



## **EASTMONT SCHOOL DISTRICT**

*Relationships, Relevance, Rigor, Results*

509.884.7169 • FAX: 509.884.4210 • WWW.EASTMONT206.ORG

800 EASTMONT AVE. • EAST WENATCHEE, WA 98802

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TO: Board of Directors

FROM: Garn Christensen, Superintendent

SUBJECT: Eastmont Junior High School Student Handbook for 2020-21

DATE: July 13, 2020

### **CATEGORY**

☐ Informational

☐ Discussion Only

☐ Discussion & Action

☒ Action

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### **BACKGROUND INFORMATION AND ADMINISTRATIVE CONSIDERATION**

Enclosed is a draft Eastmont Junior High School Student Handbook for 2020-21 for the Board to review. There are not any significant changes this year. The handbook will be posted separately on the website.

### **ATTACHMENTS**

☒ Student Handbook

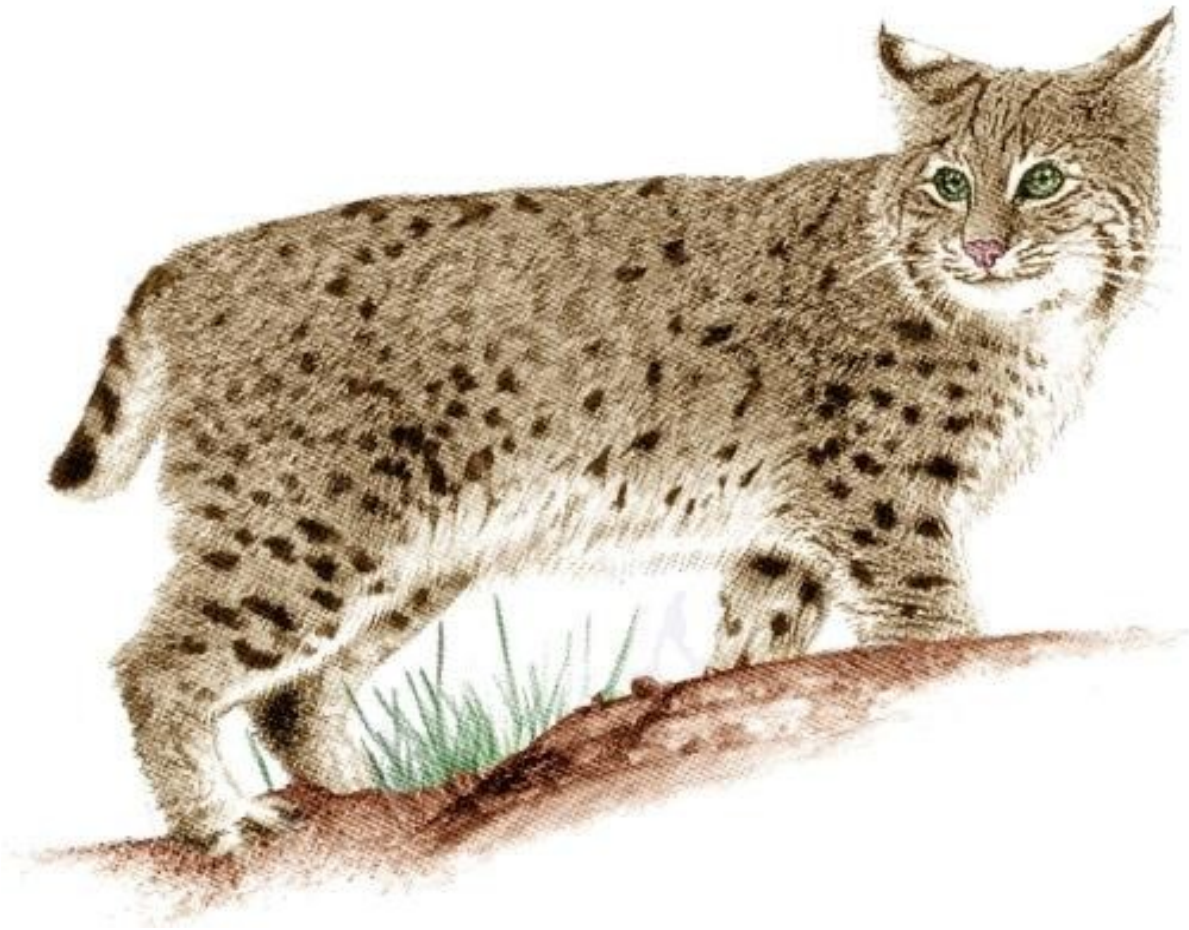
### **FISCAL IMPACT**

☒ None

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### **RECOMMENDATION**

The administration recommends the Board approve the Eastmont Junior High School Student Handbook for 2020-21.



# **EASTMONT JUNIOR HIGH SCHOOL**

**Home of the Bobcats**  
**School Colors: Columbia Blue and Red**

**905 8<sup>th</sup> Street N.E.**  
**East Wenatchee, WA 98802**  
**David Woods, Principal**  
**Holly Cornehl, Assistant Principal**  
**Bob Celebrezze, Assistant Principal**

**Administrative Office Phone: (509) 884-2407**  
**Fax: (509) 884-1988**

**[www.eastmont206.org](http://www.eastmont206.org)**

# Shared Vision and Guiding Principles of Eastmont Secondary

*Eastmont Junior High School and Eastmont High School will provide equity in achievement levels for all students, regardless of ethnicity, gender, or socioeconomic status by:*

- 1) Communicating high expectations for all students.*
- 2) Continuously improving instruction in collaborative learning teams.*
- 3) Implementing best classroom practices based on research.*
- 4) Assessing student achievement regularly.*
- 5) Arranging necessary time and resources to meet standards.*
- 6) Encouraging students to believe that they can and will achieve.*

*Communication with Eastmont Junior High Staff is available through Email. To Email a staff member, please go to the Eastmont School District Homepage at <[www.eastmont206.org](http://www.eastmont206.org)>, then follow the links to Eastmont Junior High. Click on the staff member's name*

# Non-Discrimination and Sexual Harassment

## 1. DISCRIMINATION

Eastmont School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Vicki Trainor  
Executive Director of Human Resources  
800 Eastmont Avenue  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

Section 504 Compliance Officer (Students)  
Matt Charlton, Assistant Superintendent  
Spencer Taylor, Executive Director of Elementary Education  
800 Eastmont Avenue  
East Wenatchee, WA 98802  
509-884-7169  
[Charltonm@eastmont206.org](mailto:Charltonm@eastmont206.org)  
[taylors@eastmont206.org](mailto:taylors@eastmont206.org)

Civil Rights Compliance Coordinator, Vicki Trainor  
Executive Director of Human Resources  
800 Eastmont Avenue  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at [www.eastmont206.org](http://www.eastmont206.org).

## 2. SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

- A student or employee is led to believe that he or she 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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online at: [www.eastmont206.org](http://www.eastmont206.org).

### **3. COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

**Complaint to the School District*****Step 1: Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**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. 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 the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND  
SECONDARY SCHOOLS  
(FERPA)**

*for Elementary and Secondary Schools*

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. These rights are:

- 1) The right to inspect and review the student’s education record 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 disclosure 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 interest. 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 whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School disclosed 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 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 Eastmont Public Schools to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are: Family  
Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

# No Discriminación y Acoso Sexual

## DISCRIMINACIÓN

El Distrito Escolar de Eastmont no discrimina a ningún programa o actividad basada en sexo, raza, credo, religión, color, origen nacional, edad, veterana o militar, orientación sexual, expresión de género, identidad de género, discapacidad, o el uso de un perro guía entrenado o animal de servicio y proporciona un acceso equitativo a los Boy Scouts y otros grupos juveniles designados. Los siguientes empleados han sido designados para manejar las preguntas y quejas de supuesta discriminación:

Coordinadora del Título IX, Vicki Trainor  
Directora Ejecutiva de Recursos Humanos  
800 Eastmont Avenida  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

Sección 504 de Oficial de Cumplimiento (Estudiantes)  
Matt Charlton, Director Ejecutivo de Educación Secundaria  
Spencer Taylor, Director Ejecutivo de Educación Primaria  
800 Eastmont Avenida  
East Wenatchee, WA 98802  
509-884-7169  
[charltonm@eastmont206.org](mailto:charltonm@eastmont206.org)  
[taylors@eastmont206.org](mailto:taylors@eastmont206.org)

Coordinadora de Cumplimiento de Derechos Civiles, Vicki Trainor  
Directora Ejecutiva de Recursos Humanos  
800 Eastmont Avenida  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

**Puede informar de la discriminación y el acoso discriminatorio** a cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, que aparece arriba. Usted también tiene el derecho de presentar una queja (véase más adelante). Para obtener una copia de la política de no discriminación de su distrito y el procedimiento, póngase en contacto con su oficina escolar o distrito o verlo en línea en [www.eastmont206.org](http://www.eastmont206.org).

## ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual por parte de cualquier persona en cualquier programa o actividad de la escuela, incluyendo en el campus de la escuela, en el autobús escolar, o fuera de la escuela durante una actividad patrocinada por la escuela.

**El acoso sexual es una conducta no deseada o comunicación que sea de naturaleza sexual cuando:**

- Un estudiante o empleado se le hace creer que él o ella debe someterse a la conducta sexual no deseada o las comunicaciones con el fin de obtener algo a cambio, como un grado, una promoción, un lugar en un equipo deportivo, o cualquier decisión educativa o de empleo, o
- La conducta interfiere sustancialmente con el rendimiento académico del estudiante, o crea un ambiente educativo o laboral intimidatorio u hostil.

**Ejemplos de acoso sexual:**

- Presionar a una persona para favores sexuales
- Contacto físico no deseado de índole sexual
- La escritura de grafiti de naturaleza sexual
- Difusión de los textos sexualmente explícitos, e-mails, o imágenes
- Hacer chistes sexuales, rumores o comentarios sugestivos
- La violencia física, incluida la violación y el asalto sexual



**Puede informar de acoso sexual** a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, de la lista anterior. Usted también tiene el derecho de presentar una queja (véase más adelante). Para obtener una copia de la política de acoso sexual de su distrito y los procedimientos, contacte a su oficina escolar o distrito, o verlo en línea en: [www.eastmont206.org](http://www.eastmont206.org)

## **VIAS DE RECLAMACION: DISCRIMINACION Y ACOSO SEXUAL**

Si cree que usted o su hijo ha experimentado discriminación ilegal, acoso discriminatorio, o acoso sexual en la escuela, usted tiene el derecho de presentar una queja.

Antes de presentar una queja, puede discutir sus preocupaciones con el director de su hijo o con el Coordinador de la Sección 504 del distrito escolar, el Oficial del Título IX, o el Coordinador de Derechos Civiles, que están en la lista anterior. Esto es a menudo la manera más rápida a resolver sus preocupaciones.

