

Ephrata High School Student Handbook

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www.ephrataschools.org

The policies and procedures in the handbook are the result of the efforts of the faculty and administration over a period of several years and are intended to help you adjust to the day-to-day operation of our school. The handbook may be viewed at the high school web site: www.ephrataschools.org.

The Ephrata School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and for all students who are interested in participation in educational programs, and/or extracurricular school activities. The district provides equal access to Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district coordinators:

Title IX/Chapter RCW 28A.640, Bryan Johnson, 509-754-5285
Section 504/ADA, Travis Eloff, 509-754-3538
Harassment, Aaron Cummings, 509-754-5285

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Ephrata High School Athletics

The Tiger Way



Core Value	Definition	Standards of Behavior
DEDICATION	Making a full investment in the task, training, and team.	<ul style="list-style-type: none"> ➤ Willing to put in the time ➤ Attend all team functions on time ➤ Doing extra work in the off season ➤ Strong academics ➤ Playing multiple sports
COMPETITIVENESS	Having a fierce and relentless will to win.	<ul style="list-style-type: none"> ➤ Best effort in all situations ➤ Compete to the end regardless of the outcome. ➤ Compete in the classroom, practices and games ➤ Control the controllables: Attitude, Concentration, Effort ➤ No excuses or whining
INTEGRITY	Doing the right thing because it is the right thing to do.	<ul style="list-style-type: none"> ➤ Following athletic code, team rules, school rules, etc ➤ Be honest & loyal ➤ Selflessness - put others first ➤ Positive citizen and role model in class, on the field, and in the community ➤ Don't let your teammates and coaches down
RESPECT	Treating others with dignity and consideration.	<ul style="list-style-type: none"> ➤ Respect teammates & opponents ➤ Respect authority (officials, teachers, coaches, admin.) ➤ Quality SPORTSMANSHIP win or lose ➤ Be positive ➤ Take care of facilities, buses, equipment, restaurants, etc. ➤ Coachable
PRIDE	Being proud of who you are and who you represent.	<ul style="list-style-type: none"> ➤ Enjoy the moment ➤ Take pride in being part of your program and accept total responsibility for passionately playing their part (Embrace the role you have within the program) ➤ Helping others in the program understand Tiger tradition ➤ Represent your school, community, & family well

EPHRATA HIGH SCHOOL MISSION STATEMENT
“Learning for all through excellence in teaching.”

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Philosophy of Ephrata High School
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We Believe In:

- Providing a thorough and balanced academic education of the humanities, mathematics and sciences.
- Recognizing the diversity and learning styles of all students.
- Challenging their potential, preparing each upon graduation for additional education, vocational training, employment, and life.
- Each student’s individual strengths that must be found, fostered, and challenged in order for each student to succeed and contribute to his/her family, community and world.
- Providing a safe and comfortable environment in which teachers can teach and students can learn.
- Implementing useful strategies to learn new information, perform new tasks, set goals and evaluate progress in a meaningful context.
- Reinforcing appropriate behavior and life skills in order for students to participate in society and to enjoy a productive life.
- Each student’s ability to develop and convey respect to self, parents, students, staff and other adults.
- Providing a wide variety of extra-curricular opportunities in academics, the arts, athletics, community service, and vocational training.

•—————•
Desired Learning Outcomes
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In order to graduate from Ephrata High School, students will:

Academically

- Demonstrate proficiency in core academic subjects (the humanities, mathematics, and science) by meeting the district’s adopted graduation requirements.
- Think logically, analytically, and creatively to form reasoned judgments and become effective problem-solvers.

Vocationally

- Have successfully completed coursework focused upon employment skills such as teamwork, goal-setting, problem-solving, communications, and learning new skills (i.e. industrial arts, business, fine arts, home and family courses as well as standard academic coursework).
- Demonstrate a positive work ethic.

Personally

- Demonstrate reading, writing, speaking and presentation skills in order to explain personal plans and visions for post-high school training, work or education.
- Be conscientious citizens who serve in the community.

Socially

- Demonstrate an understanding, acceptance, and respect for the diversity among people without compromising personal beliefs or values.
- Explain citizenship at the local, state, national and global levels and describe his/her own personal experience within that community.

