided to the district within ten calendar days of the first day an employee used paid sick leave for this purpose.

D. Verification for Taking Leave under the Domestic Violence Leave Act

When taking leave under the Domestic Violence Leave Act, the employee must provide any one or more of the forms of verification described in WAC 296-135-070 depending on the specific reason for the leave.

Verification must be provided within a reasonable period during or after the leave.

E. Unreasonable Burden

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must explain to their supervisor that the absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense on the employee.

Within ten calendar days of receiving the employee's explanation, the employee's supervisor will make a reasonable effort to identify alternatives for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense. This might include accepting the employee's written explanation as a form of verification or mitigating the employee's out-of-pocket expenses associated with obtaining medical verification.

The district may choose not to pay an employee paid sick leave taken in excess of three consecutive days until verification is provided.

If agreement cannot be reached after the employee's supervisor considers the employee's explanation and attempts to identify alternatives to meet the verification requirement, the employee may consult with the Washington State Department of Labor and Industries.

Classification: Critical

Adoption Date:

Coversheet

Expense Claim Audit - Community Update Board Schedule

Section: VII. Informational Items
Item: D. 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 2025	Craig Nelson
September	Nathan Roberts
October	Arron Carter
November	Amanda Tanner
December	Lisa Waananen Jones
January 2026	Craig Nelson
February	Deena Bayoumi
March	Arron Carter
April	Stephanie Horn
May	Lisa Waananen Jones
June	Craig Nelson
July	Deena Bayoumi

Community Update Board Report Schedule

Month	Submitter	Deadline
September 2025	District – Supt.	Need by end of July
October	Lisa Waananen Jones	Need by end of August
November	Nathan Roberts	Need by end of September
December	Amanda Tanner	Need by end of October
January 2026	District – Asst. Supt.	Need by end of November
February	Craig Nelson	Need by end of December
March	Arron Carter	Need by end of January
April	District – Exec. Dir of Operations	Need by end of February
May	Lisa Waananen Jones	Need by end of March
June	Deena Bayoumi	Need by end of April
July	Stephanie Horn	Need by end of May
August	Craig Nelson	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

Section: VII. Informational Items
Item: E. Board Calendar
Purpose: FYI
Submitted by:
Related Material: 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf

PULLMAN SCHOOL DISTRICT

2025-2026 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 6 - Work Session at District Office
- Board of Distinction Application

August 13 – Regular Board Meeting
- 2025-2026 Assessment Plan
- Budget Hearing
- Adopt School District Budget

August 27 – Regular Board Meeting
- Employee Agreements
- Grant Program Notification
- Report: Annual Affirmative Action Plan

September – Superintendent/Board attends staff and PTA/PTO/Booster Meetings

September 3 – Work Session at Sunnyside Elementary
- School Showcase: Sunnyside Elementary
- 2025-2026 Board Professional Development Plan
- Professional Learning Communities (PLC) Update and/or Board Training

September 10 – Regular Board Meeting
- School Showcase: Franklin Elementary
- Report: Summer School
- Report: ALE
- Report: Program Compliance
- Uncollected Non-Tax Revenue
- Inventory Loss/Write-Off Approval

September 24 – Regular Board Meeting
- Report: Highly Capable Services Report

September – WSSDA Legislative Assembly

October 1 – Work Session at Jefferson Elementary
- School Showcase: Jefferson Elementary
- Elementary Principals Present 2025-2026 School Improvement Plans

October 8 – Regular Board Meeting
- School Showcase: Kamiak Elementary
- Application for Basic Education Allocation
- Report: District Choice Report
- Report: Risk Management Program

October 22 – Regular Board Meeting
- Report: Curriculum Adoption Update, Cycle & Development
- Report: Sustainability Committee Update
- Review Classified Employee Award Nominations

November 5– Work Session at Pullman High School
- School Showcase: Pullman High School
- Secondary Principals Present 2025-2026 School Improvement Plans
- Professional Learning Communities (PLC) Board Training

November 12 – Regular Board Meeting
- School Showcase: Sunnyside Elementary
- Approve: 2025-2026 School Improvement Plans
- Present Classified Employee Award
- Report: Year-End Finance Report
- Report: Special Education Services Update
- Report: LMS & PHS Student Ambassadors