### **Queja al Distrito Escolar**

#### **Paso 1:** Escriba Su Queja

En la mayoría de los casos, las quejas deben ser presentadas dentro de un año desde la fecha del incidente o conducta que es objeto de la queja. Una queja debe ser por escrito. Asegúrese de describir la conducta o incidente, explique por qué cree que discriminación, acoso discriminatorio, o acoso sexual ha tenido lugar, y describa las acciones que cree que el distrito debe tomar para resolver el problema. Envíe su queja por correo, fax, correo electrónico o entregue a mano al superintendente de distrito o al coordinador cumplimiento de los derechos civiles.

#### **Paso 2:** El Distrito Escolar Investiga Su Queja

Una vez que el distrito recibe su queja por escrito, el coordinador le dará una copia del procedimiento de queja y se asegurará de que una investigación inmediata y exhaustiva lleva a cabo. El superintendente o persona designada responderá a usted por escrito dentro de 30 días calendarios, a menos que usted está de acuerdo en un período de tiempo diferente. Si su queja se refiere a circunstancias excepcionales que exigen una investigación más extensa, el distrito le notificará por escrito a explicar por qué el personal necesita una extensión de tiempo y la nueva fecha para su respuesta por escrito.

#### **Paso 3:** El Distrito Escolar responde la queja

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la determinación de si o no ha cumplido el distrito con las leyes de derechos civiles, la notificación de que se puede apelar esta determinación, así como las medidas necesarias para que el distrito en conformidad con las leyes de derechos civiles. Las medidas correctivas se lleven a efecto dentro de los 30 días naturales de la fecha escrita respuesta a menos que acepte un período de tiempo diferente.

### **Apelación para el distrito escolar**

Si no está de acuerdo con la decisión del distrito escolar, puede apelar a la junta directiva del distrito escolar. Debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los 10 días calendario después de haber recibido la respuesta del distrito escolar a su queja. La junta escolar programará una audiencia dentro de los 20 días calendarios después de haber recibido su apelación, a menos que estén de acuerdo en tiempo diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días naturales después de que el distrito recibió su aviso de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una queja ante la Oficina del Superintendente de Instrucción Pública (OSPI).

### **Queja a OSPI**

Si no está de acuerdo con la decisión de la apelación del distrito escolar, la ley estatal proporciona la opción de presentar una queja formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Se trata de un proceso de quejas independiente que puede tener lugar si se ha producido una de estas dos condiciones: (1) que haya completado el proceso de quejas y apelaciones del distrito, o (2) el distrito no ha seguido el proceso de quejas y apelaciones correctamente.

Usted tiene 20 días calendarios para presentar una queja a OSPI desde el día en que recibió la decisión sobre su apelación. Puede enviar su queja por escrito a la Oficina de Derechos Civiles y equidad en OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Entrega a mano:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para más información, visite [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), o contacte a La Oficina de Derechos Civiles al 360-725-6162/TTY: 360-664-3631 por e-mail al [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Otras Opciones Para Reclamos de Discriminación**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

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## EJHS BELL SCHEDULE

### DAILY ROUTINE–REGULAR SCHEDULE

Daily Schedule		
0	6:50 - 7:40	50 min
1	7:45 - 8:40	55 min
2	8:45 - 9:37	52 min
3	9:42 - 10:12	30 min
4	10:17 - 11:09	52 min
<b>1st Lunch</b>	<b>11:09 - 11:39</b>	<b>30 min</b>
5(A)	11:14 - 12:06	52 min
5(B)	11:44 - 12:36	52 min
<b>2nd Lunch</b>	<b>12:06 - 12:36</b>	<b>30 min</b>
6	12:41 - 1:33	52 min
7	1:38 - 2:30	52 min

Students have the same lunch as their 5th period teacher

### MONDAY LATE START SCHEDULE

Monday Late Start		
0	6:50 - 7:40	50 min
1	8:45 - 9:34	49 min
2	9:39 - 10:26	47 min
4	10:31 - 11:18	47 min
<b>1st Lunch</b>	<b>11:18 - 11:48</b>	<b>30 min</b>
4(A)	11:23 - 12:12	49 min
4(B)	11:53 - 12:42	49 min
<b>2nd Lunch</b>	<b>12:12 - 12:42</b>	<b>30 min</b>
5	12:47 - 1:36	49 min
6	1:41 - 2:30	49 min

Students have the same lunch as their 5th period teacher

## **EASTMONT JUNIOR HIGH SCHOOL ADMINISTRATION**

Administrative Office Phone: 884-2407

**David Woods, Principal**  
**Holly Cornehl, Assistant Principal**  
**Bob Celebrezze, Assistant Principal**

### **DISTRICT OFFICE ADMINISTRATION**

District Office Phone: 884-7169

Dr. Garn G. Christensen, Superintendent  
Mr. Matt Charlton, Assistant Superintendent  
Mr. Spencer Taylor, Executive Director of Elementary Education  
Mrs. Vicki Trainor, Executive Director of Human Resource  
Mrs. Cindy Ulrich, Executive Director of Financial Services

### **EASTMONT SCHOOL DISTRICT NO. 206**

#### **BOARD OF DIRECTORS**

Meaghan Vibbert, Cindy Wright, Annette Eggers, Mr. Dave Piepel, Whitney Smith

#### **SECRETARIES – Main office Phone 884-2407**

Mrs. Debbie Sue Walker – Office Manager, Secretary to the Principal – Phone Number 888-1332  
Mrs. Nanci Esquivel – Attendance, Assistant Principals – Phone Number 888-1333  
Mrs. Louise Friedrichsen – ASB, Athletics - Phone Number 888-1341  
Mrs. Sara Scott – Registrar / Guidance Office – Phone Number 888-1345

#### **COUNSELORS**

Guidance Office Phone: 884-8208  
Mrs. Debi Gray – 8<sup>th</sup> Grade Counselor  
Mrs. Tera Semanko – 9<sup>th</sup> Grade Counselor  
Mr. – School Psychologist  
Ms. Keesha Knutson – Drug & Alcohol Intervention – Phone Number 888-1346  
Ms. Maribel Mendez – Migrant Graduation Specialist – Phone Number 888-1312

**SCHOOL NURSE** Phone: 884-2407

#### **Custodians**

Mr. Dennis Wheeler — Head Custodian  
Mr. Ken Baranek                      Mr. Roy White                      Mr. Robert Bogue                      Mr. Jerry Ocampagh

#### **TRANSPORTATION**

Mr. Troy Lucas                      Phone: 884-4621

#### **FOOD SERVICE**

Mrs. Suzy Howard                      Phone: 884-3026

#### **MAINTENANCE**

Mr. Seann Tanner                      Phone: 884-6970

## **SCHOOL CLOSURE**

In case of heavy snow or other inclement weather, please call 888-1111 and/or listen to KPQ radio at 560 AM.

### **Si habla español y necesita ayuda:**

Si quiere hablar con una persona bilingüe, llame a la oficina de la administración al 884-2407 entre las horas de 7:15 a.m. – 7:45 a.m. y 2:30 p.m.-3:00 p.m. cuando Sr. Rodríguez estará allá.

## **ACTIVITIES**

EJHS seeks to continue as a great place to learn. We encourage all our students to help make Eastmont Junior High School a positive experience. You can do your part by being friendly and courteous, and by showing respect for the rights of others.

## **ACTIVITIES FOR STUDENTS**

The following activities are available to all students at Eastmont Junior High School. However, some have eligibility requirements (Require purchase of ASB Card):

Student Council (elected by student body)

Staff/Student Leadership Awards

Destination Imagination

MEChA

Builder's Club

Career/Technical Education

Math is Cool

National FFA Organization

Skills USA

Future Business Leaders of America

FCCLA – Family, Career & Community Leaders of America

Student Greeters

Robotics

Peer Tutors (selected by Guidance Office)

## **GENERAL SUPPLY LIST**

3-ring binder(s)	#2 pencils	Colored pencils
Lined notebook paper—not spiral type	Page dividers	Protractor
Dark blue or black ink pens	Graph paper	Calculator (class specific)
Spiral notebooks	Rulers	Quad rule Science Notebook

Students shall be prepared with appropriate supplies for each class.

## **STUDENT FEES**

\$25.00	ASB FEE—admits students to athletic events, etc. Showing an ASB card reduces admission to high school activities and EJHS activity nights.
\$ 5.00	Re-printing Student I.D. Card
\$ 5.00	Band Uniform cleaning charge.
\$ 5.00	Exploring Tech Students—Materials
\$ 3.00	Exploring Tech Students – Glasses available for purchase
\$12.00	Physical Education Shorts — They are available for purchase in the Administrative Office.
\$ 8.00	P.E. Gray T-shirt. — They are available for purchase in the Administrative Office.

## **YEARBOOK**

Students may purchase an Eastmont Junior High School yearbook. These must be reserved early in the year by paying the entire cost of \$28.00 or making a deposit by November 1; if you deposit \$10.00, the remaining amount must be paid by the end of May.

## **ACTIVITY NIGHTS**

Several times during the year, student council sponsors an activity night that may consist of dancing, basketball, and/or other activities or entertainment appropriate to the occasion. The following is a sample of an agenda for an activity night. (Activities, etc., may change slightly.)

Doors open for Admission 6:50 pm

Students are expected to stay until 8:30 pm

Students to be off campus by 8:45 pm

1. Admission—\$3.00 with ASB Card, \$4.00 with school picture I.D. card. – Presale tickets only.
2. ONLY students currently enrolled at Eastmont Junior High may attend.
3. Please note the admission time above. **YOU WILL NOT BE ADMITTED AFTER 7:30 pm UNLESS YOU HAVE A NOTE OR ARE BROUGHT TO THE DOOR BY YOUR PARENT/GUARDIAN.**
4. Once you arrive at an activity night you will be expected to stay until 8:30 **UNLESS YOUR PARENT(S)/GUARDIAN(S) PICK YOU UP.**
5. Students who "hang around" outside rather than participate will be asked to leave.
6. Activity night is a school activity. Although some of the classroom rules are not in effect, the basic discipline rules with regard to dress code, fighting, tobacco, drugs, swearing, insubordination, etc., will be enforced.
7. You may not attend an activity night if you are absent from school, you are suspended the day of the activity,
8. EJHS reserves the right to use a breath-a-lyzer or drug swab as needed.
9. Any inappropriate dancing of sexually suggestive nature will not be tolerated and the student will be asked to leave and parents called.

## **MID-WINTER DANCE**

A winter dance will be held. **THIS IS NOT A FORMAL DANCE: TUXEDOS AND FORMAL GOWNS ARE NOT APPROPRIATE.** All school rules apply to this dance and all dances; this includes the school dress code. Hours are approximately 7:30-9:30 P.M.