Daily Schedule

MONDAY COLLABORATION SCHEDULE

Period	Begins	Ends
Collaboration	7:45	9:00
Period 1	9:10	9:54
Period 2	9:58	10:42
Period 3	10:46	11:30
Lunch A	11:30	12:00
Period 4A	11:34	12:18
Lunch B	12:18	12:48
Period 4 B	12:04	12:48
Period 5	12:52	1:35
Period 6	1:39	2:22
Period 7	2:26	3:10

TUESDAY – FRIDAY

Period	Begins	Ends
Period 1	8:10	8:57
Period 2	9:01	9:48
Advisory	9:52	10:22
Period 3	10:26	11:13
Lunch A	11:13	11:43
Period 4A	11:17	12:04
Lunch B	12:04	12:34
Period 4 B	11:47	12:34
Period 5	12:38	1:26
Period 6	1:30	2:18
Period 7	2:22	3:10

Academics

Grades and Graduation Requirements

Grading Practices – Grades of Record

Courses receiving credit are posted to permanent records at the end of each semester. These grades are also recorded on report cards given to students. Grading practices are determined by individual faculty members and are subject to periodic review by the principal. Students with questions regarding grading practices should talk to a counselor and the teacher.

Grade Point Averages

Grade point averages are determined from an analysis of marks earned in grades 9-12. At Ephrata High School, all grades except P (pass) and F (fail) grades are computed.

Incomplete or No Credit Grades

An “I” (incomplete) or “NC” (no credit) grade must be made up within two weeks after the semester. Teachers will notify the student of an incomplete by the day the grades are turned into the office.

Grade Changes

Grade changes must be completed within two weeks of the end of the semester with teacher approval. After the two-week window, teacher and administrative approval will be required for grade changes.

Honor Roll

The honor roll is computed each semester. Student requirements for honor roll include:

- Being enrolled in at least five subjects that earn a letter grade.
- Having no grades lower than a "C."
- Achieving a minimum grade point of 3.5.

Graduation Requirements

Ephrata High School requires students to complete 24 credits to graduate. Students receive .5 credit per semester for each course completed. Students must be enrolled the final semester their senior year to receive a diploma. More details are available in the counseling center. Students are also required to complete a graduation pathway, take the required state assessments, and complete a High School and beyond plan.

Graduation Requirements Class of 2022 and Beyond

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	3 credits
Arts*	2 credits
Health/Fitness	2 credits
World Languages*	2 credits
General Electives	3 credits
Career & Technical (CTE) Digi Tools/Micro (1credit) Your choice (1 credit)	2 credits

**Indicates a Personal Pathway course option.*

1 Art credit and 2 World Language credits can be substituted through Personal Pathway.

In order to complete the requirements for the Certificate of Academic Achievement, a student must pass the state required assessments in English Language Arts, Math, and Science.

Gold Honor Cord

Graduating seniors may receive a gold honor cord if they hold a cumulative GPA of 3.6 or higher at the time of graduation. Please note that the Gold Honor Cord is not to be confused with being on Honor Roll (computed each semester).

Red Activity Cord

Graduating seniors may receive a red activity cord if they have participated in a sport or activity for any three years while in attendance at the high school. Consideration of a transfer or new student status is important and they may receive credit at Ephrata High School for activities they participated in at a previous high school. Injury situations may also be considered for athletics.

High School and Beyond Plan

A HSBP is required for graduation. More information is available online at the EHS website.

Credits

Earning Credits by Alternative Means

Students who have failed a class will be encouraged to seek alternate means of meeting the requirement including credit retrieval, summer school, and on-line courses.

College in the High School

College in the High School is a program that provides college courses at EHS in partnership with EWU and BBCC. These classes offer a challenging college curriculum to students who want to earn the college credits without leaving the high school environment. The college credits earned will count towards both high school graduation and a college degree. These classes are free for the students who pass the placement test. Books and materials are provided by the high school. Additional information is available in the counseling center.

Running Start

The Running Start program provides an opportunity for juniors and seniors to earn college credits. EHS students may attend Big Bend Community College on a full-time or a part-time basis. The college credits earned will count towards both high school graduation and a college degree. Running Start classes are free for students who pass the placement test; otherwise, students are responsible for tuition. Students must provide their own transportation and pay for their own books and materials. Additional information is available in the counseling center.

Tech Prep

Tech Prep is an educational opportunity that prepares students for technical occupations. Through a partnership between Ephrata High School, Big Bend Community College, State Community Colleges Consortium, and local industry, Tech Prep programs help students get a head start on a college education while still in high school. Students enrolled in Tech Prep approved courses and receive a “B” or better grade, may obtain college credit as well as high school credit. This also allows advanced placement in BBCC technical programs leading to certification and/or a degree.

