Student Handbook

2020-2021

ELLENSBURG HIGH SCHOOL

1203 East Capitol Avenue | Ellensburg, WA 98926 | (509) 925-8300 | FAX: (509) 925-8305 | www.esd401.org/ehs

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Directory of Student Services

ASB/Club Information .....Ms. Naboychik
ASB/Club Fees .....Mrs. McCracken
Athletic Concerns.....Coach/Cole Kanyer
Athletic Insurance.....Mrs. McCracken
Bus Transportation .....Mr. Hall
Change of Address ..... Mrs. Zacharias
Change of Schools ..... Mrs. Zacharias
College Information..... Counselors
Dance Guest Passes .....Mr. Musser/Mr. Hall
District Printing.....Lyle Hancock
Graduation Requirements..... Counselors
Homework Requests .....Mrs. Eslinger
Illness During School .....Nurse
Locker Problems .....Mrs. Szombathy
Lost and Found .....Mrs. Szombathy/Mrs. Eslinger
Progress Reports ..... Counseling Office
Schedule Changes .....Counselors
School Insurance ..... Mrs. Weyand
Transcripts .....Mrs. Zacharias
Food Services ……...Mrs. Epstein-Solfield

EHS CREST AND BLAZON

Colors: Navy Blue and White
Mascot: Bulldog
Shield: Strength and Protection
Rope Divider: Ellensburg Rodeo and Crossroads of Central Washington
Mountains, Hills, Pioneer Wagon Wheel and Crossed Branding Irons: Represents the Geographical Surroundings, Pioneer Heritage, Livestock Industry and Recreation Activities in the Area
Book with Crossed Arrow and Quill: Symbolizes Excellence in Academics, Fine Arts, and Indian Culture
Leaning Ginko Tree: Denotes a Prevailing Wind and symbolizes the Direction and Opportunity for knowledge presented in the Curriculum
Block Letter 'E': Stands for Pride and Competitiveness in Athletic and Extra-Curricular Activities

D.A.W.G.S.

At Ellensburg High School, we have the Acronym ***DAWGS***! We believe that these principles of behavior in all areas of the school are essential cornerstones of a successful and positive high school experience:

Dedication – Stay the course

Acceptance – Embrace the different

Work Ethic – Give it all you have

Grit – Push through and keep going

Scholarship – Life long learner

Hybrid, Virtual & Remote Learning Expectations

Attendance

- Daily participation in synchronous and asynchronous learning activities is required
    - Daily attendance will be recorded by period for in person, live remote instruction and virtual participation.
- Log in to your Schoology account daily on asynchronous days and check every class, no later than 2:00pm.
    - Students may complete daily assignments and prompts as their schedule allows, yet need to log in and make contact prior to 2:00 pm.
    - Students are encouraged to login to their classes earlier in the day, so that they may seek teacher assistance during scheduled office hours.

Communication

- Please check your school email often! It is imperative that students are checking emails every day.
- Communication is key to our success in virtual learning.
- Communicate issues and barriers in a timely manner.

Zoom Etiquette

- Login 5 minutes before scheduled start time
- Students are encouraged to participate with their video on
- Students should be appropriately and fully dressed
- Use a school appropriate background or and ensure it is free of distractions
- Participate and add value to discussions
- Be present and engaged during the session, resist the urge to multitask

Assignment Completion

- Complete and submit assignments/learning activities on or before the posted due date
- Assignments will be submitted through Schoology
- Academic integrity is expected! There are many temptations when students work online, but we expect our students to do their own work and to reach out for support if they are having difficulty.
- Students will be assigned independent work assignments to be completed on asynchronous learning days

Mask Policy

- The wearing of masks or shields by students will be required and enforced equitably across the district with support by the ESD Superintendent and School Board. Students will be required to wear their masks upon entering the building and to follow the DOH (Department of Health) guidelines. Students who refuse to follow these requirements or who act in ways that put other students or staff in danger will be addressed according to the district-wide and building level behavioral/discipline plans and proportionate to the appropriate developmental stage of the student.

ELLENSBURG SCHOOL BOARD MISSION, VISION, BELIEFS & VALUES FOR A SUPERINTENDENT

Mission

We want a Superintendent who will inspire success, confidence and hope in each employee and student. We are looking for someone who will encourage all stakeholders to help the District empower each student to reach their maximum potential and realize their opportunity of choice.

Vision

We want a Superintendent who shares our vision, which is:

- Every student will be inspired, challenged and cared for by exceptional educators
- Your family is welcomed, respected and valued by our exceptional schools
- Our community is united, strengthened and prepared for an exceptional future
- The school district works as a team with staff, families and the community

Beliefs

- People are our most important resource.
- Our district is a community-centered district.
- A passion for learning is essential for success.
- Each learner must have an opportunity to reach his/her own potential.
- Our district puts learners first.

Values

- Compassion and kindness towards all members of our community.
- Collaboration and welcoming the contributions of others for a common purpose.
- Honesty, integrity and transparency in words and actions.
- Fair, equitable and inclusive treatment of everyone.
- Treating others, ourselves and our environment with high regard and value.
- Being accountable and reliable in actions and commitments.
- A civil and respectful work environment.
- Fiscal Stewardship.

ELLENSBURG HIGH SCHOOL GOALS

1. Continue to improve student achievement in reading, writing, mathematics and science.
2. Provide an opportunity for all students to succeed.
3. Provide a safe and supportive learning environment.
4. Continue to utilize and expand technology in the curriculum.
5. Continue to involve parents and community at Ellensburg High School.

6. Identify student interest in course offerings and provide balance and equity in assignments given to teachers.

EHS SCHEDULES

Hybrid (When Distance Only)

9-12 SAMPLE Weekly Sample Schedule (Hybrid When Distance Only)					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45am	1st Period	4th Period	Advisory	1st Period	4th Period
8:45-9:00am					
9:00-9:15am	Optional 1st Period Office Hours	Optional 4th Period Office Hours	Optional Advisory Office Hours	Optional 1st Period Office Hours	Optional 4th Period Office Hours
9:15-9:30am	Complete Notes and Transition	Complete Notes and Transition	Complete Notes and Transition	Complete Notes and Transition	Complete Notes and Transition
9:30-9:45am	2nd Period	5th Period	Optional Office Hours as Determined By Buildings	2nd Period	5th Period
9:45-10:00am					
10:00-10:15am	Optional 2nd Period Office Hours	Optional 5th Period Office Hours		Optional 2nd Period Office Hours	Optional 5th Period Office Hours
10:15-10:30am	Complete Notes and Transition	Complete Notes and Transition	Complete Notes and Transition	Complete Notes and Transition	Complete Notes and Transition
10:30-10:45am	3rd Period	6th Period	Optional Office Hours as Determined By Buildings	3rd Period	6th Period
10:45-11:00am					
11:00-11:15am	Optional 3rd Period Office Hours	Optional 6th Period Office Hours		Optional 3rd Period Office Hours	Optional 6th Period Office Hours
11:15-11:30am	Lunch	Lunch	Lunch	Lunch	Lunch
11:30-11:45pm					
11:45-12:00pm	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)
12:00-12:15pm					
12:15-12:30pm					
12:30-12:45pm					
12:45-1:00pm	Independent time on work assigned by teacher for periods 1-6	Independent time on work assigned by teacher for periods 1-6	Independent time on work assigned by teacher for periods 1-6	Independent time on work assigned by teacher for periods 1-6	Independent time on work assigned by teacher for periods 1-6
1:00-1:15pm					
1:15-1:30pm					
1:30-1:45pm					
1:45-2:00pm					
2:00-2:15pm					
2:15-2:30 pm					
2:30-2:45pm	Optional Learning Labs	Optional Learning Labs	Optional Learning Labs	Optional Learning Labs	Optional Learning Labs
2:45-3:00pm					

***Last 15 minutes of each class ("office hours") are optional and intended to be a place for students to stay and ask questions or get additional help; if you do not attend, you should be working on assignments for that class at that time**

• Office hours scheduled on Wednesdays will be an opportunity for student to join if they choose to get additional help; if you do not attend, you should be working on assignments for that class at that time

• Learning Labs will be set up by department (e.g. a math learning lab, ELA learning lab etc) for students to come get help from a content area teacher who may or may not be their teacher for that content area; if you do not attend, you should be working on assignments for that class at that time

• Don't forget to take breaks during the day

• Take time daily to be active, outside if possible

• Students will have 90 minutes of live time with teachers each day, plus an additional 45 minutes if they join optional office hours (so up to 2 hours 15 min/day of live time) and on days where assessments are required, might spend an additional 60 minutes with teachers

• In addition to the live time, teachers will assign approximately 60-90 minutes of independent work, and offer an additional opportunity of 3 - 3 1/2 hours of suggested activity (optional activities will remain unless OSPI expectations for student hours change

Virtual Academy

SAMPLE 9-12 Weekly VA Student Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-8:30am	Prepare/Organize for Day	Prepare/Organize for Day	Prepare/Organize for Day	Prepare/Organize for Day	Prepare/Organize for Day
8:30-8:45am	1st Period (if needing support)	4th Period (if needing support)	1st Period: Advisory (if needing support)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)
8:45-9:00am					
9:00-9:15am	Optional 1st Period Office Hours	Optional 4th Period Office Hours	Optional Advisory Office Hours		Weekly One-on-one Check in
9:15-9:30am					Independent Work Time
9:30-9:45am	2nd Period (if needing support)	5th Period (if needing support)	Optional Office Hours as Determined By Buildings		
9:45-10:00am					
10:00-10:15am	Optional 2nd Period Office Hours	Optional 5th Period Office Hours			
10:15-10:30am					
10:30-10:45am	3rd Period (if needing support)	6th Period (if needing support)	Optional Office Hours as Determined By Buildings		
10:45-11:00am					
11:00-11:15am	Optional 3rd Period Office Hours	Optional 6th Period Office Hours			
11:15-11:30am	Lunch	Lunch	Lunch	Lunch	Lunch
11:30-11:45pm					
11:45-12:00pm	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)	Independent time on work assigned by teacher for periods 1-6 (Teacher may schedule assessment or conference time)
12:00-12:15pm					
12:15-12:30pm					
12:30-12:45pm					
12:45-1:00pm					
1:00-1:15pm					
1:15-1:30pm					
1:30-1:45pm					
1:45-2:00pm					
2:00-2:15pm					
2:15-2:30 pm					
2:30-2:45pm	Optional Learning Labs	Optional Learning Labs	Optional Learning Labs	Optional Learning Labs	Optional Learning Labs
2:45-3:00pm					