## **SPRING DANCE**

A spring goodbye dance for students and their guests occurs in late spring. Appropriate dress is determined at the time of the dance, however, **this is not a formal dance and formal gowns and tuxedos are not appropriate.** Hours are approximately 7:30 – 9:30 P.M.



## 8<sup>th</sup> GRADE ATHLETICS

All Athletes must obtain clearance online or before the first day of practice

### Fall Sports

Cross Country – Girls and boys

- Volleyball – Girls
- Football – Boys
- Soccer – Girls

### Winter Sports

- Basketball – Boys
- Basketball – Girls
- Wrestling – Boys & Girls

### Spring Sports

- Softball – Girls
- Track – Boys & Girls
- Soccer – Boys



## 9<sup>th</sup> GRADE ATHLETICS

All Athletes must obtain clearance online or before the first day of practice

### Fall Sports

- Football
- Cross Country – Boys and Girls
  - Soccer – Girls
  - Volleyball – Girls
- Swim & Diving – Girls

### Winter Sports

- Basketball – Boys & Girls
- Wrestling – Boys & Girls
- Swim & Diving – Boys
  - Bowling – Girls

### Spring Sports

- Baseball – Boys
- Golf – Boys & Girls
- Tennis – Boys & Girls
  - Soccer – Boys
  - Softball – Girls
- Track – Boys & Girls



## **ATHLETICS**

### **ACTIVITIES AND ATHLETIC PERFORMANCE CONTRACT**

The Activities/Athletic Performance Contract and Code of Conduct will be included with the Athletic Clearance Packet. If you would like a copy please contact the Eastmont Junior High School Athletic/ASB Office at 884-2407 or visit our website at <http://ehs.eastmont206.org> and click on the Athletics page.

The following voluntary organizations will fall under this contract:  
Athletics, Band, Choir, Cheerleaders, Dance/Drill Team, Drama, FBLA, FCCLA, FFA, Mascots, Student Council, and VICA.

### **ATHLETIC PARTICIPATION**

IN ORDER TO ENSURE THE SAFETY AND FITNESS OF STUDENT ATHLETES, THE FOLLOWING MUST BE COMPLETED BEFORE AN ATHLETE WILL BE ALLOWED TO PARTICIPATE IN ANY PRACTICE:

All athletic clearance will be done on-line. If you need computer access you are welcome to come into the school and use one of our computers to complete this process.

Required Forms and Fees

1. MEDICAL INSURANCE – either Myers-Stevens & Toohey school time plan (required minimum coverage) or a personal insurance waiver signed by your parent.
2. PHYSICAL FORM – Physicals are good for one year after the date of the physical.
3. CONCUSSION GUIDELINES – Must be signed by athlete and parent.
4. ASSOCIATED STUDENT BODY CARD – each athlete must purchase one – \$25.00 per student.
5. ATHLETES MUST UNDERSTAND, SIGN, AND COMPLY WITH THE ATHLETICS/ACTIVITIES CODE OF CONDUCT AND THE ANABOLIC STEROID POLICY.

**The Eastmont Junior-Senior High School Athletics / Activities Code of Conduct** is a part of the Athletic Packet available in the Administrative Office. Each participant should become familiar with its contents.

**El Código de Conducta de la Escuela Secundaria Eastmont y la Escuela Preparatoria Eastmont** es una parte del Paquete para Atletas que está disponible en la Oficina de Administración. Cada participante debe familiarizarse con el contenido del paquete.

### **ELIGIBILITY**

1. EJHS students must be passing **all** credits attempted during the previous semester, or have made up any semester failing grades prior to participation. Students involved in yearlong, semester, or multi-grading period activities (i.e. spirit squad and drama) will be checked each grading period.
2. Students who have a failing grade or have incomplete grades in any subject in the grading period prior to the activity must apply for eligibility to be able to participate at all during that activity season.
3. ALL ATHLETES MUST BE CLEARED AT THE END OF EACH SPORT SEASON IN ORDER TO TURN OUT FOR THE NEXT SPORT.

## EARN COLLEGE CREDIT WHILE TAKING EHS/EJHS COURSES!

- Enroll in college Tech Prep classes at Eastmont High School and Eastmont Jr. High School (see list below).
- Register for Tech Prep credits at <http://SERS.techprepwa.org>
- Follow the registration and fee information and return all to the Tech Prep Office at WVC.
- You must earn a grade of “B” or better in your Tech Prep classes to be eligible to receive Wenatchee Valley College credits!
- For more information, contact your EHS Career Center or Counselor or call WVC Tech Prep at (509) 682-6847.

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### Earn the following credits at

<u>EHS/EJHS Courses</u>	<u>Wenatchee Valley College</u>
<b>Accounting I &amp; II</b> .....	<b>BUSA 102</b>
2 Semesters - 1 Credit	(1 Quarter - 5 Credits)
<b>Agricultural Sci I-II</b> .....	<b>AGRI 101</b>
2 semesters – 1 Credit	(1 Quarter – 3 Credits)
<b>Agricultural Biology I-II</b> .....	<b>AGRI 101</b>
2 semesters – 1 Credit	(1 Quarter – 3 Credits)
<b>Architecture/CAD</b> .....	<b>ENGR 105</b>
1 Semester - .5 Credit	(1 Quarter - 5 Credits)
<b>Child Development</b> .....	<b>ECE 101 - 5 Credits &amp;</b>
2 Semesters - 1 Credit	<b>ECE 131 - 2 Credits</b>
<b>Microsoft Office Applications</b> .....	<b>BCT 105</b>
1 Semester - .5 Credit	(1 Quarter - 5 Credits)
<b>Digi Tools</b> .....	<b>BCT 101</b>
1 Semester -.5 Credit	(1 Quarter – 2 Credits)
<b>Drafting/CAD</b> .....	<b>ENGR 102</b>
1 Semester - .5 Credit	(1 Quarter - 4 Credits)
<b>Health Occupations</b> .....	<b>NURS 090; HLTH 123;</b>
2 periods 1 year - 2 Credits	<b>&amp; HLTH 113 (10 Cr)</b>
<b>Horticultural Science</b> .....	<b>AGRI 108</b>
2 Semesters – 1 Credit	(1 Quarter – 3 Credits)
<b>Natural Resources Science</b> .....	<b>NATR 108</b>
2 Semesters – 1 Credit	(1 Quarter – 3 Credits)
<b>Small Engine Technology</b> .....	<b>AGRI 105</b>
1 Semester - .5 Credit	(1 Quarter – 3 Credits)
<b>Digital Web Design</b> .....	<b>BCT 251</b>
1 Semester - .5 Credit	(1 Quarter -3 Credits)
<b>Welding/Fabrication</b> .....	<b>WELD 128</b>
2 semesters - 1 Credit	(1 Quarter - 3 Credits)

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TECH PREP

## **HEALTH SERVICES**

The District has nurses who share their time between schools. This means a nurse is not always at the school, but can be reached for emergencies. First aid will be administered as necessary through the Administrative Office where staff has been trained to respond to emergencies. If the nature of the emergency is severe and staff is unable to reach any parent or emergency contact, an ambulance will be summoned, if appropriate.

Students who become ill at school are to report to the health office with a note from their teacher. Students should not make calls home asking their parent to pick them up with their own phones as this creates confusion when the student checks out of school. Efforts will be made to contact parents/guardians to determine whether the child should go home or be allowed to remain in the health room for a period of time.

Near the beginning of each school year, parents will be asked to complete a health questionnaire regarding any health concerns of their child. This is important to fill out, even if there are no concerns. If the student has any type of life threatening health condition, the school nurse will contact the parent to develop a plan to respond to possible emergencies at school. If a child develops a health concern during the school year, the parent should communicate this information to the school nurse as soon as possible.

The school nurse can be reached at the Health Services office. The phone number is 888-1480.

## **MEDICATION ADMINISTRATION**

It is the policy of Eastmont School District to provide a safe practice of administration of medications for students in the means of oral administration, emergency situations and field trips. Oral Medication is medication given by mouth only (pills, liquid, oral inhalers) All medications, both prescription and over-the-counter medication require a licensed health care provider signature and a parent/legal guardian signature on the authorization form before medications are given.

- \* A new authorization form must be filled out by the health care provider and a parent legal guardian each school year before medications can be given.

- \* A new authorization form must be signed again with any changes to the order. Written orders and directions from the licensed health provider must be on file for all medications, including over-the-counter. Medications are to be in the current prescription bottle with the correct time, dose, route, student name, name of the medication and current prescription label. Parent/legal guardian will bring in medication in the original bottle. Students are not to transport medication to school. The bottle is to have the student's name, name and dose of the medication(s), time/method of administration, health provider's name and the length of time the medication is to be given. Over-the-counter medication must be labeled with the child's name.

- Parent may give the medication, if for any reason the school cannot. If parent and licensed health care provider agree that a student may carry his/her inhaler with them, it must be noted on the Authorization for Medication form. Non-oral Medication Administration: Suppositories, eye drops, ear drops, insulin, glucagon's, ointments. Non-oral medications except for Epi-Pens are to be administered only by the school nurse. Licensed nurses cannot legally delegate the administration of non- oral medications to a non- licensed person. If non-oral medications are to be administered at school, the school nurse needs to be contacted by the parents requesting the non-oral medication administration. Parents will need to obtain and sign an Authorization for Medication Administration form from a licensed health care provider prior to the administration of any non-oral medications.

# ATTENDANCE

## ABSENCES

State and local regulations require that students bring a written statement signed by a parent or guardian for all the following:

1. Date(s) of absences or tardies.
2. Date the excuse is written.
3. Reason for the absence or tardy.
4. Signature of parent or guardian.
5. If tardy, include the estimated time of arrival at school.

A properly identified telephone call by the parent or guardian to the junior high school Attendance Office will also clear your student; please call 888-1333.

### Where To Take Notes

On the day of return to school after an absence, take your note to the Attendance Office window before 7:40 A.M. It will be open at 7:15 A.M. If you arrive after 7:40 A.M., or after classes have begun, you must still take your note to the Attendance Office window.

If telephone contact is made by your parent or guardian, and you then do not return to school for another day or more, you must have an excuse for the days when no phone contact was made.

**It is the student's responsibility to make sure an excuse is delivered to school or phoned in.** Students should double check with parent(s)/guardian(s) to verify a call was made if no note was given.

### **EXCUSES MUST BE SUBMITTED WITHIN SEVENTY-TWO (72) HOURS OF THE ABSENCE. THE UNEXCUSED ABSENCE WILL BE CONVERTED TO TRUANCY AFTER THAT TIME.**

The school will attempt to call your home on the days you are absent through the attendance office and an automated dialing system.

## EXCUSED ABSENCE

An excused absence is one taken because of illness, medical appointment, or a family emergency.