Counseling Office and Related Services

Guidance and Counseling Services

Counselors are available to assist students in need of academic, vocational, and personal counseling. Services include:

- Individual five-year plan development.
- Vocational and career guidance.
- Test interpretation – ASVAB, PSAT, SAT, and ACT..
- Freshman and new student orientation.
- Registration and scheduling assistance.
- Coordinating programs/presentations from outside sources.
- Assisting seniors with graduation requirements as well as post-graduation needs (applications, transcripts, scholarships, financial aid).
- Referrals to appropriate outside programs/agencies.

Students wishing a schedule change must see a counselor before/after school or during lunch. The counselors will schedule an appointment to discuss the request. Administrative approval is required for a schedule change. **Schedule changes must be done within the first two weeks of the semester.**

Student Assistants

Student assistants, library assistants, kitchen helpers, and office assistants may be enrolled when the student meets these criteria:

- Be an 11th or 12th grade student.
- Make prior arrangement with the teacher or staff member.
- Students will earn .25 credit per semester.

Peer Tutors

Peer tutors work with special needs students and with elementary and middle school students. Any student enrolled in the Vocational Tutor program must receive blood borne pathogen training. It is also recommended that students receive immunizations for Hepatitis B and Influenza. Peer tutors earn .5 credit per semester.

Students with tutor classes at Columbia Ridge, Parkway or the Middle School will be required to provide their own transportation (subject to completion of an application with parent and administration approval). Applications to drive to peer tutor classes are available in the high school office.

Books and Supplies

Texts are supplied without charge. Students are responsible for the cost of replacing material or property that is lost, stolen, or damaged due to negligence. **A student's grades, transcripts or diploma may be withheld until restitution is made.** While the school provides most materials and supplies, a student who wishes to build or create a costly project for his/her personal use will be required to purchase the necessary materials.

Fees

- a. Art Supplies – Any student enrolled in an art class will be assessed a materials fee for the school year.
- b. Music Classes – Students enrolled in band and choral music will be assessed a uniform/robe cleaning fee, folder fee and must purchase an ASB Card.
- c. Shop Classes – Students will pay a materials fee.
- d. PE Classes – Students are required to purchase a PE uniform.
- e. ASB Cards – To be a member of the Associated Student Body of Ephrata High School, a student must purchase an ASB card. The card allows admission to all home games (except tournaments) and discounted prices at away games. Students who wish to hold ASB office, belong to school clubs, or participate in athletics, cheerleading, or dance team must have an ASB card. Students enrolled in choir and bands are required to purchase an ASB card since ASB-owned equipment serves these classes.
- f. Athletics – Individual sports may require the purchase of spirit packs, practice shirts, socks, or other personal items.
- g. Yearbook – Prices will be based on what the student would like on his/her custom ordered yearbook.

Traffic Safety Program

Traffic Safety Education (TSE) courses are provided by 911 Driving School and Cruisers. Information can be obtained at the high school office.

School Procedures

General Information

Telephone Messages and Materials

Telephone messages and deliveries from parents/guardians or employers are discouraged. Notes will be delivered as soon as possible. The office personnel are not responsible for messages not received or acted upon by students.

Locker and Lock Information

Students may request a locker. PE lockers are for PE items only. Students will be provided a lock for their PE lockers. Personal locks are not allowed. Students are responsible for loss or damage to items in their lockers and should lock them and keep the combinations confidential.

Lockers are not 100% secure. Students are cautioned not to bring large amounts of money or other valuables to school. The school takes reasonable security measures; however, personal items including electronics and cell phones are brought to school at the risk of the owner.

Lockers remain the property of the school district. School officials and staff have the right, authority, and responsibility to inspect student lockers (see district policy #3232).

Health Services

All students are required to complete the student health information form. The district nurse can offer students and their family information on government insurance programs and services. Any medications to be dispensed during school hours must have a doctor's note and be kept in the office (district form required – available in the office). This includes over-the-counter medications such as cold pills, cough drops, ibuprofen, etc.

Fire Drill, Lock Down, and Other Emergency Procedures

Students will practice drills for emergency procedures. The EHS crisis team and the entire staff are trained in the comprehensive safety plan used throughout the school district. In the event of an emergency situation, parents or guardians should listen to local radio stations and/or refer to the school district website.

Pesticide Use

Students and staff will be pre-notified in writing at least 48 hours in advance of Ephrata School District applying a pesticide. The *Pesticide Application Notice* will be sent home to parents. The 48-hour notification is not required if students will not occupy the building for two days following the application. Notification will also be posted at the school and grounds where the pesticide application will take place.