Ellensburg High School Staff

Beau Snow.....Principal
Ole Hall.....Assistant Principal
Neil Musser.....Assistant Principal
Cole Kanyer.....Athletic Director/Asst. Principal
Jared Bronkema.....Excel Principal
Shannon Panattoni.....CTE Director
Haley Naboychik.....Activities Director
Jesse Holsworth(O-Z).....Counselor
Michael Johansen(G-N).....Counselor
Courtney Schrader(A-F).....Counselor
Stephanie Druktenis.....SRO

Charlie Acheson.....Social Studies
Yoko Allen.....Foreign Language
John Arlt.....Science
Andrea Bannister.....Math
Lorraine Barlow.....Language Arts
Daniel Barrera.....Math
Marco Biccheiri.....Social Studies
Kathy Brennan.....Resource Room
Alenda Burton.....Science
Lana Carolan.....Physical Ed./Health
Lynda Chaney.....ELL
Camis Davis.....FACSE
Catherin Day.....Librarian
Courtney Danton.....Resource Room
Kevin Dwight.....Science
Kerri Fahey.....Math
Burton Gray.....Math
Brian Hagbo.....Physical Education
Garrett Harris.....Resource Room
Jeff Hashimoto.....Science
Dave Hodges.....Science
Kara Hunnicutt.....Orchestra
Savannah Irvin.....Resource Room
Shanalyn Knackstedt.....English
Nick Majsterek.....Foreign Language
Marcy Matthews.....Business Ed
Warren Murray.....Band
Mike Nelson.....Applied Math/Photo
Samantha Nelson.....FACSE
Judi Nicolai.....Foreign Language
Gay Ott.....Choir
Tiffany Price.....Computer Science
Steve Russell.....Science/Agriculture
Christine Roux.....English
Sammi Jo Sims.....Metals/Agriculture
Donovan Smith.....Math
Deidre Snell.....Math
Jason Stevenson.....Social Studies
Jesse Stueckle.....Language Arts
Amy Sutherland.....Language Arts
Levi Teasley.....Physical Education
Kim Tharp.....Foreign Language
Sara June Treadwell.....Language Arts
Nip Tucker.....Social Studies
Darrin Walter.....Art
Laurel Weber.....Resource Room
Eric Wickwire.....Social Studies
Taylor Wilson.....Wood Shop/Construction
Brittanie Wyler.....Language Arts
Liz Zentner.....Science
Jeff Zenisek.....Physical Education

Paula Brinkerhoff.....Para
Jane Czapiewski.....Counseling Office/Library
Diane Engle.....Para
Sarah Eslinger.....Attendance Secretary
Helen Fewel.....Para
Melissa McCracken.....ASB/Athletic Secretary

O'Leary, Tegan.....Para
Peratrovich, Les.....Para
Carolyn Rosser.....Para
Bonnie Schoos.....CTE Aide
Amanda Sealy.....Para
Lainie Sharon.....Para
Bree Smith.....Drug/Alcohol Counselor
TBD.....Mental Health Specialist
Cee Szombathy.....CTE/Attendance Office Asst.
Shirley Weyand.....Principal's Secretary
Berna Zacharias.....Counseling Secretary
Denelle Lopez.....Custodian
Ray Hawk.....Custodian
Joetta Weidenbach.....Head Custodian
Gary Whitehead.....Custodian
Carrie Anderson.....Kitchen Manager
Laura Barnes.....Cook
Steve Crume.....Delivery
Alexandria Epstein-Solfield.....Food Service Dir
Heather Lombardi.....Veg Prep
Cindy Mandersloot.....Baker
Denica Seed.....Server
Excel High School:Andrew Ponchene, Jeff Treadwell, Julia Karns, Kali Davenport, Diane Rossow
Parent Partnership Program:.....Sarah Bicchieri
IT Support:June Cross, Jacob Schmidt, Diego Sosa-Dagdagan, Ryan Spencer, Mike Welch

DAILY STUDENT LIFE

Lockers:
Each student will be issued a locker. This locker is for your personal use. The school officials reserve the right to inspect the contents of your locker when there are reasonable grounds to believe that it contains items contrary to school rules and detrimental to the conduct of the school, the educational process or the students' and employees' welfare. All student installed padlocks will be removed without student notification. Inappropriate writing will be removed by the student and materials confiscated by school personnel. Lockers are school property and any damage will be repaired at student expense. **Those students who don't plan on using a locker do not need to check a locker out. Locks are provided for all physical education students and varsity lockers will be cleaned out at the end of each sports season. The use of locks for security purposes is the responsibility of each student.**

Textbooks:
Basic texts are loaned to students for their use during the school year. Some workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. **Please** be sure your name and your grade are written on the book labels in case the books are misplaced. A fine will be imposed based on the teacher's judgment of abuse, misuse, or lost books.

Lost and Found:
Students who find lost articles are asked to take them to the attendance office where they can be claimed by the owner.

Visitors:
The school policy is to accept only those visitors who have legitimate business at the school. ALL guests, parents and visitors must register and get a visitor identification Badge in the office. We discourage student visitations because of the disruption and limited space available in some classes.

Office Phone:
A phone for student use is located in the office area. You are welcome to use it to make necessary calls (parents, attendance, emergency, etc.) before/after school or during passing time. **The phone will not be in service during class time unless it is an emergency discussed with the main office.** Remember: You must dial "8" to get an outside line.

Bus Regulations:
All school rules and regulations apply on the bus and at the bus stop. Specific Ellensburg School District bus riding rules and bus discipline information may be obtained from the director of transportation at 925-8100.

Nurse:
A nurse is on staff at Ellensburg High School every day. A schedule of the nurse's hours is in the office.

Insurance:
Insurance is available at a nominal cost and is optional. When a student is injured and is covered by the "school plan," the student is to pick up a Claim Form from the Principal's Office. This form must be completed by your parents, the doctor or hospital, and returned to the insurance company. The school merely acts as a medium in supplying insurance forms. It assumes no liability, either for the injury or the subsequent negotiations with the company.

Daily Bulletin:
All student announcements must be signed by a faculty member and approved by an administrator. Emergency or special announcements will be made over the public address system with administrative approval.

Emergency Procedures:
At all times, in case of an emergency ALL students and staff MUST follow procedures related to the safety concerns.

Inclement Weather:
When the weather is inclement prior to school opening, notification of cancellation or change of schedule will be made via Blackboard.

Open Containers:
Students who have open containers at school or at school-sponsored activities may have them checked, confiscated, or removed at the discretion of EHS staff.

Passes/Passing Periods/Tardy:
Students must have a pass signed by a faculty member when arriving past the allotted time or in the hallways during class periods (unless accompanied by a staff member).

Library:
The EHS Library is open from 7:30 a.m. to 4:00 p.m. Enrollment in EHS automatically gives you the privilege of checking out library materials.

1. A book may be checked out for one month and renewed, unless there is a reservation for another person on this book. Overdue books must be returned before other materials are checked out.
2. Most reference books may be checked out at the end of the school day for overnight use.
3. Back issues of magazines may be checked out for overnight use.
4. A charge is made for damaged or lost materials.
5. Noise is kept at a low level. Students are expected to work independently.
6. If you are enrolled in a class and request permission to come to the library during class you must have a hall pass from that teacher.

Closed/Open Campus Policy:
Ellensburg High School is a closed campus during class hours including assembly and special schedules. Students may leave campus without prior permission **only** during the lunch hour. **During the rest of the day, students may not leave campus without checking out through the attendance office. Failure to contact the office prior to the student's departure will be treated as an unexcused absence and may receive detention and or suspension. Students with excessive attendance and/or disciplinary issues may have their open campus privilege revoked.**

Dress Code:
Students should consider EHS their workplace. Students should be dressed in appropriate clothing and attire that does not distract from learning. If attire is causing a disruption in the learning environment, students will be asked to change, parents may be contacted, and further disciplinary consequences may apply. Please use common sense when picking out your outfit for the day, including the following:

a. Underwear must be covered--no exposed boxers or bra straps.
b. Shorts and skirts should be at fingertip length when arms are relaxed at sides.
c. Half shirts, tube tops, strapless shirts, spaghetti straps and other garments showing excessive skin are not permitted.
d. Clothing styles that may provoke fear, violence or intimidation is prohibited, as well as clothing that advertises or promotes drugs, alcohol or tobacco products.

DRIVING INFORMATION

Drop-Off & Pick-Up: Ellensburg High School will continue to use the main entrance of the school for drop off and pick up for students. We will also encourage parents to pick up their students on 3rd Street, to reduce congestion and promote physical distancing. As we prepare for this upcoming school year we ask you to honor the following:

- Directional Arrows for travel
- Maintain physical distancing and avoid gatherings
- Bus Lanes
- Handicapped Parking
- Cross walks
- Parents should remain in vehicles

Citizenship and Safe Driving: In an effort to encourage safe driving, we will work with local residents, the City of Ellensburg and the Ellensburg Police Department to monitor and enforce driving rules and good citizenship expectations for students. Students are expected to follow all laws and speed limits when off campus during the school day. Students who do not follow these expectations will face disciplinary consequences, including loss of off campus privileges.

Driving and Parking:
Parking Permits are required for all students. You can register your car and get a permit from the Attendance Office.
Parent/Visitor Parking: Designated spaces in parking lot directly south of the main entrance to the school or student parking lot.
Staff Parking Areas: Designated staff parking lot directly south of the main entrance to the school, designated staff parking in the north parking lot, or on Third Street.
Student Parking: Register your car prior to using the EHS parking lot.

Student Parking Considerations:

- Students are NOT allowed to park in the staff and visitor lot in front of the EHS main entrance.

- If the parking lot is full, students may park on Willow Street or 3rd street.
- Parking in designated fire lanes and handicapped spaces will result in notification of the Ellensburg Police Department/Code Enforcement.
- Areas designated by yellow curb and red curb are no parking areas.
- Vehicles parked inappropriately may be subject to citations and/or impound/towing at owner's expense.
- Students may not park in the bus loading, turn around or staff parking in the north lot.

Parking and driving on the EHS campus is a privilege and requires each vehicle to be registered with the school through the attendance office. The parking permit must be hung from the rear view mirror or placed in the bottom corner of the driver's side windshield. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard will receive a parking violation notice and may be subject to impound/towing at owner's expense. Once parked on school grounds, students may not take cars off the premises except at lunch or at the end of their scheduled day unless they have an **off-campus premise slip** issued by the attendance office. **Under no circumstances are student vehicles to be driven or parked in the faculty parking lot or visitor parking lot.** Students are responsible for maintaining cleanliness in the parking lot areas.