## EXCESSIVE ABSENCE

Absences of over five consecutive days should be verified by a doctor's note. Excess absences, excused or unexcused, that adversely affect your educational process during the school year, may be referred to the Douglas County Prosecuting Attorney for court action. Parents will receive notification when a student has in excess of 10, and 15 absences. If actions taken by the school district have not been successful in substantially reducing the student's absences from school, a doctor's note or clearance by the school nurse may be required to avoid absences being marked as unexcused.

## UNEXCUSED ABSENCE

If you do not bring a note to excuse an absence after three school days, or the parent/guardian will not excuse the absence, or if the student skips class or leaves the school campus without checking out in the office, it is an unexcused absence.

If a student has five (5) unexcused absences in a month or ten (10) unexcused absences in a school year, the school will hold a Truancy Board Meeting and file a petition and Stay with the Douglas County Prosecuting Attorney.

For the purpose of this provision, unexcused absences shall be defined as an unexcused absence for the majority of the school day.

### **PRE-ARRANGED ABSENCE**

1. The student will bring a note from a parent or guardian and pick up a pre-arranged absence form at least three days prior to leaving. These forms are in the Administrative Office.
2. The student will be cleared to go or the parent/guardian will be contacted with teacher concerns.

### Types of Absences that Need to be Pre-Arranged

These are the types of absences that must be pre-arranged if the absence will involve one or more than one full school day:

- Absences for medical or dental problems.
- Church or other types of conferences.
- Family trips or vacations.
- Representing school in school activities that last more than one full day.

### **ATTENDANCE LAW**

Regular school attendance is necessary for a successful education. It is also the law. Regular school attendance is part of Washington's compulsory attendance law — the "Becca Bill." Passed in 1995 the law is an effort to keep more students in school, reduce unexcused absences, and make parents more accountable for their child's school attendance. Children aged 6 to 18 are required to attend school.

Eastmont School District students who habitually have unexcused absences may find themselves in juvenile court. Written excuses from a parent or legal guardian are required each time a student is absent, tardy or leaves school early. Excuses must be submitted within 48 hours of the absence. The definition of an excused absence includes an illness or health condition verified by a parent and doctor, participation in a school-approved activity, suspension from school, a religious observance or family emergency. Missing the bus, oversleeping, car problems and babysitting are not excusable. Without a written excuse or phone call from a parent, a student's absence is considered unexcused. If a student receives five unexcused absences within one month or ten unexcused absences within a school year, or has twenty absences in the school year, the Eastmont School District is required by law to file a petition for civil action with the juvenile court system. The court may order a child to perform community service or spend time in Martin Hall Juvenile Facility. The judge may also fine the parents of the juvenile or order the parent to perform community service for their child's truancy. If you need additional information, please contact either the Attendance Office or the Administrative Office at 884-2407.

### Get Assignments from Teachers

It is the responsibility of the student to inform the teacher of the pre-arranged absence and to arrange for any work to be done before leaving. The intent of this type of absence is for the student to do as much work as possible before the absence begins and have all work completed upon his/her return to school.

### **REQUESTS FOR MISSED WORK/HOMEWORK**

When a student has been absent from school, the student or parent/guardian is encouraged to request work missed during the absence from school. To ensure that all requested work can be gathered in a timely fashion, requests for homework which will be picked up that afternoon will only be accepted until 10:00 A.M. and should be picked up in the Administrative Office between 3:15 and 4:00 P.M. Requests received after 10:00 A.M. may be picked up 24 hours after the request was received. Please contact the Administrative Office to request homework at 884-2407.

## **TARDIES TO SCHOOL**

**Tardiness, even when excused, disrupts the learning process and adversely affect the student's grades. When more than 15 minutes late, it turns to an absence.**

**ALL TARDIES TO SCHOOL WILL COUNT TOWARD THE TOTAL NUMBER OF TARDIES DURING A SEMESTER** except medical or dental appointments, pre-arranged music lessons, students who are called to the Guidance Office or Administrative Office.

First period tardies are dealt by the Administration. If a tardy occurs during the rest of the day, that tardy is dealt with by the classroom teacher. Excessive tardies will be referred to the Administration.

### **Problem Solving**

Students who feel they have a legitimate reason for excessive tardies during a particular semester can meet with their parent(s)/guardian(s) and an administrator and/or counselor to discuss a plan for solving the problem.

### **What to do When Late to School**

When you are late to school, go directly to the Attendance Office **before** going to your class or to your locker. You will then be directed to talk to an administrator before going to class with a pass indicating that your tardy is unexcused. The classroom teacher will handle consequences for a tardy to any class during the rest of the day. When more than 15 minutes late, it turns to an absence.

If you arrive at school after 8:00 A.M. and have no note and no telephone call has been received, you will be admitted to class. However, this is considered an absence and must be excused by 7:40 the next morning. It will, however, count toward the five (5) tardy limit per semester.

## **PERMISSION TO LEAVE THE BUILDING / CLOSED CAMPUS**

**For reasons of safety and discipline, Eastmont Junior High School has a closed campus. This means that once students arrive on the school grounds, they will not be allowed to leave during the day except for illness, injury, doctor/dental appointments, or family emergency.**

### **Checking Out of School**

If you must leave during the school day, you must have a note and check out in the Attendance Office, or a parent must call to notify the Attendance Office. Your parent/ guardian will be contacted and you will be issued a permission slip to leave school. If you return, sign back in at the Attendance Office. You will be issued a hall pass to return to class.

**ONLY YOUR PARENT, GUARDIAN, OR LISTED EMERGENCY CONTACT WILL BE ALLOWED TO CONTACT YOU AT SCHOOL, WRITE EXCUSES, OR AUTHORIZE YOU TO CHECK OUT OF SCHOOL DURING THE DAY.**

## Information and Guidelines

The Eastmont Junior High and High School Student Handbooks contain the policies and procedures that govern the operation of Eastmont Junior High and High School. The Student Handbook guides student success. The policies and procedures are approved by the Eastmont School District Board of Directors and meet all legal requirements for Washington State Public High Schools. Each student is responsible for knowing the contents of the handbook and for abiding by the rules and regulations outlined therein.

In the Eastmont School District, 9<sup>th</sup> Grade is not physically a part of the High School; however High School is legally defined as grades 9-12 in the State of Washington. Your transcript and High School record begin in Grade 9 and conclude with graduation. The coursework, attendance and discipline records, extra-curricular activity participation, and all aspects of the 9<sup>th</sup> grade educational experience are the first year of your High School career.

## Student Behavior Guidelines

### STUDENT BEHAVIOR

Washington State Law requires schools to make reasonable rules regarding student conduct to ensure a safe and orderly school. These laws require students to comply with these rules and grant a district the authority to suspend and expel students. Based on this foundation, administrators establish school rules and expectations focused on maintaining a safe, orderly, and civil learning environment. Student misconduct is organized into two categories – unsafe behavior and disruptive misconduct. Consequences are assigned in a progressively more severe manner.

If misbehavior continues, a student may be removed from the school site and educational services through the suspension or expulsion process. Misconduct is reviewed in total, meaning all behavior to date for the school year. Unsafe misbehavior may be considered over multiple years depending on the misconduct. Restitution is required when damage and costs result from student conduct. Students with identified disabilities are subject to additional disciplinary review procedures consistent with current state and federal law.

A copy of the District's current discipline procedures including a student's due process rights to appeal an assigned discipline is distributed to all students and staff at the beginning of the school year and to new students when they register. The most recent and “official” version can be found at the District's website under *Eastmont Policies and Procedures* as Procedure 3241P – ***also see attached at end of this Handbook (pgs. 43, 44).***

### **BUILDING EXPECTATIONS – Discipline Program**

Each teacher will provide students with class expectations during the first week of school, or semester. A complete review of building expectations takes place during the first two weeks of school in each homeroom.

**A progressive disciplinary program will be used for inappropriate behavior as listed below.**

- **Willful Disobedience:** Failure to respond positively to school or classroom rules, procedures, or the reasonable directions of a school employee or volunteer.

Inappropriate Classroom Behavior: The following progressive discipline will result with each increasing infraction when a student acts inappropriately in the classroom setting:

- Teacher intervention: A) teacher corrects student in class. B) Teacher contacts parent.
- C) Student/parent/teacher conference where a behavior plan will be created. D) Sent to the Administrative Office. Student will be referred from class to the office a maximum of three times. E) After three referrals, there will be a student/parent/teacher/administrator conference where the behavior plan will be modified. F) Student/parent/teacher/administrator re-entry conference required.
- Actively failing to comply appropriately
- **Excessive Tardiness:** More than five (5) tardies to school in a semester.

### **AUTOMATIC ADMINISTRATOR CONFERENCES**

An immediate Administrator conference with parent, student, and teacher (if necessary), will occur should the student participate in the following behaviors:

- **Truancy:** Skipping a class or classes, leaving campus without proper permission, or having an unexcused absence from school.
- **Extreme Disrespect:** Overt action on the part of a student disrespectful of another student or staff member including, but not limited to, profanity, obscenity, or inappropriate expression.
- **Disorderly Conduct:** Conduct that gives the general impression of danger to self or others including, but not limited to, simulating by words or actions, a fight or other threats to the safety of self or others.
- **Exceptional Misconduct:** As indicated below:

This range of sanctions is progressive in nature and repeated offenses in any one category or combination of categories will result in more severe sanctions, as determined by the building administrators.

### **EXCEPTIONAL MISCONDUCT**

If a student's behavior is such that it surpasses the parameters of a teacher's classroom expectations and violates the Eastmont Junior High School and/or the Eastmont School District's discipline policies, the student will be immediately referred to the Eastmont Junior High School Administration for disciplinary measures. Those infractions are listed in this document and have been identified, as required by law, as "Exceptional Misconduct" by Eastmont Junior High School administration, staff, parents/guardians, and students.

A teacher's classroom expectations are superseded should the student participate in any of the following exceptional misconduct behaviors:

**Exceptional misconduct** includes, but is not limited to: fighting; assault and/or battery; possession, sale, use or delivery (including intent to sell or deliver) or being under the influence of controlled substances (drugs) or alcohol\*; firearms (one year mandatory expulsion as per RCW 9.41.010) or weapons; arson; vandalism\*; threats or harassment (including sexual harassment); extortion; theft; possession or use of tobacco\*; multiple trancies; false alarms; forgery\*; commission of any criminal act while under school jurisdiction; computer trespass\*; profanity directed at a staff member\*; acting in an intimidating manner with school or classroom rules, procedures, or reasonable directions, corrective action, or punishment imposed by a school employee\*.



\* The level of consequence is determined by the degree of the infraction.

\*\* Separate policy for drugs & alcohol.

### **CONSEQUENCES/CORRECTIVE ACTIONS:**

Students may be suspended for exceptional misconduct on the first offense.