November 20-22, 2025 – Annual WSSDA Conference

December 3 – Work Session at District Office
- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections

December 10 – Regular Board Meeting
- School Showcase: Franklin Elementary
- 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 14 – Regular Board Meeting
- School Showcase: Jefferson Elementary
- Report: Technology Services
- Annual Review: 1101F Board Operating Protocols

January 28 – Regular Board Meeting
- School Showcase: Lincoln Middle School
- Executive Session: Superintendent Evaluation

February – WSSDA Legislative Conference

February 4– Work Session at Kamiak Elementary
- School Showcase: Kamiak Elementary
- Board Policy and/or Professional Development Workshop

February 11 – Regular Board Meeting
- School Showcase: Sunnyside Elementary
- Report: Scratch Cooking/Nutrition Services Program Update

February 25 – Regular Board Meeting

- Executive Session: Superintendent Contract Renewal – *Due March 1st*
- Board Financial Disclosures Due End of the Month (*Reminder*)
- Enrollment Projections

March 4 – Work Session at Franklin Elementary

- School Showcase: Franklin Elementary
- Board Policy and/or Professional Development Workshop
- Alternative Learning Experiences Update

March 11 – 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 25 – Regular Board Meeting

- School Showcase: Jefferson Elementary
- Recognize National Board-Certified Teachers
- Report: Maintenance/Facilities/Asset Preservation Program
- Reports: Administrative Intern Projects
- Report: Curriculum Adoption Update

April 1 – Work Session at District Office *(Tentative)*

- Board Policy and/or Professional Development Workshop

April 15 – Regular Board Meeting

**Please note, this meeting is scheduled for the 3rd 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 29 – Regular Board Meeting

**Please note, this meeting is scheduled for the 5th Wednesday of the month due to the scheduling of Spring Break.*

- School Showcase: Kamiak Elementary School
- Review Dedicated Teacher/Teaching Team Award Nominations
- Approve: Summer Athletic & Activities Program
- Report: Sustainability Committee

May 6 – Work Session at District Office

- CEE Data Review (*every two years*)
- Board Self-Assessment Review Workshop

May 13 – 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 27 – Regular Board Meeting

- School Showcase: LMS & PHS Student Ambassadors
- Annual Review: Graduation Policy 2410/P

June 10 – Regular Board Meeting

- Executive Session: Superintendent End-of-Year Evaluation
- Report: Safety
- Report: Summer School
- Report: ELD Program
- Report: Special Education Services Update

June 17 – Work Session at District Office

- School Improvement Plans – Elementary & Secondary Principals Present Summary of 2025-2026 Progress

June 24 – 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 8 – Regular Board Meeting *(Tentative)*

July 22 – 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 28, 2025
Revised: June 9, 2025

Coversheet

The Pullman Promise: Priorities, Goals, Success Indicators

Section: VII. Informational Items
Item: F. The Pullman Promise: Priorities, Goals, Success Indicators
Purpose: FYI
Submitted by:
Related Material: 2025-26 Strategic Plan Goals_Priorities_Success Indicators.pdf

PULLMAN PUBLIC SCHOOLS

The Pullman Promise

Priorities, Goals, Success Indicators

2025-2026

Mission: Ensuring learning while challenging and supporting each student to achieve full potential

Vision: The Pullman School District mission provides a clear and shared focus among all stakeholders. This common understanding underscores our vision that we each have a stake in student learning and achievement. To fulfill this vision, the District targets its human and fiscal resources toward continuous improvement. Excellence, measured by results, is evident in all we do and is inclusive of work, programs, and facilities.

Our Priority	Our Goal	Success Indicators Measured By
Students First We Provide: • A consistently welcoming, healthy, safe environment • Personalized learning for the growth and individual success of each student • Supportive, sustained relationships with each student	Prioritize actions to ensure a caring and safe environment to cultivate the highest levels of learning.	• **Student climate survey conducted (Fall) every 2-years by CEE** *Tentatively scheduled for 2026 administration.* • **Student Achievement Measurements** - State Assessments: ELA, Math and Science - District Assessments: Reading and Math - Chronic Absenteeism (5th, 8th and 9th grade) - Graduation Rates (based upon 4-year and 5-year cohorts) - Advanced Placement (AP) • **Professional Learning Communities** • **Annual Board Reports:** - Affirmative Action Plan Report - ASB Fundraisers and Clubs Report - Student Ambassador Program Reports - Special Education Services Report & Reducing Restraint & Eliminating Isolation Project Updates - Alternative Learning Experiences Report - English Language Development Program Report - Highly Capable Program Report - Safety Report - Summer School Report - Nutrition Services & Summer Meal Program Update