A search of a motor vehicle on campus may be made based on reasonable suspicion when related to a possible school violation.

Parking Lot Rules:

1. Students will park in their designated spots.
2. No parking in Staff or Visitor spots.
3. Students may not loiter or sit in vehicles during the school day.
4. Obey the speed limit (10 mph).
5. No double parking.
6. No littering.
7. Treat the end of each aisle like a 4-way stop.
8. No vandalism to any vehicle.

Consequences:

1. **First Offense -**May result in a $10 parking citation, warning, and/or removal of parking privileges at owner's expense.
2. **Second Offense-**Will result in the **LOSS OF PARKING PRIVILEGES**. *Privileges may be reinstated at semester with Principal's approval.*
3. **Third Offense-**Violation of Rule #8 above will result in immediate suspension of parking permit and may result in school discipline action.

NOTE: *EHS Administrators reserve the right to bypass steps as necessary.*

School Resource Officer: Officer Druktenis

A police officer is available to answer students' questions and to work with students in matters that may require law enforcement involvement. The officer is routinely involved with the safety and wellbeing of all staff and students.

STUDENT OPPORTUNITIES

ASSOCIATE STUDENT BODY (ASB) INFORMATION

STUDENT LEADERSHIP

Haley Naboychik, ASB Advisor

Associated Student Body Executive Board:

Collin Marsh..... President
Jenna Callan……...Vice President
Reaghan Naboychik..... Secretary
Zach Bergren-Cooke..... Treasurer
Annie Schlanger.....Public Relations Manager
George Wright.....Technology and Social Media

Senior Class Officers:

Eric Lee..... President
Marisa Sisco……. ..... Vice President
Kolby Fahey…..... Secretary
TBD..... Treasurer
Stuart Loverro…….....Class Representative

Junior Class Officers:

Lili Geyer……..... President
Ashlyn Rominger..... Vice President
Bella Estey…..... Secretary
Allie Rinehart..... Treasurer
Teanaway Nale…..... Class Representative

ASB/ID Cards:

Sophomore Class Officers:

Grady Fortier..... President
Elin Callender-Bohman..... Vice President
Ashley Callan……..... Secretary
Abby Harrell…..... Treasurer
Avery Patterson..... Class Representative

Freshmen Class Officers:

Avrie Nemrow..... President
Nolan Harvill..... Vice President
Savanna Turner…….... Secretary
Laine Pope…..... Treasurer
TBD……..... Class Representative

LASC Representatives:

Drew Bland…….....Class of 2021 Rep.
Ruben Munguia.....Class of 2022 Rep.
TBD……l..... Class of 2023 Rep.

Students may purchase an ASB card for $40 in the Activities Office. Since it is necessary to present the ASB/ID card for identification at most school functions, students are asked to carry the card at all times. Students participating in school athletics and activities are required to purchase an ASB.

Student Fees

ASB Card $40.00
Replacement ASB Card $5.00
Prom ..... $25.00/couple;$15.00/single
Tolo Dances $20.00/couple; $12.00/single
Homecoming Dance $5.00
After Game Dance ……..…….. $5.00
Additional at the Door Dance Fee …… $5.00
Art ..... $20.00 per semester
Band Instrument Rental ..... $60.00 per year
Choir ..... $ 12.50 per year
Conditioning (Winter & Summer) $30.00

Klahiam (Yearbook):
Before Oct 31 ..... $50.00
Nov. 1 to March 31……..... $55.00
After April 1...…….. ..... $60.00
Parking Ticket $10.00
Aquatic Ecosystems…….$25.00 per semester
Photography ..... $20.00 per semester
Textbooks (Lost/Damaged) ..... Replacement Cost
Towel Fee ..... $2.00 per year
Chromebook Insurance…… $20.00
Chromebook Damage…… Cost of repairs

ACTIVITIES & CLUBS

INTEREST CLUBS VARY FROM YEAR TO YEAR -- CHECK THE ANNOUNCEMENTS ON HOW TO GET INVOLVED.

ALUTANT (TBD): School newspaper publication produced 16 times per year. Journalism class and permission of the instructor are required.
KNOWLEDGE BOWL (Marco Bicchieri): Open to all interested students with expertise and skill in academic trivia. Everyone eligible can play and competition teams will be selected from participants.
ASB (Haley Naboychik): Elected positions only. The Associated Student Body Student Council consists of homeroom class reps, activity/club reps, LASC class reps, five class officers from each grade, and the ASB Executive Board (president, vice-president, secretary, treasurer and public relations manager). Student government, leadership, service projects, and activities are developed from concept through application.
BAND (Warren Murray): Open to all interested students who have experience and skill in instrumental performance. Options: Symphonic Band, Wind Ensemble (by audition), Jazz Band (by tryout), Pep Band & Marching Band.
BULLDOG Bytes (Tiffany Price) Learn to code! Learn various applications of computer programming, building games and competing in coding competitions.
BULLDOG LINK (Haley Naboychik): A high school transition program that trains upper-classmen to be leaders that welcome freshmen and make them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed. Application process is in the Spring.
CLIMBING CLUB (Jeff Hashimoto): Open to all students who are interested in the challenging and exciting experience of rock climbing. We climb both outdoors and indoors at EHS and CWU. This club is open to both beginners and experienced climbers.
CHEERLEADING (Lori Leach): Participants are in grades 9-12 and are selected via a spring tryout process only. The EHS cheerleaders promote spirit, put on pep assemblies, compete and lead the crowds at games.
CHOIR (Gay Ott): Chamber Choir (by audition only) is an advanced ensemble. Jazz Choir (by permission of adviser) is a performance-oriented group. Treble Choir (by audition only) is and advanced ensemble open to those who can sing in the treble register. Symphonic Choir is open to all students.
CREATIVE WRITING CLUB (TBD): A writing group open to all students, devoted to the production and sharing of poetry, short stories, and creative non-fiction.
COVER TO COVER (Brittanie Wyler): Share your love of literature by sharing new books with friends.

DECA (Camis Davis): Open to all students interested in a leadership organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe. This organization prepares students with college and career readiness skills and provides opportunities to travel and compete against other schools in various competitions. It's a great organization to be a part of and looks great on a resume, college application, and the like...we also have FUN!!!
DUNGEONS AND DRAGONS CLUB (Brittanie Wyler): Open to all students who are interested in the game of Dungeons and Dragons.
EL CLUB DE ESPAÑOL (Nick Majsterek): Open to all students who are interested in expanding their knowledge of Spanish-speaking countries and cultures.
ENVIRONMENTAL CLUB (Jeff Hashimoto): Involved in community activities to restore and maintain a healthy ecological system.
FALL PLAY (Jim Denison): Students may try out for the Fall Theatrical Production in September; performances are scheduled for November in the Little Theater.
FBLA/Future Business Leaders of America (Marcy Matthews): Open to all students who are currently taking or have previously taken a business education course. FBLA teaches leadership and the free enterprise system.
FCA/Fellowship of Christian Athletes (Levi Teasley): FCA is open to all, but focuses on the spiritual growth of athletes and coaches through fellowship.
FFA (Steve Russell/Sami Jo Sims): FFA is open to all students who are enrolled in agriculture courses and interested in developing their potential for premier leadership, personal growth and career success
GAY STRAIGHT ALLIANCE (Cathie Day): A group devoted to bringing a sense of awareness to EHS and to help teach others to be tolerant of differences.
HISTORY CLUB (Charlie Acheson) Open to all students who are excited about the interdisciplinary nature of Social Studies and are motivated to become involved as citizens at a local, regional, and international level. National History Day themes are infused into the goals and activities of the club.
Interact (Haley Naboychik) Open to all students. The group is devoted to the betterment of the community and service. Sponsored by Ellensburg Rotary Clubs.
INTRAMURAL BASKETBALL & VOLLEYBALL (Levi Teasley): In the winter, basketball is offered to both boys and girls. In the spring, volleyball is played and teams may be of any mix. Intramurals are played on Monday evenings.
KEY CLUB (TBD): Open to all students. The group is devoted to the betterment of the community and school leadership. Sponsored by Rodeo City Kiwanis.
KLAHIAM (Christine Roux): This co-curricular activity meets every day as a class to create the Klahiam yearbook. Students must commit to the year-long program. The class earns an English credit.
MARINE BIOLOGY CLUB (Lana Carolan): Open to all students who are eager and willing to learn more about and gain a better appreciation of the marine environment.
NHS/NATIONAL HONOR SOCIETY (Haley Naboychik): Open to students in grades 10-12 with an accumulated GPA of 3.5 or better. Membership is based on invitation and fulfillment of club requirements. NHS focuses on scholarship, leadership, character and service.
ORCHESTRA (Kara Hunnicutt): Open to all interested students who have experience and skill in orchestral performance.
PEACE CLUB (Judi Nicolai): Open to all interested students who are committed toward working for peace in the world and their community. Along with community building, it is also a forum for discussing important issues.
TADU (Bree Smith): Open to all interested students who are committed to not using drugs or alcohol.
THESPIAN SOCIETY (Jim Denison): Open to all students who are interested in theatrics.
TSA-Technology Student Association (Taylor Wilson/Mike Nelson/Tiffany Price) Open to all students enrolled in CTE course(s) or have an interest in CTE activities. Participants practice and demonstrate hands-on leadership skills from a variety of disciplines. Members can attend regional, state, and national competitions.
VIDEO GAME CLUB (Lana Carolan): Open to students who are interested in gaming.
WINTER MUSICAL (Tor Blaisdell): Auditions for this annual musical theater production are in November; performances in late February/early March on the Morgan PAC stage.

Bulldog Fight Song

On you Bulldogs, on you Bulldogs
Fight, fight, for our fame
Pass the ball around the valley
(Touchdown every time)
(Basket every time)
On you Bulldogs, on you Bulldogs
Fight, fight, for our fame
So fight Bulldogs, fight, fight, fight
To win this game
B - U - L - L - D - O - G - S
On you Bulldogs, on you Bulldogs
Fight, fight, for our fame
So fight Bulldogs, fight, fight, fight
To win this Game!!!!!