#### **First Offense:**

May result in a combination of the following: in-school suspension; short term suspension; long term suspension; emergency expulsion; or expulsion; counseling with student and/or parent/guardian; loss of privileges; Lunch Detention; school service; restitution; confiscation of inappropriate items. A first offense of selling drugs or alcohol may result in expulsion.

#### **Second Offense:**

May result in short term suspension, long-term suspension, emergency expulsion, or expulsion.

#### **Repeated Offenses:**

May result in long term suspension, emergency expulsion, or expulsion. This range of sanctions is progressive in nature and repeated offenses in any one category or combination of categories will result in more severe sanctions, as determined by the building administrators.

### **POSSESSION OR USE OF ALCOHOL OR OTHER DRUGS OR POSSESSION OF PARAPHERNALIA**

In accordance with WAC 180-40-260(2) and Eastmont School District Policy #3241P, the District has established the following behaviors to constitute **exceptional misconduct:**

**A) Alcohol or Other Drugs:** Being under the influence, or in possession of alcohol, illegal drugs, drug paraphernalia, or prescription and other over-the-counter drugs without school approval while on school premises, school transportation, or at school events.

**B) Alcohol/Drug Distribution or Sell:** Selling or distributing alcohol, illegal drugs, drug paraphernalia, or prescription and other over-the-counter drugs without school approval while on school premises, school transportation, or at school events.

### **Intervention Model:**

- ✓ Outside screening/assessment with a State Certified Chemical Dependency Professional must occur as soon after the infraction that an appointment can be made (not to exceed 4 weeks), to determine the level of care recommended for the individual student's chemical use. Verification of the assessment appointment shall be given to the Student Assistance Specialist within 24 hours after the suspension, OR on the first working day a State Certified Chemical Dependency Agency is open.
- ✓ A urinalysis screening must be completed with the first 24 hours after the suspension, OR on the first working day a screening agency is open. Verification of the urine screen and a copy of the results shall be given to the Student Assistant Specialist.
- ✓ The student must follow the recommendations stemming from the screening/assessment. In all cases, the student must complete a minimum of 5 hours of counseling and/or education with a State Certified Chemical Dependency Professional or Student Assistant Specialist. The cost of the intervention and recommended follow-up shall be borne by the student and his/her parent/guardian. A student who meets the requirements of the above Intervention Model, and has the suspension reduced shall be given the opportunity to make up all work in classes missed due to the suspension.
- ✓ Students participating in the intervention model shall be subject to oral drug and alcohol use testing at the discretion and cost of the District for twelve months following the date of the infraction. If an oral test is positive, the long-term suspension shall be implemented. A parent may choose to challenge the oral test results by paying at their expense for additional urinalysis testing at a District approved laboratory. If the results confirm the positive oral result, the suspension shall be implemented. If the tests are negative for illegal drug use, the oral results shall be discarded.
- ✓ The building principal, or his designee, and hearing officer have the authority to grant exceptions to this disciplinary action in cases involving extenuating and/or exceptional circumstances, including but not limited to selling and delivery of controlled substances on school property.

**The suspension days for participation in District approved intervention may be reduced up to a maximum of five days (5).** One day shall be reduced for each adult person over the age of 25 who attends the District intervention agreement meeting. Examples of support adults would be immediate and extended family members, neighbors, clergy, law enforcement, civic club members, and teachers.

A student who meets the requirements of the above Intervention Model, and has the suspension reduced, will be given the opportunity to make up all work in classes missed due to the suspension.

The building principal, or his designee, and hearing officer have the authority to grant exceptions to this disciplinary action in cases involving **extenuating and/or exceptional circumstances.**

### **AUTHORITY TO SEARCH**

Because of the increasing concern about safety, and the use of drugs, alcohol, and weapons, Eastmont Junior High School has authorization from the Eastmont School Board of Directors to:

1. Conduct locker searches as deemed appropriate without advanced notice, this includes using a trained dog.
2. Use specially trained dogs to help in these searches,
3. Search individual students in those cases where there is reason to believe a student is in possession of drugs, alcohol, weapons, or other inappropriate items.

### **HARASSMENT, INTIMIDATION AND BULLYING POLICY (HIB)**

EJHS is committed to a safe and civil school environment and believes that all students should be treated with respect and compassion in regard to their race, color, country of origin, religion, gender, sexual orientation, age, spoken language, disability or other distinguishing characteristic including but not limited to ones defined in RCW 9A.36.080(3).

The Eastmont School District defines harassment, intimidation and bullying (HIB) as any intentional, harmful and repetitive action that: (1) interferes with or limits the ability of an individual to participate in or benefit from the District's programs, (2) creates an imbalance of power between individuals/groups, (3) results in a negative impact to the educational process and/or (4) disrupts the orderly operation of the school. These actions can be verbal, non-verbal, written, cyber, physical, emotional and/or involve a social or sexual interaction.

A case of HIB may be evident from an explicit witnessed statement, a tangible piece of evidence or may be inferred from surrounding circumstances. It is not required for the affected student to actually possess the ridiculed characteristic. The mere fact that a student perceives HIB is grounds for pursuing a dialog. Students are encouraged to refer to the HIB Behavior Chart and Incident Report should he/she feel the need to file a formal complaint.

Through the use of an incident report, offenses are documented and the frequency and severity of infractions are noted. The disciplinary action progresses from a warning, counseling intervention, administrative consequence to law enforcement contact. HIB forms are available in the Guidance Office and via classroom teachers.

#### **CORRECTIVE ACTIONS / TERMS**

**“Counseling”** official (teacher, administrator, counselor, etc.) will discuss problem with student and/or parent in a formal conference. During the conference, all parties concerned toward correcting the problem will reach agreement as to behavior expectations and commitments.

**“Detention”** Students may be required to serve detention during lunch time.

**“In-School Suspension”** A supervised Study Hall for students serving a short-term suspension or class period suspension.

**“Loss of Privileges”** Students may be denied certain privileges such as attendance at assemblies, dances, games, school activities, bus transportation, field trips that include reward as part of the objective of the trip, and parties.

**“School Service”** Students may be required to perform a service to the school (i.e. litter pick up, other chores designed to improve the school) as a consequence for misconduct.

**“Restitution”** Payment in money or services for damages to property or for items stolen.

**“Short Term Suspension”** A formal action whereby the student is suspended from any part of the school day up to and not exceeding ten (10) consecutive school days. Suspension will be served out of school as determined by the principal or his/her designee. A short-term suspension also includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.

**“Long Term Suspension”** A formal action whereby the student is suspended from any part of the school day for longer than ten (10) consecutive school days. Suspension may be served out of school as determined by the principal or his/her designee. A long-term suspension also includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.

**“Emergency Expulsion”** A formal action whereby the student may be expelled immediately provided there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented,

or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.

**“Expulsion”** A formal action whereby the student is denied attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.

#### Some Areas are Off Limits!

For supervision purposes and so classes are not disturbed, students are asked not to be in areas that are “off limits areas.” The “off limits area” includes the private property east of Eastmont Junior High, (the area occupied by homes on Iowa Street). The sloped area east of the upper parking lot is off limits. Students who cross through that property may be subject to arrest and prosecution for trespassing as well as being in violation of Eastmont Junior High expectations.

### **ARRIVING TO CAMPUS AND BEFORE SCHOOL**

#### **1. Once on campus a student must stay on campus**

2. Hats or hoods are to be off after entering the building and are not to be worn in the building. Hats must remain in lockers, not be carried by students.

3. Skateboards, scooters, or in-line skates are allowed for transportation to and from school only, however, they are not to be ridden on the sidewalks directly surrounding the school.

4. Everything must be stored in lockers, except for classroom necessities (**no coats, backpacks, purses, or handbags in hallways or classrooms**).

5. Please do not congregate in the entry foyers or the entryways to the learning communities before or after school.

### **AFTER SCHOOL AND LEAVING CAMPUS**

1. After school, students must leave the hallways immediately. Students should be in: the commons, the bus ramp, a sports activity, or a classroom.

2. After school, please leave campus and the vicinity in a timely manner. Students must be out of the building by 2:45 PM unless involved with a school related activity

**3. Once a student leaves campus, the student is not to return to campus unless it is arranged with a teacher, coach, or advisor,** unless returning for a school-sponsored event.

### **HALLWAY EXPECTATIONS**

1. Please move to the right side of the hallway when walking.

2. Close locker doors carefully.

3. Free-flowing, safe, and respectful student movement.

4. Respect for the facility.

5. Walking.

6. Beverages and food are to be consumed in the commons area only.

7. Public displays of affection (PDA) are not appropriate.

8. Travel in the hallways during class time requires a Hallway Pass signed by a supervising staff member.

## **WHAT'S TO EAT**

Hot lunch and breakfast programs are available. Students may purchase hot lunch through the food service in the cafeteria. Breakfast cost \$1.75. Students qualifying for reduced breakfast will not have to pay. The full lunch may be purchased for \$3.00 (\$2.75 Entrée only). Students qualifying for reduced lunch pay 40¢. Prices are subject to change. Microwave ovens are also available for student use. The Food Service number is 884-3026.

## **COMMONS EXPECTATIONS**

If students follow these guidelines, the lunch period will be enjoyable for everyone:

1. Lunch is to be eaten only in the commons, unless given permission to eat elsewhere under supervision.
2. Please clean up your eating area, as others will be using it. **THIS IS VERY IMPORTANT.**
3. Show respect and courtesy to other students and staff.

## **CAMPUS EXPECTATIONS FOR LUNCH PERIOD**

Avoid off limit areas during the lunch period. The area allowed for recreation during lunch includes the area in front of the cafeteria entrance, the lower parking lot near the basketball hoops, and the football field. The upper parking lot, tennis courts, baseball field, soccer field, the track storage facility, the hill behind the track storage facility and football field, the retention pond area in the southwest corner of the property, and the area south of the cafeteria entrance are all off limits during lunch.

1. Play must be safe and respectful.
2. **Use bathrooms in the cafeteria.** Classes are in session throughout the building. Students at lunch must avoid going to different learning communities or the **main hallways**. One gym will usually be open for your use during inclement weather. We encourage you to participate in activities.
3. Unless otherwise noted, the Library is available during lunch.
4. Campus should be kept clean.

# Academics

## **AFTER SCHOOL HELP**

On Monday, Tuesday, Thursday, Friday and some Wednesdays, teachers who are not involved with coaching or activities will be in their classrooms available to students for extra help, makeup work and tests, and to provide general academic help for students.

## **GRADES AND REPORT CARDS**

The school year is divided into two semesters of three grading periods of approximately six (6) weeks each. Report cards are mailed home at the end of each semester.

Parents/guardians are advised to examine the cards carefully for the student's record of academic achievement, and confer with the teachers in order to better understand the grades issued.