Mutual Respect • Inclusive culture in which we value each individual and celebrate our community's diversity	Foster a growth mindset that values the beliefs and experiences of all.	• **Closing achievement gap (State/District Assessment Data)** Reviewed data for target populations during Annual School Board Retreat Principals present School Improvement Plans outlining goals, target outcomes, and measures for the 2025-26 school year. Principals present an end-of-year summary update of progress towards School Improvement Plan goals, target outcomes, and measures for the 2025-26 school year. • **Community/Staff climate survey conducted every 2-years by CEE** *Tentatively scheduled for 2026 administration.* • **"A Community of Belonging" Update during Regular Board meetings** • **Staff Professional Learning**
Cultivate Trust • Communicate transparently • We assure fiscal responsibility now and for the future	Plan expenditures to meet students educational needs. Facilitate Board Listening Sessions and Communication Plan/Schedule	• **Community/Staff climate survey conducted every 2-years by CEE** *Tentatively scheduled for 2026 administration.* • **Annual Budget/Fiscal Audit Report** - Annual Budget Presentation - Annual Year End Finance Report - Public Hearing – Budget - Regular Budget Status Reports to Board - Finance Committee meeting notes posted on district website • **Facilitate Open Access to Information** - School/District Websites and Board OnTrack Committee/Board Meeting Documents - ParentSquare & StudentSquare *(students in grades 9-12)* - Language Access Plan - Board Content Calendar/Schedule
Build Together • We honor our students' futures • We cultivate authentic, collaborative relationships based on shared purpose	Empower all stakeholders to collaborate and pursue innovative means that prepare students for the future. Grow and build community partnerships.	• **Conduct Open House Events for Families** • **Family/Teacher Conferences (K-8) Attendance Rates** • **Career and Technical Course Offerings Board Report**

		- Annual CTE Program Report - Annual Secondary Course Offerings - CTE Advisory Committee • **Data Reporting of AP and College in the Classroom Opportunities Board Report** • **Extracurricular Participation Rates – Clubs/Activities and Athletics** • **Encourage community involvement through school/districts events, volunteer opportunities, and community presentations**
Take Action • We are accountable through measurable goals • We commit to constructive feedback and continuous improvement	Monitor teaching and learning; enhance curriculum, instruction, and assessment.	• **Graduation rates (based upon 4- and 5-year cohorts)** • **Annual Alumni Outcome Survey conducted 18 months and 5 years after graduation** • **District Committees:** - Curriculum Advisory Council - English Language Development Program Advisory Committee - Highly Capable Advisory Committee - Instructional Materials Adoption Committee • **Student Attendance Rates – Chronic Absenteeism (5th, 8th and 9th grade)** • **Annual Board Reports:** - Curriculum Adoption Update, Cycle & Development - Spring Assessment Results (December) - School Improvement Plans (Fall) & End-of-Year Summary of Progress (June) - Minimum Basic Education Compliance Report • **Board Meeting Schedule/Content Calendar**
Shared Decisions • Data and feedback inform decisions about best practices, professional development, and student support programs	Support professional development, quality facilities, and sustainable initiatives to meet our mission and vision.	• **Staff Professional Learning Surveys** Staff provide feedback on professional learning days through the clock-hour and evaluation process.

		• **Annual Course Offerings and Program Board Reports** - Secondary Course Offerings - Sustainability Committee Report - Risk Management Report - Maintenance/Facilities/Asset Preservation Program Report • **Staff Professional Learning Opportunities - 2025-2026 Professional Learning Days** - August 20-21 & 25-26, 2025 - October 10, 2025 - January 16, 2026 - February 13, 2026 • **District Staff Mentoring Program** • **District Committees** - Finance Committee - Curriculum Advisory Council - Sustainability Committee - English Language Development Program Advisory Committee - Highly Capable Advisory Committee - Academic Calendar Committee *(convened every 2 school years)* - Monthly PEA and Admin Team meetings - Student Ambassador Programs - Facilities Committee