SCHOOL DANCES

Our dances are provided as an extracurricular activity for EHS students. We want to provide an atmosphere where students can have a good time and parents and students feel secure in the type of environment and supervision provided. Thus, **attendance is a privilege rather than an automatic right**, and the following rules are set forth for all EHS dances:

1. **An EHS ASB or school ID card is required for entrance at all dances.**
2. No admittance to EHS dances after 9:30pm.
3. Any student or visitor who comes to a dance, tries to enter or is in the immediate area of the multipurpose room and under the influence of alcohol, drugs, smoking, chewing or fighting will be denied entrance to the dance and punished under the rule governing the type of behavior. Students suspected of being under the influence of drugs or alcohol may be questioned and/or given a spot sobriety test.
4. Random breathalyzer checks may be given at any time, inside or outside the dance.
5. Students may not leave the dance and return. Once a student leaves the dance, there is to be no loitering on school grounds.
6. Dance Cost:
   After-Game - $5
   Homecoming - $5
   Formal Tolo - $20/couple and $12/single
   Prom - $25/couple and $15/single
7. Only enrolled Ellensburg High students or non-students accompanied by an EHS student with a guest pass, issued by Assistant Principal, will be admitted.
8. Students who plan to attend EHS dances may not sit in their cars in the parking lot.
9. Dance hours are between 8:00 p.m. and 11:00 p.m. ***Prom will be 9:00 pm to 12:00 am (midnight).*
10. The guest who violates an EHS dance rule loses their guest privileges permanently.

Dance Guest Pass Procedures- *Formal Dances Only:*

1. All guests are reviewed by EHS administration.
2. **NO MIDDLE SCHOOL/JUNIOR H.S.** students will be granted a guest pass.
3. Only one guest pass per student.

4. Guests will abide by all EHS rules.
5. Guests must enter with their sponsoring EHS student.
6. Notification to sponsoring student will occur by Friday. Students may pick up guest passes at 3:00 p.m. on Friday. It is the student's responsibility to check the approval of guest.
7. Students who have been suspended/expelled from EHS or any other school will be denied a Guest Pass.
8. Guests at EHS dances may not be older than 21.
9. **Guests must provide photo ID to be admitted**.

Dress Appropriate Rules:

1. Please dress respectfully and keep attire tasteful.
2. Dress length no shorter than mid-thigh.
3. No pants below the buttocks.

Dance Appropriate Rules:

1. Dance "Face to Face, Leave Some Space"
2. Be respectful of the school environment
3. No groping, i.e. touching of genitals, breasts or buttocks.
4. No prolonged public displays of affection
5. No hands and/or knees on the dance floor
6. No straddling
7. No indecent exposure
8. No couple dancing that is overtly sexual toward each other

Consequences:

1st Offense: Any violators of the rules will be warned with the cutting of bracelets/marking of hands at the dance.

2nd Offense: Parent contact from administration to pick-up student/notify parent. Student's dance privileges may be revoked for the remainder of the school year.

**Consequences for fights, drug products, alcoholic beverages, tobacco/nicotine products and weapons will be consistent as outlined in the student handbook*

ATHLETICS

Athletic Participation:

In order to participate in the athletic program at Ellensburg High School, a student must:

1. Meet all current WIAA and school district requirements, including:
   a. Be under 20 years of age on September 1 for fall sports, on December 1 for winter sports and on March 1 for spring sports (WIAA 18.4.0).
   b. Be enrolled as a "regular member" of the school (i.e., half time or more) (WIAA 18.5.0).
   c. Have been enrolled in and passed at least five full-time subjects in the immediately preceding semester/trimester, and passed all classes in which they were enrolled. (WIAA 18.7.0)
   d. Be enrolled and in regular attendance within the first 15 school days of the current semester. (WIAA 18.8.0)
   e. Have appropriate medical clearance from a medical authority. (WIAA 17.11.0)
   f. If a transfer or foreign exchange student, meet appropriate eligibility requirements. (WIAA 18.11.0)
   g. Be making reasonable annual progress toward graduation (ESD Policy #2151).
   h. Maintain good citizenship records, both in and out of school (ESD Policy #2151).

2. Complete the activity clearance process through the EHS office and receive an activity clearance slip indicating that the student has processed:
   a. Current ASB membership
   b. Athletic Code agreement
   c. Insurance coverage statement
   d. Notarized medical consent form
   e. Appropriate medical release
   f. Clearance from coach of previous sport
   g. Clearance from athletic director or athletics secretary

   NOTE: Clearance is now done online.

   * No student may practice without having presented an activity clearance (blue) slip to his/her coach.

**No student absent during a school day may participate in practice or competition without prior approval by administration.

EHS SPORTS PROGRAMS

FALL		
SPORT	**TEAMS OFFERED**	**HEAD COACH**
GIRLS VOLLEYBALL	Varsity, JV, C-Team	Debbie Landrie
BOYS' & GIRLS' X- COUNTRY	Varsity, Junior Varsity	Jeff Hashimoto
GIRLS' SOCCER	Varsity, Junior Varsity	Jim Engeland and Armando Bravo
SWIMMING	Varsity, Junior Varsity	Candi Eslinger
FOOTBALL	Varsity, JV, C-Team	Jeff Zenisek
WINTER SPORTS		
GIRLS' BASKETBALL	Varsity, JV, C-Team	Jeff Whitney
BOYS' BASKETBALL	Varsity, JV, C-Team	Anthony Graham
BOYS' & GIRLS' WRESTLING	Varsity, Junior Varsity	Jeremy Wolfenbarger
GIRLS' BOWLING	Varsity, Junior Varsity	Darrin Walter
SPRING SPORTS		
BOYS' & GIRLS' TENNIS	Varsity, Junior Varsity	Nels Winn
BASEBALL	Varsity, JV, C-Team*	Todd Gibson
FASTPITCH	Varsity, Junior Varsity	Scott Gant
BOYS' & GIRLS' TRACK AND FIELD	Varsity, Junior Varsity	John Arlt
BOYS' & GIRLS' GOLF	Varsity, Junior Varsity	Darrin Walter
BOYS' SOCCER	Varsity, Junior Varsity	Richard Opoku
ATHLETIC STAFF		
Athletic Director	Cole Kanyer	cole.kanyer@esd401.org
Athletic Secretary	Melissa McCracken	melissa.mccracken@esd401.org
Athletic Trainer	Zane Davies	zane.davies@esd401.org

Seasonal Dates:

Season	**Parent Meeting**	**First Practice**
WIAA SEASON 2	TO BE DETERMINED	Mon., DEC. 28

WIAA SEASON 3	TO BE DETERMINED	Mon., MAR. 2 FBall Feb. 17
WIAA SEASON 4	Feb. 24 @ 7:00 PM	Mon., Mar. 2

Ellensburg School District Athletic Program Mission:

The mission of the athletic program in the Ellensburg School District is to provide experiences in which students:

- Receive a positive learning experience.
- Participate and compete
  - at levels commensurate with their abilities.
  - in an environment that is healthy and safe.
  - in an environment that is fair and consistent.
- Enhance sport-specific skills and overall health.
- Exhibit fair play, good sportsmanship, and exemplary citizenship.

Athletic Code

The opportunity to participate in the interscholastic athletic program is a privilege granted to all students of the district. Participants in this voluntary program are expected to conform to specific conduct standards established by the principals and athletic coaches. A student who is found by a certificated staff member of the student's school to be in violation of any rules is subject to removal from the team. Provision is made for a student who has allegedly violated one or more of the conduct rules to appeal a disciplinary action as specified in this code.

For a complete copy of the Ellensburg High School Athletic Code, please refer to Family ID or inquire in the Athletics Office.

Scholastic Standards:

1. Students will pass all classes they are enrolled in to be eligible to participate in interscholastic athletics. (minimum of 5 classes)
2. Students must be on track to graduate in 4 years.

Grades will be checked on the following dates:

- First Semester: TBD
- Second Semester: TBD

Note: Grades will also be checked at the start of each respective sport season.

School Attendance:

An athlete shall attend school for at least 3 periods on the day of an athletic contest. Excused absences for more than 3 periods on the day of the contest need to be pre-approved through the main/athletic office. **Penalty:** If an athlete receives an unexcused absence for any portion of the day, the athlete shall be ineligible to participate in practice or contest on that day.

CENTRAL WASHINGTON ATHLETIC CONFERENCE SCHOOLS

EAST VALLEY HIGH SCHOOL:
1900 Beaudry Rd., Yakima, WA 98901
(509) 573-7400

ELLENSBURG HIGH SCHOOL:
1203 E. Capitol Ave., Ellensburg, WA 98926
(509) 925-8300

EPHRATA HIGH SCHOOL:
333 4th Ave. N.W., Ephrata, WA 98823
(509) 754-2043/5285

GRANDVIEW HIGH SCHOOL:
1601 W. 5th St., Grandview, WA 98930
(509) 882-8750

OTHELLO HIGH SCHOOL:
340 S. 7th Ave., Othello, WA 99344
(509) 488-3351

PROSSER HIGH SCHOOL:
1203 Prosser Ave., Prosser, WA 99350
(509) 786-1224

SELAH HIGH SCHOOL:
801 N. 1st St., Selah, WA 98942
(509) 697-0800

EHS Chromebook Expectations and Responsibilities for 1:1 Device Checkout:

STANDARDS FOR PROPER DEVICE CARE All Chromebook must have a sticker with your name.
You are expected to follow specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device.
Loss or damage resulting in failure to abide by the details below may result in your full financial responsibility.
Following the standards below will lead to a device that will run smoothly and serve as a reliable, useful, and enjoyable learning device.

Your Responsibilities

Treat this equipment with as much care as if it were your own property.
Center your device on the desk or table; do not place near an edge
Never leave your device unattended
Keep the device away from pets, friends, and other siblings
Bring the device with a charged battery to school every school day.
Charge your device fully each night (establish a routine)
Keep your device secure at all times!!!
Avoid use in situations that are conducive to loss or damage.
Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
Adhere to ESD's procedures at all times and in all locations. When in doubt…ASK!
Never loan out my device to other individuals.
Read and follow general maintenance alerts from school technology personnel.

General Care

Do not attempt to remove or change the physical structure of the device (keys, screen cover, or casing). Doing so will void the warranty, and hold you financially responsible.
Do not remove or interfere with the serial number or any identification placed on device.
Do not do anything to the device that will permanently alter it in any way; including no stickers or decals on the device itself.
Keep the device clean.

Carrying the Device

Always completely close the lid before moving it.
Device must be placed in sleep mode or turned off before placing it into any bag or storage area.
Screen Care
The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
Do not touch screen with anything other than approved device or finger.
Clean the screen with a soft, dry, antistatic cloth.
Never leave any object on keyboard. Pens or pencils left on the keyboards are guaranteed to crack the screen when the lid is closed, and voids the warranty.