## **WORK PROGRESS REPORTS**

Parents/guardians may request progress reports at any time. Please contact the Guidance Office or individual teachers.

### Grading Period End Dates

See [District Calendar](#)

## **FAMILY LINK**

Parents are encouraged to look up their child's academic progress via the school website, [www.eastmont206.org](http://www.eastmont206.org). Please contact the Guidance Office (884-8208) for your child's Personal Identification Number and information on how to access the proper information.

## **FINES**

Fines will follow students to Eastmont High School. Students who owe fines for lost books, uniforms, lockers, shop projects, etc. must have all fines cleared before graduation. Students are allowed to attend an Activity Night when all fines are cleared. No student can turn out for athletics or an activity until all fines are cleared.

## **GRADING SYSTEM**

The following grading system is presently used at Eastmont Junior High School:

<b>Numerical Value</b>	<b>-</b>	<b>Percentage - Letter Grade</b>
4.0		93-100 A
3.7		90-92 A-
3.3		87-89 B+
3.0		83-86 B
2.7		80-82 B-
2.3		77-79 C+
2.0		73-76 C
1.7		70-72 C-
1.3		67-69 D+
1.0		60-66 D
.0		0-59 F

#### Pass/Fail Grades

Pass or fail grades are only used to determine the credits earned. They are not used when figuring a student's grade point average.

#### Grade Point Averages

When figuring grade point averages, add the student's total points earned and divide by the number of grades on the report card. Do not use the pass/fail grades.

#### **NINTH GRADE CREDITS**

All credits earned as a ninth-grade student are part of the high school graduation requirements and the permanent high school transcript.

#### **HONOR ROLL AND HONORABLE MENTION**

A scholastic honor roll is prepared at the end of each semester to recognize the outstanding achievement of students who meet certain requirements.

#### Qualifications

To qualify for the honor roll, a student must have a grade point average of 3.5.

To qualify for honor roll / honorable mention, a student must have a grade point average of 3.0 to 3.49. End of the year Academic Awards are based on the same standards as our Honor Roll.

#### **CONFERENCES**

Fall parent-teacher conferences are held during the 2nd grading period in late October/early November. Spring Conferences will be held in early March.

Information about on-line registration will be provided at the appropriate time.

#### **ALTERNATIVE LEARNING PROGRAM**

Some students may be required to attend an alternative educational setting and school day setting.

#### **ACADEMIC EXPECTATIONS AND CONCERNS**

EJHS students are required to make consistent academic progress. Students who fail one or more classes may be placed on Academic Concern. This may result in the following adjustments to a student's program: Assigning an Academic Achievement Specialist, change of schedule, change of program, loss of privileges, assigned intervention time, or applicable interventions to improve grades.

## **MISCELLANEOUS**

### **ACCIDENTS**

Report accidents to the teacher/coach at the earliest time, but not later than twenty-four hours after the accident.

### **BICYCLES**

Bicycles are to be parked at the cycle rack in front of the main building. It is suggested that students lock their bikes for their own protection. Eastmont Junior High School will not be responsible for any bicycle that is stolen or damaged. The student and his/her parent/ guardian should report a theft or damage to the East Wenatchee Police Department immediately.

### **CHANGE OF ADDRESS OR PARENT'S EMPLOYMENT**

In case of accident or serious injury, it is important that the school have a student's most recent address, telephone number, and his/her parent's/guardian's current place of employment. Students are asked to report changes to the Administrative Office or Guidance Office as soon as they occur.

### **COMPUTERS**

Student computers and the computer network are the property of the Eastmont School District and are made available for the student's use. The network and its files, including student files, will be subject to inspection and/or deletion at any time there is good reason to believe they should be inspected or deleted, in the best interest of the school and the student body.

For security reasons, please observe these rules; violation will constitute trespass or theft. Violations may result in the removal of the student from all computers plus other disciplinary consequences.

#### **Computer Usage Rules**

1. The Eastmont School District uses an Internet computer use opt-out program. If you wish your son/daughter not to have access to the Internet at school, please sign the form included in this handbook.
2. Keep your password to yourself. Do not allow another student access to the computer network through your user ID and password.
3. Emails from MSN, Hotmail, AOL, etc., and Instant Messaging will be blocked for students.
4. Do not enter the network using another student's ID and password.
5. Students may not access or use network files that will in any way affect, change, or disrupt the use of the file servers or any other networked computers or software. Students may not access teacher files.
6. **Students are not to get on proxy websites to access restricted websites such as: MySpace, Facebook, YouTube, etc.**
7. Students are allowed to use files or applications that have been legitimately placed on the network for student use.
8. No downloading music, games or other applications.

**DRESS CODE** (Please refer to Board Policy 3224): Understanding socially appropriate dress is fundamental to a student's future employment success. In support of the transition from child to young adult, and in recognition of growing gang related behaviors and dress, Eastmont High School will be following attire related rules as stated in Board Policy and Procedure 3224P.

### **EMERGENCY DRILLS**



Each room in the building will be assigned an exit to use during fire and evacuation drills. Each student should know these exits as well as rally points. Inappropriate behavior during a drill may lead to a suspension.

### **ELECTRONIC DEVICES**

(i.e., Cell Phones, CD Players, MP3 players, iPods etc.) are not to be on or used during class time without teacher approval. Teachers will confiscate all electronic devices that are being used without approval during class time and may require parents to come to the school to pick these items up. It is recommended that these electronic devices not be brought to school. Eastmont Junior High School is not responsible for lost or stolen items.

### **FLOWERS AND GIFTS**

Due to interruptions experienced in classroom conduct and routine, flowers/balloons are not to be delivered.

**GANG RELATED CLOTHING:** In an effort to protect students from intimidation and/or retaliation by individuals that are known gang members or affiliated with a gang, student dress in regards to gang attire will be directed by the Eastmont School District.

### **HALL LOCKERS**

Hall lockers are loaned to you for storing your coats, books, etc. The Administrative Office assigns them. All coats, book bags, purses, handbags, and backpacks are to be kept in the students' locker during school hours. A \$20.00 fine will be assessed for locker clean up or damage.

#### **Please observe these rules:**

1. For safety and protection, keep your combination to yourself and your locker locked at all times.
2. **Do not change lockers or let another person share your locker. Changing lockers without permission from the office may result in disciplinary action.**
3. Under no circumstances should there be more than one student to a locker.
4. Report locker problems to Attendance Office in the Administrative Office. Please leave your name, locker number, and a brief explanation of the problem.
5. It is your responsibility to keep your locker clean, both inside and out. Cleaning supplies can be obtained from the custodians. Please report any damage to the Attendance Office.
6. Lockers may be routinely inspected without notice.
7. Fines may be assessed at the end of the school year if your locker is not cleaned and pictures, etc. taken down, or if the locker has been damaged due to inappropriate use.
8. Locker room lockers are for P.E and athletic use exclusively.
9. **Lockers are not to be altered in order to stay open.**

### **HEALTH ISSUE**

Head lice are often a fact of life for School-aged children. While inconvenient, head lice cause no medical harm and can be effectively treated. It is the practice of the Eastmont School District that healthy children will not be excluded from, or miss school because of head lice. If a child is found to have head lice the following will occur:

1. The child's parent or guardian will be notified by telephone or by having a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child.
2. The parents of the affected students will be given the handout "Parents Guide on How to

Treat and Keep Lice Out of Hair” which has accurate information about the diagnosis, treatment and prevention of head lice.

3. Students may return to school the following day, unless heightened concerns from the school nurse or building principal prompt additional measures before a student’s return.

### **INSURANCE**

Myers – Stevens & Toohey & Co., Inc. will provide accident insurance as agreed upon with the Eastmont School District. Their phone number is 800-827-4695. The basic available plans are:

	<u><b>High Option</b></u>	<u><b>Mid Option</b></u>	<u><b>Low Option</b></u>
School Time Plan	\$68.00	\$50.00	\$32.00
Full Time Plan	\$273.00	\$171.00	\$117.00
Dental Plan	\$21.00	\$17.00 (if added to another plan)	
Tackle Football	\$280.00	\$174.00	\$134.00

### **LIBRARY & INFORMATION TECHNOLOGY CENTER**

The library / media center hours are from 7:20 A.M. to 3:00 P.M. Books may be checked out for twenty (20) school days, at which point they may be rechecked out. After sixty (60) days overdue books are marked lost and fines assessed. The fine will be deleted if the book is returned. On-line access to Library services is available through the school website 24 hours a day, 7 days a week. Reference materials must be used in the library. Students have access to both print & online reference materials. Please see our Librarian, Mrs. Scott, for passwords.

Students are responsible for the materials they check out. They are not allowed to check out a book for a friend or loan any materials they have checked out to a friend. The person who checks out the materials will be assessed a fine for any damage or lost material according to the Eastmont School District Policy.

### **LOST AND FOUND**

If you lose or find anything of value, report it to the Administrative Office immediately. Unclaimed articles will be donated to charity at the close of the school year.

### **P.E. UNIFORMS**

Students will dress in appropriate clothing including:

- Eastmont PE shorts or any Plain Red or Gray shorts with a minimum 7” inseam (Last name printed on leg of short in permanent marker.)
- Eastmont PE shirt or any Plain gray or White T-shirt (shirt must cover the stomach when arms are raised above the head). No tank tops are allowed. (Name should be written on the back of the shirt, across the shoulder blades). Both shorts and shirt are available for purchase in the Administrative Office.
- Shoes appropriate for the activity: no boots, flip-flops, or black-soled shoes.
- Uniforms may not be altered in anyway, such as cut off or rolled up.
- Sweats will be allowed for outside activities only. Plain gray sweats are preferred. For Physical Education classes and all athletic activities, facial jewelry (including tongue piercing) & non-post earrings are not allowed for safety reasons.

### **PROPERTY ADJACENT TO SCHOOL**

Students will show courtesy and respect to our residential neighbors. Students are not to congregate and/or smoke on any property adjacent to Eastmont Junior High School. This extends to a one-block

radius from the school in every direction. The property to the east of the Junior High including the homes on Iowa Street is off limits. Students may not cross through that area. Students who violate this directive will be subject to disciplinary action including, but not limited to, suspension. Please help each other to cooperate and avoid problems. Parking is available for all sporting events in the Events parking lot.

## School Bus Regulations

At the end of the school day, buses leave at various times. Please stay on sidewalks; do not cut across the asphalt where the busses drive. Check with your driver; your bus will not wait. Students must wait for buses in safe and appropriate places. If you have questions regarding bus routes, times, rules, etc., please call the transportation department at 884-4621 or check the District website. The following information is from our Superintendent, Dr. Garn Christensen and Transportation Director Mr. Troy Lucas.