Battery Life and Charging

Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.
Avoid using the charger in any situation where you or anyone else is likely to trip over the cord.
Do not charge in the classroom! Charge at home!
Don't let the battery drain below 5%. Save your work and immediately shutdown if you are unable to connect to the charger.
Close the lid of the device when it is not in use. This saves battery life and protects the screen.

How to Handle Problems

Always REBOOT your device while at school first to see if the problem repeats itself. Promptly report any problem to teacher and/or technology staff.
Do not attempt to fix issues yourself.
Do not go outside of the Ellensburg School District for repairs.

GRADUATION REQUIREMENTS

1. Eight semesters of attendance as a full time student are required for graduation from EHS.
2. A full time student is enrolled in at least five classes each semester.
3. 24 credits earned in high school are required for graduation (.5 credit per class is earned by the satisfactory completion of one semester's work).
4. The following courses are required of all Ellensburg High School students:
5. Students need to take one full year of freshman and sophomore English and one full year of junior or senior English. They may take English electives the other years.
6. High School and Beyond Plan & 10 Community Service hours per academic year.
7. Pass STATE tests or STATE approved alternatives in reading and writing (ELA), math (algebra or geometry), and biology.

English — 4 credits

Social Studies — 3 credits

1 credit — World History (Fresh. or Soph.)
1 credit — U.S. History (Juniors)
1 credit — World Affairs (Seniors)
*Washington State History is taken at the middle school level. Students should check with their counselor for information.

Mathematics — 3 credits

At a minimum, Algebra and Geometry must be taken:

Applied Algebra	Applied Geometry
Algebra	Algebra-Trig
Geometry	Accounting
AP Calculus	Pre-Calculus
Geometry Honors	Algebra-Trig Honor
Geometry in Construction	

Health & Fitness — 2.5 credits

Students may elect to take their P.E. at any time during high school. Students will be required to take one semester of Health in the 9th or 10th grade.

Science — 3 credits

1 credit - Systems of the Earth or Ag. Science
1 credit – Biology/Ag. Biology (lab science)
1 credit – Science of choice based on HS&Beyond plan

Family & Consumer Science — .5 credit

Consumer & Family Issues is taken in the 11th or 12th grade

Career and Technical Education — 1 credit

Programs fulfilling this requirement include classes in Agriculture, Business, Family & Consumer
Science and STEM Education.

Fine, Visual and/or Performing Arts — 1 credit

Students fulfill this requirement by taking classes in the fine arts (music, art, drama, photography, wood/metal art, graphic arts, etc.). College-bound students need to check entrance requirements in relation to this area.

Personal Pathway — 3 credits

Courses related to student's specific post-high school career or educational outcome, chosen by the student. These credits are intended to provide focus for the student's learning.

Elective- 4 credits

4.0 credits

Student chosen classes towards graduation requirements.

All Grades General Four-Year University Requirements

**Subject to individual institution requirements. The Higher Education Coordinating Board (HECB) has revised minimum college entrance standards. Please see your counselor with questions.*

English	4.0	
Mathematics	3.0	(a meaningful math or science class must be taken in 12th grade)
Social Studies	3.0	
Fine Arts (Visual or Performing)	1.0	
Science	2.0	(more if planning a science career)
Foreign Language	2.0	(same language taken consecutively)

GENERAL ACADEMIC INFORMATION

Freshmen/Sophomores:

1. All freshmen and sophomores must take **six** classes. Freshmen classes should include: an English class, the math class recommended for the student, as agreed upon by your math teacher and the EHS math department, and science.
2. The math placements are based on the following factors:
   - Eighth grade teacher's recommendation
   - Last two math grades
   - HSPE and MSP scores

   If the student or the parents feel uncertain about the placement, they should contact the math department.

Honor Roll:

To be eligible for the honor roll, a student must meet the following criteria:

- Must have at least 4 letter grades. (Three A's and one P or S does not qualify.)
- Must have at least a "B" (3.0) grade point average.

- Must not have any “D” or “F” grades.
- Must have no Incompletes.

The honor roll is published at the end of each semester. It is based on the semester grades of all classes.

Schedule Changes:

Schedule changes are made based on a student's post high school planning. Schedule or class change requests will be considered on an individual basis during the first three (3) days of first semester and the last 4 days of first semester for second semester class changes. Schedule changes will not be made based on teacher preference.

All 9th and 10th grade students must take six classes. If this is not possible, the student will be placed on a shortened school day - this may require a complete schedule change and Principal's approval.

Students dropping a class after the first quarter (or 3rd quarter) of a semester will receive an "F" on his/her transcript. Any exceptions must be appealed through the Principal.

Open Period:

Open periods are only allowed if a student takes a zero period and has a full schedule. The purpose of open period is to provide students with an opportunity to substitute a portion of the regular class time with employment, or an identified personal need. As NO CREDIT is offered for the open period, keep in mind that 24 credits is the minimum requirement for graduation. Students must be on schedule to graduate in order to have an open period. The administration and staff at EHS recognizes that some students can benefit from less than a full schedule, but we feel that the release time activity should provide the student with a meaningful learning opportunity.

When a student is granted an open period, it is with the expectation that the student will be away from the Ellensburg High School campus. Students who fail to use this opportunity as intended will be scheduled into six periods or a full schedule the next semester.

Full Time Enrollment:

All students (9th through 12th) must be enrolled in a minimum of six classes for full time status.

Credit Retrieval:

A written agreement will be signed by the student and teacher as to the extension of time granted for incomplete grades at semester. An appeal may be initiated by the student and a conference held with the teacher and counselor if additional time is needed.

Final Exams:

Final exams will be given at the end of each semester in all classes. **Students must take the final exam/project in order to get credit for the class.**

Pass/Fail:

Elective classes may be taken for a pass/fail grade with teacher permission prior to 2nd/4th quarter. Required classes taken pass/fail must have the approval of both the teacher and the principal. No more than 1 class per semester may be taken pass/fail.

Testing Dates TBD

PSAT/NMSQT—(Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is used to determine Merit Scholars. The test is given:
Cost: approx. $15

SAT—(Scholastic Aptitude Test) for College entrance. The test is given on:
Cost: approx. $50

Smarter Balance State Testing:
Dates and times to be determined

ACT—(American College Test) for college entrance.
The test is given on:
Cost: approx. $50
(additional approx. $17 for optional writing test)

AP—(Advanced Placement)
Check with the counseling office for specific information on the testing schedule.

Next Generation Science Testing:
Dates and times to be determined

ATTENDANCE - MUST BE PRESENT TO WIN

We believe regular class attendance is paramount to the educational process. Participation in class activities and interaction among students and teachers is vital to the learning process. Tests, homework, and assignments are only some of the criteria for earning credit.

- All student absences may hinder mastery, achievement, and participation.
- Involvement in school activities is a choice. It is the responsibility of the student to be aware of his/her choices and prepare to make accommodations with teachers to be successful in class.

Attendance Policy:

The following are types of absences recognized by Ellensburg High School:

1. **Excused Absence**—Work may be made up for full credit and faculty assistance will be available where needed.
    a. illness or a health condition
    b. medical and dental appointments
    c. death in immediate family
    d. other designated by principal
    e. suspension from school
2. **Prior Approval**—Work may be made up for full credit and faculty assistance will be available where needed but the absence must be prearranged. Prearranged absence forms available from the Attendance Office and must be signed by parent and teachers and returned to the Attendance Office prior to the absence.
    a. school approved activities
    b. other designated by principal
3. **Unexcused Absences**—The School District and staff are released of all responsibility to the student. Credit may not be granted for makeup work.
    a. Truancy — non-attendance in any portion of a class or more without prior permission of parent, guardian, or school personnel.
    b. Leaving school without checking through the Attendance Office, except at lunch time.

c. Students that are in the building, but not in their assigned class, will be considered unexcused from class.

4. Non-truancy Remote Learning Absence— A remote absence is when a student is not participating in planned instructional activities on a scheduled remote learning day. This type of absence will be in effect September 9 - October 4.

Assemblies:

All Ellensburg High School assemblies are considered part of the educational process and are **mandatory for students and teachers.** An absent from an assembly must meet excused absence criteria.

Clearing an Absence:

When you have an unexcused absence from class your name will appear on a Daily Attendance Report. When this occurs you must clear the absence **within three days** with the Attendance Office by parental phone call/note. This may be done before or after school, or during second period, and is the student's responsibility.

1. ***If you leave during the school day you must check out through the Attendance Office. Failure to do so may result in an unexcused absence regardless of reason (this absence may not be cleared by a parent).***
2. In the event that a student is absent, parents are encouraged to call the Attendance Office on each and every day of absence.

Attendance Reporting Procedures:

It is important that parents contact EHS when their student is absent (925-8303). In the event that the student/ parent does not abide by EHS policies regarding the reporting of absenteeism and truancy, an absence may be considered unexcused if it is not cleared within 3 days of its occurrence unless it is extenuating circumstances as determined by the Assistant Principal.

Tardies:

1. A tardy is defined as a student not in attendance at the beginning of an assigned class or activity. A student reporting more than 5 minutes late to a class/activity will result in disciplinary action equivalent to an unexcused absence.
2. Students must have a note from the office to enter any classroom late. Disciplinary action and parent notification will occur from the Assistant Principal's office or the teacher. The teacher can require the student to perform detention in his/her classroom.
3. The Attendance Office will track all tardies. Consequences are as follows:

   3 tardies = 1 hour of detention
   6 tardies = 2 hours of detention
   8 tardies = 2 hours of detention and parent conference

Consequences for Unexcused Absences:

Consequences for unexcused absences will be handled in a progressive manner. These consequences will range from, conference with staff member, parent notification, detention, campus co-op, truancy petition filed or loss of credit.

** Students will be assigned two hours of detention for every unexcused absence. Excessive unexcused absences may result in Saturday School detention and/or truancy petition filed.*

Although absences are totaled by the semester for grade/credit, unexcused absences for truancy petition purposes will be totaled by the year for each student.

Notification of Attendance/Discipline Infractions:

At the time a disciplinary consequence is assigned, the student will receive a copy of the notification specifying the dates and times of the detention, Saturday School, work co-op or other consequence. There will be NO reminders sent to students; each student is responsible for fulfilling his/her disciplinary consequences on the dates assigned.

A student may NOT change the time of an assigned disciplinary action unless the request is made by a parent prior to the assigned time and the change is for exceptional circumstances.

Compulsory Attendance Law:

Washington House Bill 2449 regarding student absenteeism directly affect the way schools work with absentees and their families. It is critical that all administrators and staff be aware of the new requirements as the new school year begins.

The bill requires each school to:

- Inform students and parents about the compulsory attendance law each year.
- Inform a juvenile's parent/guardian in writing or by phone if the juvenile has one unexcused absence within any month during the school year.
- Schedule a conference with the parent/guardian and juvenile after two unexcused absences within any month during the current school year; if a regularly scheduled parent-teacher conference day is to take place within thirty days of the second unexcused absence, the district may schedule the conference on that day.
- Permits a school to take one of the following actions after five or more unexcused absences:

1. Attendance officer may intervene by requiring the student to work with the community truancy board.
2. Attendance officer may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent.
3. A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent or the school attendance officer at the parent's request.

   This petition authorizes the court to order the child to be punished by detention or alternatives to detention such as community service hours or participation in dropout prevention programs, or referral to a community truancy board if available.

Ellensburg High School Attendance and Participation Policy:

All classes at EHS require regular participation in order to obtain an adequate level of content learning and skill acquisition. It is imperative that students are present in class to maximize the learning experience. Crucial to a student's development of concepts and understanding in any class is the interactions with teachers and peers that cannot be replicated out of a classroom environment.

As such:

- Students who exceed **15 absences** in a particular class period over the course of a semester (includes excused and unexcused absences, excludes school related, Religious, pre-arranged absence approved by administration, or any school discipline) will be subject to the loss of credit and result in an F for the class on a student's recorded transcript at the end of the semester.

- **Appeal Process-** Students who have been notified of a loss of credit will have an opportunity to appeal to regain credit. The student, parent, teacher if possible, counselor, and Assistant Principal will meet to discuss

and sign a plan of action for the student to be eligible to regain credit. If no appeal is made, the grade will remain an F.

- **Unexcused Absence Make-up**- May be completed with the classroom teacher and only if approved by the classroom teacher.

- **Secondary Appeal-** In the event of an unexpected event that causes a student to go beyond the agreement reached in the initial appeal the student and parent can appeal to the Principal.

STUDENT CONDUCT & DISCIPLINARY INFORMATION

School Rules and Discipline Policy:

One of the greatest challenges facing a school staff is the promotion of a wholesome and supportive learning atmosphere. An effective disciplinary policy promises an orderly and safe environment, as well as the ideal that the student is deterred from repeat offenses, and at the same time is encouraged to learn self-discipline. Essential to the accomplishment of this ideal is the recognition that adult intervention and modeling, staff and parents alike, is both desirable and necessary.

EHS strives to maintain a positive and productive environment during the school day, on district properties, and at school sponsored events. We are aware that infractions of school/district policies may occur. The administration reserves the right to bypass the progressive steps outlined when appropriate and address the other issues as needed in the event that the health, safety and welfare of students and staff may be at risk. EHS may apply federal and state statutes as situations warrant. No participation in any school co-curricular activities will be permitted until all disciplinary consequences have been fulfilled. Any disciplinary action will result in parent/guardian notification.

PBIS at Ellensburg High School

A term you will hear at Ellensburg High School is Positive Behavior Interventions and Support, or PBIS. PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the classroom, commons and community as an individual student.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations.

Committing Crimes at School:

The following acts or commissions by a student while on school district properties or at any school district-sponsored activity or event or event off school district properties are prohibited and shall constitute cause for discipline, campus co-op, suspension, or expulsion by authorized school district authorities as well as possible legal action:

A. The commission of any criminal act under the laws of the State of Washington, including, but not limited to:
   1) arson
   2) vandalism to personal/public property
   3) fights/assault/battery
   4) burglary/theft/robbery
   5) explosives
   6) extortion or coercion
   7) firearms
   8) gambling
   9) malicious mischief/vandalism
   10) sale, use, influence or possession of alcoholic beverages, illegal drugs, or tobacco
   11) trespass
   12) threats to bomb or injure persons or properties
   13) harassment/hazing/intimidation

B. Refusal to identify oneself; all students must, upon request, identify themselves to proper school authorities.

C. Any act of conduct directly or indirectly cause substantial or material disruption or obstruction of any school function or operation.

D. Failure to comply with school district policies or school rules or with the directions of staff.

E. The possession, handling, or transmission of any object that can reasonable be considered a weapon.

F. Any lewd, indecent, or obscene conduct, expression, or clothing.

Student Discipline:
All students shall yield to the reasonable discipline of the superintendent or his designees, and refusal to comply with written policies, rules and regulations established for the governing of the schools shall constitute cause for further discipline and suspension; however, no student shall be disciplined, suspended or expelled except for sufficient cause.
For purposes of all disciplinary policies and procedures, the following definitions will apply:

1. **Behavioral violation:** means a student's behavior that violates the district's discipline policies.

2. **Classroom exclusion:** means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:

   (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and

   (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

3. **Culturally responsive:** has the same meaning as "cultural competency" in RCW 28A.410.270, which states "cultural competency" includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.

4. **Discipline:** means any action taken by a school district in response to behavioral violations.

Campus Co-op:

- Is a program designed in lieu of detention/suspension from school.
- Students will work under the supervision of school custodians or appointee either before or after school.

Detention:

- Period of time assigned to a student by a staff member or administrator.
- Completed on the day and placed assigned
- **Failure to report to detention on time with appropriate materials and proper behavior may result in suspension for insubordination**

Saturday School (S.S.):

- Period of time assigned by administration
- Completed on the day and placed assigned
- Failure to complete first S.S. assigned with appropriate materials and behavior will result in the student receiving 2 additional S. S.
- Failure to complete subsequent S. S. will result in suspension

5. **Disruption of the educational process:** means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

6. **Emergency expulsion:** means the removal of a student from school because the student's statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530

7. **Expulsion:** means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480

8. **Length of an academic term:** means the total number of school days in a single trimester or semester, as defined by the board of directors.

9. **Other forms of discipline**: means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

The following is a list of examples, but not limited to "other forms of discipline"

- Reminder/Verbal Correction
- Reminder/Visual
- Parent contact (Call/Email parent to request support)
- Parent Conference
- Proximity
- Private Check-In
- 1 on 1 Conference
- Revisit D.A.W.G.S. (Norms)
- Reflection Time or Reflection Sheet
- Classroom Harm Circle
- Seat Change
- 30 minute classroom detention

10. **Parent:** has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student's welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make

educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the "parent" of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.

11. **School board:** means the governing board of directors of the local school district.

12. **School business day:** means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent's office for the calendar day.

13. **School day:** means any day or partial day that students are in attendance at school for instructional purposes.

14. **Suspension:** means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
    - **In-school suspension**: means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
    - **Short-term suspension:** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
    - **Long-term suspension:** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

Ellensburg High School reserves the right to contact local and state authorities in the event that a pupil's behavior warrants such contact or is legally necessary. The superintendent shall also designate which certificated employees have the authority to initiate or to impose suspensions or expulsions.

Ellensburg High School students are expected to be responsible citizens. When a student repeatedly exhibits irresponsible and disruptive behaviors and does not respond to normal disciplinary procedures, the administration reserves the right to place that student on suspension or expulsion.

Ellensburg High School students who attend school sponsored activities after school hours off the EHS campus are subject to the same rules that apply during the school day or on the EHS campus (e.g., dances, field trips, and athletic contests, both home and away).

STUDENT CONDUCT

Student Conduct:

Any student who willfully violates or fails to follow district or individual school rules or regulations, or performs any act which materially interferes with or is detrimental to the orderly operation of a classroom or school, a school-sponsored activity, or any other aspect of the educational process in school, shall be subject to discipline, suspension, or expulsion. A student may be removed from a class, with loss of credit, based on continued misbehavior, proper documentation of incidents, and parent contact by the staff member. In the case of suspension, the nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has reasonably been imposed upon the student as a consequence of misconduct of the same nature. If, however, the violations of School District rules for student conduct constitutes "exceptional misconduct" as defined below, suspension may be imposed notwithstanding the fact the prior alternative corrective action or punishment has not been imposed upon the student involved.

Disciplinarians and hearing officers may grant exceptions to the suspension of students who are guilty of "exceptional misconduct" in cases involving extenuating and/or exceptional circumstances.

Serving Disciplinary Assignments:
Those students who fail to complete their detention, Saturday School, or other disciplinary assignment at the time assigned or in a manner appropriate to the circumstances may receive extended disciplinary action unless cleared prior to the day of the disciplinary assignment. Failure to complete the disciplinary assignment for attendance and/or discipline issues at the assigned time or within a five-day period agreed upon by administration will result in more extensive discipline.

STUDENT RIGHTS

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
3. All students possess the constitutional right to be secure in their persons, papers, and effects, against unreasonable searches and seizure.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Washington or the rights retained by the people.

Destruction or Stealing of Personal and/or Public Property:
The student shall pay replacement costs, participate in campus co-op, parents/guardians shall be contacted, and may be issued **other disciplinary actions** and/or legal action may be taken.

Fights, Assaults or Battery *(defined as Involvement, Instigation, video on electronic device or Promotion of Physical Conflict)*: *Career offenses will be totaled over the duration of a student's high school experience.

Emergency Expulsion or Short-term suspension: (Substantial Disruption of the educational process)

- Administration will investigate the situation.
- Concluding the investigation administration will apply appropriate consequences, which may include suspension. Law enforcement and or juvenile probation may be notified.
- Administration will attempt to use Restorative Justice practices with students

Tobacco/Nicotine Products *(defined as Possession or Use of Tobacco Products, including Vape devices on School District Properties or Events)*: *Career offenses will be totaled over the duration of a student's high school experience.

1st Offense: Other school discipline will be applied by administration, as agreed upon with Parent(s)

- 4 days of lunch detention, 2 hours of afterschool detention

- Drug & Alcohol Intervention Classes with Ellensburg School District Intervention & Prevention Specialist

2nd Offense: 2 days in school suspension (ISS).

3rd Offense: 5 days Short-term suspension (STS).

Drug Products or Alcoholic Beverages (Transmission, Transport, Possession, Use, or Influenced by)**:**
*Career offenses will be totaled over the duration of a student's high school experience.

1st Offense: Parent/guardian will be contacted and law enforcement may be notified.
Emergency Expulsion (Substantial Disruption of the educational process)
•10 day out of school suspension which can be converted to 5 days with the completion of a Professional Drug & Alcohol Assessment.
• Professional Drug & Alcohol Assessment – follow recommendations provided.
• Drug & Alcohol Intervention Classes with Ellensburg School District Intervention & Prevention Specialist

2nd Offense: Parent/guardian will be contacted and law enforcement may be notified.
Emergency Expulsion or Short-term Suspension: (Substantial Disruption of the educational process)
• 10 day suspension
• Professional Drug & Alcohol Assessment – follow recommendations provided
• Drug & Alcohol Intervention Classes with Ellensburg School District Intervention & Prevention Specialist

3rd Offense: Parent/guardian will be contacted and law enforcement may be notified.