### ***Students, Parents and Guardians:***

*Please discuss these bus passenger rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing SAFE and EFFICIENT district transportation.*

*Your child should understand that riding a school bus is a privilege conditioned on appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus.*

*Your cooperation in communicating this very important message would be most appreciated.*

*Garn Christensen, Superintendent*

### ***Bus Service Eligibility:***

*All students are required to walk up to a one radius mile from their school. Bus service is provided beyond the one radius mile for all grades. Exceptions are made only when safety concerns are identified by the transportation office. In order to change their normal bus and/or stop, students must obtain a pass from the school office.*

### ***En route to bus stop:***

*Parents/guardians are encouraged to review their child's walking route to the bus stop, advising about safety concerns.*

### ***Be Prompt:***

*Bus passengers should arrive at the bus stop no sooner or later than five minutes before the bus is scheduled to arrive. Buses will promptly depart all schools, ten minutes after dismissal times. For safety, once bus doors are closed, drivers will not stop for late arriving students.*

***At the Bus Stop:*** *While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect others' property. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.*

### ***Driver Authority:***

*The driver has full authority over the passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior of concern.*

**Boarding/Departing Bus:**

*It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arm.*

**Passenger Conduct:**

*Safe, respectful conduct is expected of all passengers to insure safety:*

- *Obey the driver's instructions when first requested.*
- *Remain seated.*
- *Respect others and their property.*
- *Keep your hands to yourself.*
- *Keep noise level down.*
- *Cell phone use is limited to pre-boarding and post-departure.*

*Serious or persistent violations offensive to, or endangering the safety of others will result in progressive discipline. The age and experience of the student will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:*

- *fighting on the bus*
- *throwing objects in or out of the bus*
- *possession of dangerous weapons or articles*
- *destroying or defacing district or private property*
- *use of sparking devices*
- *smoking, or use/possession of drugs, alcohol or any form of tobacco*
- *obscene gestures or profanity directed at the bus driver or others*
- *any part of the body extended outside of the bus*
- *assault on a bus driver will result in indefinite suspension and possible criminal charges*
- *pointing a laser pointer at a bus driver will result in suspension from the bus and possible criminal charges*

**Accidents/Breakdowns:**

*Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually, and the traffic conditions in our area, accidents and breakdowns can happen. All the buses have two-way radios and help can be just minutes away. One of the most important things to a bus driver in the event of an accident or breakdown is passenger cooperation.*

**Snow Days:**

*Detailed emergency snow route information is distributed at the school. Local radio will provide up-to-date information each morning when the roads are slick and snowy. Ask driver in advance if your route could be affected and how.*

**Items Not Allowed on the Bus:**

*For reasons of safety and health and in order to comply with state law and district policies, the following items are **not** allowed on a school bus:*

1. *Glass objects; bottles, jars, etc.*
2. *Open containers of food, drink, gum*
3. *Inflated balloons*
4. *Live animals, bugs, worms*
5. *Plants, dirt, other growing projects*
6. *Oversized objects and instruments; those that cannot fit safely in the seat with the student*
7. *Weapons; guns, knives, razor blades, etc. (real or toy)*
8. *Sports equipment which could endanger others, like javelins, pole vaults or shot puts*

9. Skate boards and baseball bats
10. Any item which cannot be transported easily or which creates a safety concern
11. Distractive electronic device such as Game Boys, CD players, or trading cards

### ***Student Discipline***

*The district has adopted a progressive discipline policy that emphasizes logical consequences for inappropriate behavior. The written tool for this is the "Bus Conduct Notice". If warranted, your child will be issued a written notice for you to review and sign. It is required that the junior high and high school student has a signed notice **in order to board the bus** the day following receipt of the notice. If a notice is issued, the transportation director may attempt to call you to confirm and to answer any questions you may have. You may be asked to accompany your student for a conference with the driver, transportation director, and a building administrator.*

*Camera boxes are mounted in district buses. Cameras are randomly and/or selectively rotated through the buses. Student behavior may be monitored or observed from the video system. Parents may view a video concerning their student by contacting the transportation director.*

*Parents are encouraged to contact the Director any time they have concerns. If appropriate, a conference with other parties including the student and the driver may be arranged.*

*The District reserves the right to suspend transportation privileges for any student who demonstrates behavior unreasonably distracting to the driver that may contribute to unsafe operation.*

*Complete disciplinary procedures are distributed annually and are available at each school or the Transp. office.*

### ***Disciplinary Procedures:***

*When, in the opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a school bus incident report will be initiated. The intent is to maintain good order and a safe environment for students riding buses to and from school or school-sponsored activities, as well as to notify parents of the misconduct of their children. The following are standard actions that will generally be applied uniformly in response to documented incidents.*

### ***Grades 5 - 12:***

- *1st Offense: Student counseled and warned by driver.*
- *2nd Offense: Suspension of bus privileges for two days. (If within 45 days)*
- *3rd Offense: Suspension of bus privileges for five days. (If within 45 days)*
- *4th Offense: Suspension of bus privileges for ten days or more, depending upon the nature or the offense. (If within 45 days)*

*The Transportation Director will determine the extent of the suspension.*

### ***Note:***

*Serious offenses, such as fighting, flagrant displays of disrespect toward a driver, or possession of drugs or alcohol will result in immediate loss of bus privileges for a minimum of five (5) school days. Assault on a bus driver will result in indefinite suspension of bus riding privileges and possible criminal charges.*

*If a violation occurs more than 45 calendar days after a previous violation, the disciplinary action will be the same as for the previous offense. There may be some exceptions to these disciplinary actions in extraordinary circumstances, as determined by the Transportation Director and the appropriate school principal. If a student is suspended for misconduct on any bus, the suspension will apply to all buses.*

### ***Bus Pass:***

*If your child would like a friend to join them on the bus, a Bus Pass is required prior to the day of riding. You can pick up a pass from the Administrative Office or off the Eastmont Transportation website.*

### **STUDENTS RETURNING FROM ANOTHER COUNTRY –Guidance Office Procedures**

If a student returns to EJHS with the bi-national agreement filled out — having withdrawn from EJHS and having gone to school and returned with grades from another country — their grades will be averaged and their final grade determined by this average.

If the student returns to EJHS without documentation of grades/credits from another country, the teacher may factor in any work from EJHS that was completed during their absence, in order to determine the final grade.

If a student's return falls approximately within two weeks of the end of the semester — teachers will be polled as to whether or not they think the student's immediate re-entry into their class would benefit the student. A "returning schedule" for the remainder of the semester may be devised based on this information.

Any student who is going to be gone for more than 20 days must withdraw and then re-enroll upon their return.

### **TELEPHONE**

The office will attempt to deliver urgent messages to students. **ONLY MESSAGES FROM A PARENT, GUARDIAN, OR LISTED EMERGENCY CONTACT WILL BE DELIVERED TO STUDENTS AT EASTMONT JUNIOR HIGH SCHOOL.**

Use the Guidance Office Phone for Urgent Calls.

Students will be allowed to use the Guidance Office waiting room phone for calls of an urgent nature, between classes, before and after school, or at noon. *No student will be allowed to use the telephone during class time unless it is an emergency or he/she has been instructed to do so by an administrator or teacher.*

### **VISITORS**

School age visitors are not allowed at Eastmont Junior High during the regular school day. The principal, in advance, on a very restricted basis may allow exceptions.

#### **Parent/Guardians are Welcome to Visit**

Your parents/guardians are encouraged to visit any classroom. All parent/guardians and visitors shall contact the principal or supervisor prior to the visit so that a time may be arranged for the classroom visitation. All visitors must check in at the Administrative Office for a visitor pass before going to a classroom.

## **EASTMONT INTERMEDIATE-JUNIOR-SENIOR HIGH SCHOOL ACTIVITIES/ATHLETIC CODE OF CONDUCT**

The following voluntary organizations will fall under a code of conduct: Athletics, Drill Team, Cheerleaders, Mascots, Debate, Drama and Academic Competition Teams.

This code of conduct is the policy and philosophy formulated by the coaches, advisors, supervisors and administration of the Eastmont School District and shall apply to all students who participate in the Eastmont Intermediate - Junior and Senior High Schools athletic and performing activities programs.

It is to be understood that participation in the Interscholastic Athletic/Activities programs, grades 7 - 12, in the Eastmont School District is a privilege and completely voluntary. Therefore, your involvement requires commitments on your part with respect to your academic standing, citizenship and obligations to your school, community and teammates. With this understanding, the following regulations have been adopted for those choosing to be involved in the athletic/activities programs.

### **DEFINITION OF A STUDENT IN ATHLETICS OR PERFORMING ACTIVITIES**

An Eastmont Intermediate-Junior-Senior High School student in athletics or performing activities is one who has signed the performance contract with intent to be a member of an interscholastic athletic squad or a member of a performing activities group. It is important for this individual to be first a good Citizen; second, a scholar; and third, an athlete or performer in an athletic or activity group. The role of athletics/activities is to add to the participant's personal development and total education. Once a 9-12 grade student-athlete has signed the code of conduct, the student-athlete will be responsible to adhere to the expectations through the end of their 12th grade year. The code of conduct will be in effect from the first day of fall practice until the last day of school each year. In addition, the student-athlete is on code while participating in summer camps, leagues and trips while representing the Eastmont School District.

Further information is available in the Main Office. Please ask for an Athletic Packet as it has the complete information for all activities.

# Student Rights and Responsibilities

As citizens of the United States, students have certain constitutional rights. The school system cannot unduly infringe on those rights. The school may, however, set reasonable limits on those rights in order to meet the district's obligations to educate.

1. The Eastmont School District shall not deny any pupil equal educational opportunity or discriminate against any pupil because of national origin race, religion, economic status, or sex. Furthermore, no pupil shall be denied such opportunity solely because of pregnancy, marital status, previous arrest, previous incarceration or physical, mental sensory handicap.
2. Pupils shall have the right of freedom of speech and the press; to the degree courts have applied it within the public schools. This means that the right is subjected to limitation in official publications and in compliance with legitimate instructional concerns.
3. Pupils have the right to peaceably assemble their government subject to the right of the school to regulate the time, place and manner of the exercise of the right.
4. Pupils have the right to the free exercise of religion and to have their school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of the exercising such right.
5. Pupils shall have the right to be secure in their persons, papers and effects against unreasonable searches and seizures, recognizing that no right of privacy exists as to lockers issued for student use.
6. No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.
7. Pupils shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of the school district.
8. The Eastmont School District affirms the protections under Title IX of the Civil Rights Act to provide equitable participation opportunities in interscholastic activities.
9. Pupils have the right to be involved in school activities provided that they meet the reasonable qualifications of the sponsoring activity.
10. Pupils have the right to know the requirements of all courses of study and to know on what basis the grade will be determined.
11. All pupils have the right to consult with teachers, counselors, administrators, and other school personnel.
12. Pupils have the right to elect their peers to student government, and all students have the right to seek and hold office subject to the provisions of the ASB constitution.