• **Long-term Suspension**

Drug Products or Alcoholic Beverages (selling and/or distribution of)**:** *Career offenses will be totaled over the duration of a student's high school experience.

Emergency Expulsion (Substantial Disruption of the educational process)
• Parent/guardian and Law enforcement will be contacted.
• Administration will meet with student, Parent/guardian(s) and Law enforcement to determine appropriate consequences.

Electronic Devices in Classrooms:

1st Offense: Item confiscated by teacher and delivered to the Assistant Principal; student may pick up the electronic device at 3:00 pm

2nd Offense: Item confiscated by the teacher and delivered to the Assistant Principal; parent may pick the electronic device up after school.

Additional Offense(s): School discipline. **Refusal to turn over an electronic device will result in more severe disciplinary action.**

Inappropriate Internet Use:

1st Offense: Other school discipline
2nd Offense: In/out of school suspension
3rd Offense: In/out of school suspension and removal from class without credit.

***** EHS reserves the right to bypass progressive steps at its discretion in the event that the health, safety and welfare of the students and staff may be at risk.**

Mask Policy violation:

1st Offence: Reteach expectations and document warning. Parents will be contacted.

2nd Offence: Reteach expectations, document warning and reminder letter sent to parent/guardian.

3rd Offence: Student will be placed in an alternate learning environment. Final letter sent to parent/guardian.

Search and Seizure:

School officials may search students and their personal property, including that property or facility provided by the school, if reasonable suspicion exists that a student has violated school policy. This includes student lockers, and vehicles parked on school property. Property may be seized which is deemed injurious or detrimental to the safety and welfare of the students and staff, or if school officials have reasonable cause to believe that an illegal act or violation of school rules and regulations is being committed or is about to be committed.

Plagiarism/Cheating:

Plagiarism is the use of another's words, ideas or writings without giving proper credit. It is legally and ethically unacceptable. Teachers will discuss with their student's appropriate techniques and skills that will minimize these situations. Consequences may include:

- zero grade for assignment
- detention and or suspension from school
- withdrawal from class with a failing grade

Disruption of a School Event/Activity

Any student who willfully performs any act, conduct or expression which either materially interferes with or is detrimental to the orderly operation of school, a school-sponsored activity, or any other aspect of the educational process within the Ellensburg School District shall be subject to discipline, suspension, or expulsion. Administrative discretion may be applied to each individual case. Law enforcement authorities may be informed.

Initiations/Hazing

Any student who is involved in the transportation, physical or verbal intimidation, or coercion of a student to perform acts against his/her will either on or originating on school district properties may receive discipline including suspension or expulsion, and legal action may be pursued based on the situation.

Chemical Defense Spray:

A student who inappropriately dispenses a chemical defense spray may be placed on suspension or emergency expulsion.

Harassment/Bullying/Intimidation

Students are prohibited from harassing, bullying, and/or intimidating other students or staff. All HIB reports will be taken seriously, investigated immediately, and appropriate school discipline applied. Identities of victims will be protected if possible.

Gang/Hate Group Symbolism:

Student behavior, dress, signing, or symbolism intended to represent gang or hate group affiliation will not be tolerated on school district grounds or at school sponsored events. Violation of this policy may result in discipline, suspension, and/or expulsion. Students whose behavior is in question may be required to have a parent-administrator-student conference and/or may be required to sign an Anti-Gang Behavior Contract.

Insubordination:
Failure to comply with the reasonable requests of school district staff will not be tolerated. All persons, including students, must, upon request, identify themselves to school personnel in the school building, on the school grounds, or at school sponsored events. Any act of intimidation or coercion by a student directed toward any other student, teacher, administrator, or other school personnel is prohibited. Failure to comply will result in detention, Saturday School, and/or suspension.

Affectionate Behavior:
Students are to refrain from acts of affection that embarrass others while on school property. (For example: holding hands is acceptable, but hugging and kissing is not acceptable behavior.)

Non-Discrimination Policy:
Under the provisions of Title IX of the Education Amendments of 1972 and RCW 28A.85, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or employment program or activity in the Ellensburg school system.

It is the policy of Ellensburg School District to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction. The Ellensburg School District does not discriminate on the basis of disability in admission, access to service, treatment, or employment in its programs or activities. Any complaints of discrimination in violation of federal or state law should be addressed through the building 504 coordinator and in accord with District Policy #3210. Students having a grievance should contact the building principal and/or the district Superintendent.

Complaints Concerning Staff or Programs:
Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent that describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.
B. The principal and staff member shall respond to the superintendent in writing or in person.
C. The superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
D. If the matter is still not resolved, the superintendent shall present the issue to the board. If the board deems the complaint worthy, they may choose to proceed with a hearing.
E. A hearing date will be set. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member, unless the staff member chooses to exercise his or her rights under the open public meeting act. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.
F. Complaints against the Superintendent shall proceed directly to the Board Chair. The Board Chair shall present the complaint to the entire Board. The Board will then proceed as out-lined in step “E”.

Student Discipline Consequences:
EHS strives to maintain a positive and productive environment during the school day, on district properties, and at school sponsored events. We are aware that infractions of school/district policies may occur. The administration reserves the right to bypass the progressive steps outlined below when appropriate and address the other issues as

needed in the event that the health, safety and welfare of students and staff may be at risk. EHS may apply federal and state statutes as situations warrant. The following is a list of infractions and consequences that generally apply:

- No participation in any school co-curricular activities will be permitted until all disciplinary consequences have been fulfilled.
- Any disciplinary action will result in parent/guardian notification.

ELLENSBURG SCHOOL DISTRICT POLICY 3240

Student Conduct and Weapons:

The Board acknowledges that conduct and behavior are closely associated to learning; an effective instructional program requires a wholesome and orderly school environment. The Board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

1. **Respect the rights, person and property of others;**
2. **Pursue the required course of study;**
3. **Preserve the degree of order necessary for a positive climate for learning; and**
4. **Comply with district rules and regulations;**
5. **Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.**

The board also recognizes that schools must take reasonable steps so that students who fail to adhere to the District's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

The superintendent will develop written rules of conduct that will carry out the intent of the board and establish procedures necessary to implement this policy.

The following acts by a student on school premises, at designated school bus stops, or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension or expulsion: disruptive conduct; disobedience to reasonable instructions of school authorities; immoral conduct; vulgarity or profanity; use/possession of tobacco; use or possession of alcoholic beverages, drugs or narcotics not prescribed by a physician; destruction or defacing of school property; extortion or intimidation of another student or a staff member; assault of another student or staff member; stealing; possession or use of any dangerous weapon or object as defined in RCW 9.41.250; 9.41.270; and 9. 41.280; and the commission of any criminal act as defined by law. (Cross Reference-Policy 3233)

Any student in possession of a firearm(s), dangerous weapon(s) or explosive device(s) or a "look alike" on school property, at a designated bus stop or a school-sponsored event will be expelled from the Ellensburg School District. In all such cases, police authorities will be notified by the principal (or designee) of the school.

A dangerous weapon shall include, but not be limited to, the following: any knife; any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; any device commonly known as "throwing stars," which are multi-pointed metal objects designed to imbed upon impact from any aspect; any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; look alike weapons; or any other object not specifically defined in this policy, but intended to result in physical harm to another person.

Appeal, Reconsideration, and Petition

Optional conference with principal

1. If a student or the parent(s) disagree with the district's decision to suspend, expel, or emergency expel the student, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The parent or student may request an informal conference orally or in writing.

2. The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent(s).

3. During the informal conference, the student and parent(s) will have the opportunity to share the student's perspective and explanation regarding the events that led to the behavioral violation. The student and parent will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion. Further, the student and parent will have the opportunity to discuss other forms of discipline that the district could administer.

An informal conference will not limit the right of the student or parent(s) to appeal the suspension or expulsion, participate in a re-engagement meeting, or petition for readmission.

Appeals

Requesting appeal

The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency expulsion have similarities but the timelines differ.

1. A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.

2. When an appeal for long-term suspension or expulsion is pending, the district may continue to administer the long-term suspension or expulsion during the appeal process, subject to the following requirements:

    a. The suspension or expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
    b. The district will apply any days of suspension or expulsion occurring before the appeal is decided to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion; and
    c. If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

In-school and short-term suspension appeal

1. For short-term and in-school suspensions, the Superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.
2. The Superintendent or designee must deliver a written appeal decision to the student and parent(s) in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:
    a. The decision to affirm, reverse, or modify the suspension;
    b. The duration and conditions of the suspension, including the beginning and ending dates;
    c. The educational services the district will offer to the student during the suspension; and
    d. Notice of the student and parent(s)' right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.

Long-term suspension or expulsion and emergency expulsion appeal

1. For long-term suspension or expulsion and emergency expulsions, the Superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email, within one (1) school business day after receiving the appeal request, unless the parties agree to a different timeline. Written notice will include:
   a. The time, date, and location of the appeal hearing;
   b. The name(s) of the official(s) presiding over the appeal;
   c. The right of the student and parent(s) to inspect the student's education records;
   d. The right of the student and parent(s) to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
   e. The rights of the student and parent(s) to be represented by legal counsel; question witnesses; share the student's perspective and explanation; and introduce relevant documentary, physical, or testimonial evidence; and
   f. Whether the district will offer a re-engagement meeting before the appeal hearing.

2. For long-term suspension or expulsion, the student, parent(s) and district may agree to hold a re-engagement meeting and develop a re-engagement plan before the appeal hearing. The student, parent(s), and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

Hearings

1. A hearing to appeal a long-term suspension or expulsion or emergency expulsion is a quasi-judicial process exempt from the Open Public Meetings Act (OPMA). To protect the privacy of student(s) and others involved, the district will hold hearing without public notice and without public access unless the student(s) and/or the parent(s) or their counsel requests an open hearing. Regardless of whether the hearing is open or closed, the district will make reasonable efforts to comply with the Family Educational Rights and Privacy Act (FERPA) concerning confidentiality of student education records.

2. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:
   a. A single hearing will not likely result in confusion; and
   b. No student will have his/her interest substantially prejudiced by a group hearing.

3. If the official presiding over the hearing finds that a student's interests will be substantially prejudiced by a group hearing, the presiding official may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

4. For long-term suspension or expulsion, the district will hold an appeal hearing within three (3) school business days after the Superintendent or designee received the appeal request, unless otherwise agreed to by the student and parent(s).

5. For emergency expulsion, the district will hold an appeal hearing within two (2) school business days after the Superintendent or designee received the appeal request, unless the student and parent(s) agree to another time.

6. The school board may designate a discipline appeal council to hear and decide any appeals in this policy and procedure or to review and reconsider a district's appeal decisions. A discipline appeal council must consist of at least three persons appointed by the school board for fixed terms. All members of a discipline appeal council must be knowledgeable about the rules in Chapter 392-400 WAC and this policy and procedure. The school board may also designate the Superintendent or a hearing officer to hear and decide appeals. The presiding official(s) may not have been involved in the student's behavioral violation or the decision to suspend or expel the student.

7. Upon request, the student and parent(s) or their legal representative may inspect any documentary or physical evidence and a list of any witnesses that the district will introduce at the appeal hearing. The district must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing. The district may also request to inspect any documentary or physical evidence and a list of any witnesses that the student and parent(s) intend to introduce at the appeal hearing. The student and parent(s) must make this information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

8. Upon request, the student and parent(s) may review the student's education records. The district will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

9. If a witness for the district cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness' nonappearance if the district establishes that:
    a. The district made a reasonable effort to produce the witness; and
    b. The witness' failure to appear is excused by fear of reprisal or another compelling reason.

10. The district will record the appeal hearing by manual, electronic, or other type of recording device and upon request of the student or parent(s) provide them a copy of the recording.

11. For long-term suspension or expulsion, the presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) will provide a written decision to the student and parent(s) in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision must include:
    a. The findings of fact;
    b. A determination whether (i) the student's behavior violated this policy; (ii) the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and (iii) the suspension or expulsion is affirmed, reversed, or modified;
    c. The duration and conditions of suspension or expulsion, including the beginning and ending dates;
    d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request; and
    e. Notice of the opportunity for a reengagement meeting and contact information for the person who will schedule it.

12. For emergency expulsion, the district will provide a written decision to the student and parent(s) in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision must include:
    a. The findings of fact;
    b. A determination whether the student's statements or behaviors continue to pose (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process;
    c. Whether the district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the district converts the emergency expulsion to a suspension or expulsion, the district will provide the student and parent(s) notice and due process consistent with the disciplinary action to which the emergency expulsion was converted; and
    d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request.

<u>Reconsideration of appeal</u>

1. The student or parents may request the school board or discipline appeal council, if established by the school board, review and reconsider the district's appeal decision for long-term suspensions or expulsions and emergency expulsions. This request may be either oral or in writing.

2. For long-term suspension or expulsion, the student or parent(s) may request a review within ten (10) school business days from when the district provided the student and parent(s) with the written appeal decision.

3. For emergency expulsion, the student or parent(s) may request a review within five (5) school business days from when the district provided the student and parent(s) with the written appeal decision.

    a. In reviewing the district's decision, the school board or discipline appeal council, if established, must consider (i) all documentary and physical evidence from the appeal hearing related to the behavioral violation; (ii) any records from the appeal hearing; (iii) relevant state law; and (iv) this policy adopted.
    b. The school board (or discipline appeal council) may request to meet with the student and parent(s), the principal, witnesses, and/or school personnel to hear further arguments and gather additional information.

c. The decision of the school board (or discipline appeal council) will be made only by board or discipline council members who were not involved in (i) the behavioral violation; (ii) the decision to suspend or expel the student; or (iii) the appeal decision. If the discipline appeal council presided over the appeal hearing, the school board will conduct the review and reconsideration.

4. For long-term suspension or expulsion, the school board (or discipline appeal council) will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:
    a. Whether the school board (or discipline appeal council) affirms, reverses, or modifies the suspension or expulsion;
    b. The duration and conditions of the suspension or expulsion, including the beginning and ending dates of the suspension or expulsion; and

Annual Review:

The Discipline Review Committee, composed of three parents, three teachers, three students and one administrator, shall meet periodically during the school year to review and/or develop statements pertaining to students' rights, conduct, corrective action, punishment and/or enforcement standards as described in the Student Handbook or the District Policy and Procedures Manual.

District Policies & Administrative Regulations:

All school District policies and procedures are available for review at the Administration Building, 1300 East 3rd Avenue, and at each school library in the District.

Student Records, Directory Information & Student Rights & Responsibilities:

A copy of the School District's policies and procedures pertaining to student records, directory information, and student rights and responsibilities is available for review at each school building.

Medication at School:

Policy 3416 notes that prescribed oral medication may be dispensed to students on a scheduled basis upon written authority and instructions from a parent with a signed and dated verification accompanied with written directions from a licensed physician or dentist. Requests shall be valid for not more than the current school year. The prescribed medication must be properly labeled and be contained in the original prescription bottle. Copies of the authorization for Administration of Oral Medication at School, Form 3416, are available at the child's school.

Wellness Emphasized:

Nurses provide coverage for each of the buildings in the District. They respond to the emergency needs of students and staff, as well as the routine scoliosis tests, hearing/vision screening, immunization, first aid, and other requirements. They also assist with instruction in maturation, weight gain/loss, personal safety, HIV/AIDS, and other medical and mental health issues.

Harassment, Intimidation or Bullying

Harassment at EHS and Off Campus is serious:

If harassment, intimidation or bullying is happening via social media outside of school hours, contact the Ellensburg Police Department and notify EHS administration.

Harassment Policy:

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, which is free from harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment Reporting Procedures:

Any person who believes he or she has been the victim of harassment by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts to the building principal or district superintendent. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

To file complaints related to harassment or to seek counsel and assistance in resolving matters of this nature, contact the school administration.

Any report of harassment will start an investigation by the EHS administration. The investigation may include a letter being sent home, meeting with the parents/guardians and counselors, and progressive discipline

Harassment Reporting – use STOPiT (on your chromebook or the STOPiT App

Take an active role in reducing harassment/bullying by anonymously informing school officials of bullying incidents.

YOU DON'T NEED
TO SPEAK OUT,
TO SPEAK UP!
With STOPit, you have the power to protect yourself and others from harmful, inappropriate, or unsafe behavior.
onebigbulldog
STOP!T
App Store

ELLENSBURG SCHOOL DISTRICT

ACADEMIC CALENDAR FOR THE 2020 - 2021 SCHOOL YEAR

FIRST DAY OF KINDERGARTEN CLASSES - SEPTEMBER 16. 2020

SCHOOL START TIMES	
Mt. Stuart	8:25 AM
Lincoln	8:30 AM
Valley View	8:40 AM
Morgan MS	8:30 AM
EHS	8:25 AM

SCHOOL RELEASE TIMES	
Mt. Stuart	2:45 PM
Lincoln	2:55 PM
Valley View	3:05 PM
Morgan MS	3:00 PM
EHS	3:00 PM

LAST DAY RELEASE TIMES	
Mt. Stuart	10:20 AM
Lincoln	10:30 AM
Valley View	10:40 AM
Morgan MS	10:30 AM
EHS	10:30 AM

LATE START MONDAY TIMES	
Mt. Stuart	9:20 AM
Lincoln	9:30 AM
Valley View	9:40 AM
Morgan MS	9:30 AM
EHS	9:15 AM

EARLY RELEASE TIMES	
Mt. Stuart	12:20 PM
Lincoln	12:30 PM
Valley View	12:40 PM
Morgan MS	12:30 PM
EHS	12:30 PM

LEGEND

- BEGINS-First Day of School
- No School
- ER Early Release Days
- LS - Late Start Mondays
- ENDS Last Day of School

SEPTEMBER, 2020 — 16

M	T	W	T	F
	1	2	3	4
LABOR DAY 7	STAFF DAY 8	9 BEGINS	10	11
14 LS	15	16 K-BEGINS	17	18
21 LS	22	23	24	25
28 LS	29	30		

OCTOBER, 2020 — 22

M	T	W	T	F
			1	2
5 LS	6	7	8	9
12 LS	13	14	15	16
19 LS	20	21	22	23
26 LS	27	28	29	30

NOVEMBER, 2020 — 18

M	T	W	T	F
2	3	4	5	END 6 1ST QTR
9 LS	10	11 VETS DAY	12	13
16 LS	17 ER: K - 8	18 ER: K - 8	19 ER: K - 8	20 ER: K - 8
23 LS	24 ER: K - 8	25 ER: K - 12	26 THANKSGIVING	27
30 LS				

DECEMBER, 2020 — 14

M	T	W	T	F
	1	2	3	4
7 LS	8	9	10	11
14 LS	15	16	17	18 ER - WB
21 WINTER BREAK	22	23	24	25
28 WINTER BREAK	29	30	31	

JANUARY, 2021 — 19

M	T	W	T	F
				1 WNTR BRK
RETURN 4 LS	5	6	7	8
11 LS	12	13	14	15
18 MLK DAY	19	20	21	22
25 LS	26	27	28	END 29 2ND QTR

FEBRUARY, 2021 — 18

M	T	W	T	F
1 SEM BRK	2	3	4	5
8 LS	9	10	11	12
15 PRES DAY	16	17	18	19
22 LS	23	24	25	26

MARCH, 2021 — 18

M	T	W	T	F
1 LS	2	3	4	5
8 LS	9	10	11	12 ER: K - 8
15 LS	16 ER: K - 8	17 ER: K - 8	18 ER: K - 8	19 ER: K - 12
22 SPRING BREAK	23	24	25	26
29 LS	30	31		

APRIL, 2021 — 22

M	T	W	T	F
			1	2
5 LS	6	7	8	END 9 3RD QTR
12 LS	13	14	15	16
19 LS	20	21	22	23
26 LS	27	28	29	30

MAY, 2021 — 19

M	T	W	T	F
3 LS	4	5	6	7
10 LS	11	12	13	14
17 LS	18	19	20	21
24 LS	25	26	27	28 SNOW DAY
31 MEM DAY				

JUNE, 2021 — 14

M	T	W	T	F
	1	2	3	4
7 LS	8	9	10	11 GRADUATION
14 LS	15	16	17	18 ENDS
21	22	23	24	25
28	29	30		

Emergency Procedures

Emergency Lockdown

Secure students

Lock doors

Display Red/Green Card

Prepare to Fortify & Defend

Evacuation

Grab Emergency Procedures & Class Roster

Escort students to Soccer Field

Take roll

Hold up Green/Red to indicate status

Shelter In-Place

Gather students into your classroom

Close & lock doors and windows

Seal doors/windows

Await further instructions

Secure & Teach

Secure students inside classroom

Lock doors

Prepare to "upgrade" response

Resume teaching