## **STUDENT RESPONSIBILITIES**

In order to maintain and advance the mission of Eastmont Junior High School, it is the responsibility and duty of each student to:

1. Diligently pursue a course of study that is designed to maximize his/her potential while developing the knowledge, skills and attitude necessary to become life-long learners and responsible contributing citizens.
2. Attend school daily and to be on time to all classes.
3. Be aware of, and obey all school rules.
4. Express opinions and ideas in a respectful manner without libel or slander.
5. Act in a manner that will not detract from the education of any other student
6. Respect the rights of others and exercise self-discipline.
7. Follow established procedures in seeking changes in school rules.
8. Identify oneself to school staff when requested on any school property or at any school activity.



9. Follow the reasonable request of school staff members.
10. Comply with written school rules that are adopted to carry out WAC 392-400-225 and RCW 28A.600.010.
11. Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.

## **Student Computer Essentials**

### **General Guidelines:**

Use of the Internet by students and staff of Eastmont School District shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those persons who have been issued district-approved accounts. Use will be in accordance with the district's Acceptable Use Procedures and this Code of Conduct.

1. Always have staff supervision when using the Internet.
2. Never give out your name, address, age, and date of birth, sex or any other personal information.
3. Protect your Internet logon information. (LOGON NAME and PASSWORD)
4. Notify network administrators if your personal information has been compromised.
5. Downloading of ANY content without permission is against district policy.  
(ex: programs, games, graphics, mp3 music, videos etc...)
6. Treat information created by others as the private property of the creator.
7. Use the network in a way that does not disrupt its use by others.
8. Do not use or pass software that could damage the components of a computer or computing system, such as viruses, worms, chain messages, global mailings, etc... Do not attempt to "hack" the system.
9. Do not use the Internet to view or download pornographic or otherwise inappropriate material. If you find anything inappropriate, immediately inform a member of the staff.
10. Do not use the Internet for non-school related purposes.

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Keep this for your records.

# CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS, OR CONSEQUENCES

## STUDENT HANDBOOK EDITION

Schools are obligated to provide a safe environment for students and employees. Students who are unsafe or disruptive shall be progressively disciplined consistent with State laws. Discipline will vary depending on the student's age, prior offenses, and any contributing disabilities. Parents always will have a right to appeal discipline consistent per District policy and State law. Consequences for misconduct may include the following administrative actions.

**W** = Warning

**D** = General discipline/in-school consequence

**ST** = Short-term Suspension for 1 -10 days

**LT** = Long-term Suspension for 11 -90 days

**EE** = Emergency Expulsion for 10 days during investigation

**E** = Expulsion from all public schools for one year

**LE** = Law Enforcement referral

	Common Range of Consequences	
	K – 4 <sup>th</sup> Grades	5 <sup>th</sup> – 12 <sup>th</sup> Grades
1. Alcohol & Drugs (Use or Possession)	W, ST, LE	LT, E, LE
2. Cheating on Schoolwork	W, D, ST	W, D, ST, LT
3. Dishonesty	W, D, ST	W, D, ST, LT
4. Dress Code Violations	W, D ST	W, D, ST
5. Gang Activities	W, D, ST, E, LE	W, ST, E, LE
6. Harassment, Intimidation, & Bullying	W, ST, E, LE	W, ST, LT, E, LE
7. Lewd/Lascivious/Indecent Activities	W, ST, E, LE	W, ST, LT, E, LE
8. Non-compliance/Insubordination	W, D, ST, LE	W, D, ST, LT, E, LE
9. Physical Aggression & Fighting	W, ST, E, LE	W, D, ST, LT, E, LE
10. Rude & Offensive Language	W, D, ST	W, D, ST
11. Tardiness and Truancy	W, D, ST, LE	W, D, ST, LE
12. Theft	W, D, ST, LE	W, D, ST, LT, E, LE
13. Vandalism & Property Damage	W, ST, E, LE	W, ST, LT, E, LE
14. Weapon (Use or Possession)	ST, E, LE	ST, LT, E, LE

Discipline actions are not included on a student's final graduation transcript. However, violent and dangerous misconduct is included with a student's transfer records from grade to grade prior to graduation.  
A parent/guardian may appeal assigned discipline consistent with State due process laws. All appeals may eventually progress to the Board of Directors. Timelines are:  
**W/D** = 2 days to appeal verbally or in writing to assigning administrator.  
**ST, LT, E** = 3 days to appeal in writing to assigning administrator.  
**EE** = 10 days to appeal in writing to assigning administrator.

*Detailed information on misconduct, consequences, and appeal process are included in the District's Procedure 3241P. Please see your building administrator if you have additional questions.*

# MANEJO DE UNA CLASE, ACCIONES CORRECTIVAS, O CONSECUENCIAS

## EDICIÓN DEL MANUAL DE ESTUDIANTES

Las Escuelas están obligadas a proveer un ambiente seguro a sus estudiantes y empleados. Los estudiantes que son peligrosos o con mal comportamiento progresivo deben de ser disciplinados consecuente a las leyes del estado. La disciplina puede variar dependiendo de la edad del estudiante, ofensas previas, y alguna incapacidad contribuyente. Padres de familia tienen el derecho de apelar la disciplina de acuerdo a las leyes del estado y políticas del distrito. Las consecuencias por mal comportamiento pueden incluir una de las siguientes acciones administrativas.

**A** = Advertencia

**D** = Disciplina general/consecuencias en la escuela

**EE** = Expulsión inmediata por 10 días durante la investigación

**SC** = Suspensión a corto plazo de 1-10 días

**SL** = Suspensión a largo plazo de 11-90 días

**E** = Expulsión de las escuelas públicas por un año

**RP** = Referencia a la oficina del orden publico

	Consecuencias comunes	
	Grados K – 4 <sup>th</sup>	5 <sup>th</sup> – 12 <sup>th</sup> Grados
1. Alcohol y drogas (uso o posesión)	A, SC, PL	SL, E, RP
2. A ser Trampa en la tarea	A, D, SC	A, D, SC, SL
3. Deshonestidad	A, D, SC	A, D, SC, SL
4. Violación del código de vestir	A, D SC	A, D, SC
5. Actividad de Pandillas	A, D, SC, E, RP	A, SC, E, RP
6. Acoso, Intimidación, y Acoso escolar	A, SC, E, RP	A, SC, SL, E, RP
7. Actividades de lascivia/lujuria/indecenas	A, SC, E, RP	A, SC, SL, E, RP
8. Desobediencia/Insubordinación	A, D, SC, RP	A, D, SC, SL, E, RP
9. Agresión física y riñas	A, SC, E, RP	A, D, SC, SL, E, RP
10. Lenguaje grosero y ofensivo	A, D, SC	A,D,SC
11. Ausencia escolar e impuntualidad	A,D,SC,SL	A,D,SC,SL
12. Robo	A, D, SC, RP	A, D, SC, SL,E, RP
13. Vandalismo y daño a la propiedad	A, SC, E, RP	A, SC, SL, E, RP
14. Armas (uso o posesión)	SC,E,RP	SC,SL,E,RP

Acciones disciplinarias no se incluyen en la transcripción final de graduación del estudiante. Sin embargo, mala conducta violenta o peligrosa es incluida en los archivos de transferencia del estudiante de año a año escolar antes de graduarse.

Un Padre de familia/o tutor legal puede apelar la disciplina asignada consistente con los proceso de ley del estado. Todas las apelaciones eventualmente pueden llegar a la mesa directiva. El proceso es el siguiente:

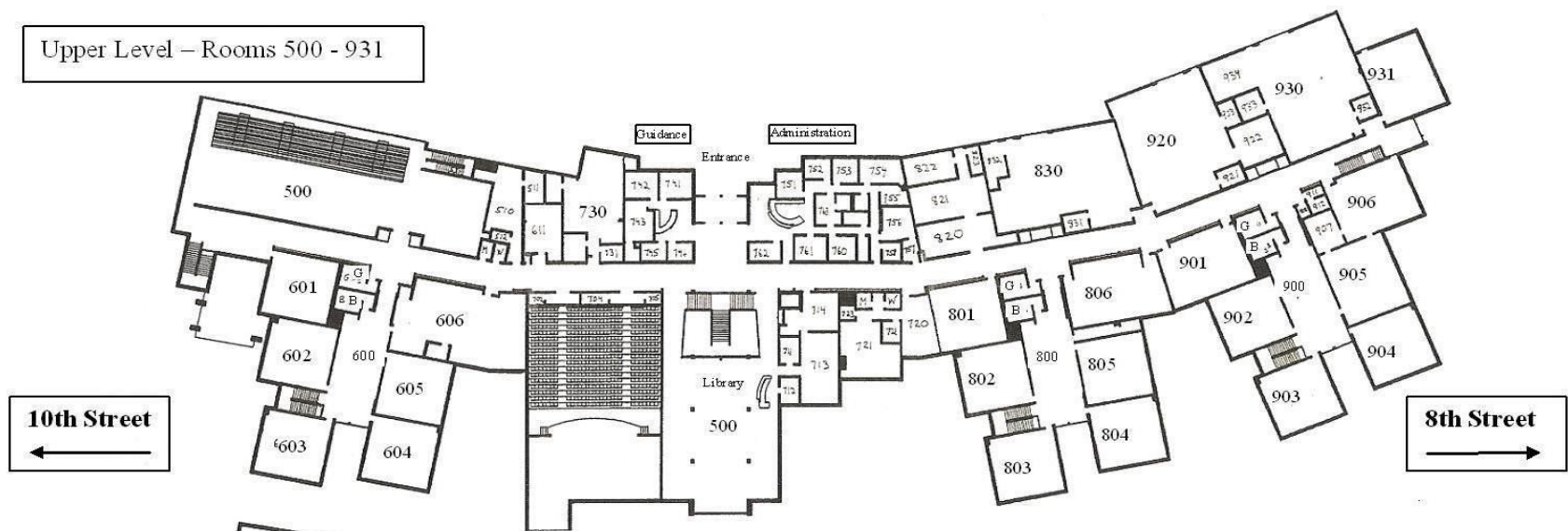
**A/D** = 2 días para apelar verbalmente o por escrito al administrador correspondiente.

**SC, SL, E** = 3 días para apelar por escrito al administrador asignado.

**EE** = 10 días para apelar por escrito al administrador asignado.

*Información detallada acerca de mala conducta, consecuencias y el proceso de apelación se encuentran en la el procedimiento nuero 3241P del distrito. Por favor de comunicarse con un administrador si tiene más preguntas.*

Upper Level – Rooms 500 - 931



EASTMONT JUNIOR HIGH SCHOOL