After a pesticide is applied, a notice at each major entry point of the property will indicate the name, date, time, and specific location of the application. The notice will list the pest for which the application was made. It will remain posted for a minimum of 24 hours. Pre-notification is not required for an emergency application to control stinging pests, however, the *Pesticide Application Notice* along with pertinent information will be posted at the site.

Dances

Dances are sanctioned and financed by the ASB and with the exception of formal and semi formal events, are limited to EHS students. Inappropriate dancing is not allowed. Students must dress appropriately for all dances. Chaperones have the right to remove students from dances if their behavior is inappropriate. Students not in good standing at school may be denied admission.

Guest passes are required for formal and semi-formal dances and must be obtained through the high school office in advance of the event. Guests are subject to all the rules and regulations governing EHS students while on campus and hosts are responsible for their guest's behavior at EHS events.

Criteria for granting a guest pass:

- Students are limited to one guest per event.
- Students below 9th grade will not be issued a guest pass.
- Students 21 or older will not be issued a guest pass.
- Picture identification is required for all guests.
- Students who are not attending school or who did not graduate from high school are not eligible for a guest pass.
- Students are subject to a background check from their school and may be denied a pass based on discipline record.

Visitors

Visitors, especially parents and guardians, are welcome. However, EHS students must obtain permission from the administration for student guests one day in advance. Please observe the following criteria in requesting a pass

- No visitors on testing days.
- A visiting student must be on a legitimate break from his or her own school.
- Student guests must be in grades 9-12.
- **No guests will be allowed to visit the first two weeks of school or the last two weeks of school.**

All visitors must register in the office and wear a guest pass. The student must accompany his or her guest throughout the day and will be responsible for his or her conduct.

Withdrawing From School

Students who are transferring or leaving Ephrata High School must bring evidence of parental or guardian approval for the withdrawal. Once provided the withdrawal form, the student is to return all textbooks, library materials and other school property. The completed form must be returned to the office for final approval. Transcripts will be forwarded when all fees and fines are paid.

Student Automobiles

Parking on school property is a privilege, not a right. Students driving to school may park in the blacktop area between the main building and the old gym or in front of the tennis courts. Parking in staff parking lots is reserved for staff members and visitors. Unauthorized vehicles may receive a parking ticket or towed at the owner's expense. **The Ephrata School District assumes no responsibility for items lost or damaged in student parking areas.**

Food and Beverages

It is the responsibility of all students and staff to keep our campus clean. Food and beverages are not allowed in the classrooms, unless it is a special occasion determined by the teacher. Water in a clear container is allowed in the classroom.

Restricted Campus Policy (District Policy #3242)

Ephrata High School will be an open campus for grades 9-12. Freshman students may go off campus via walking only (they will not be permitted to leave campus in another student's vehicle during the lunch period). Students must sign out at any other time in the day.

Leaving campus during lunch is a privilege not a right, and may be withdrawn due to disciplinary violations or attendance and/or tardy problems.

School Bus Expectations

The Ephrata School District shares the responsibility with parents for student safety and conduct to and from school. To ensure the safety of all, bus rules have been established. The driver is in complete charge of the bus and passengers. Passengers must obey the driver promptly at all times. Drivers, coaches, teachers and chaperones expect students to be attentive to the rules anytime students are traveling by bus. Students not following bus rules are subject to disciplinary action.

Athletics and Activities

Participation in athletics and activities depends upon conforming to eligibility rules, some required by the Washington Interscholastic Athletic Association, and some required by Ephrata High School. Students and parents are required to sign the appropriate athletic or activity code prior to participation. These forms may be obtained in the high school office.

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Attendance
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Students need to be proactive, by meeting with teachers, counselors or administrators, if they have attendance problems.

Attendance Regulations and Procedures

Research has shown that successful students have regular and punctual attendance. Regular attendance also establishes habits of punctuality and dependability; qualities that will be valuable to students throughout their adult lives (see district policy #3122).

- Contact from parent/guardian is required in all cases of absence or dismissal before the end of the school day.
- Parents must call the office or students must bring a note from a parent/guardian for each absence.
- Absences must be cleared within two school days.

General Student Procedures

- Students arriving late must sign in at the office.
- Students fifteen or more minutes late to class will be considered absent.
- Students must sign out in the office when leaving school for any non-school related reason. Students will sign back in when returning. Students with off-campus privileges are not required to sign in and out at lunch time.

Excused Absences

- School-related absences.
- Illness or emergencies such that advance notice is not possible.
- Routine medical and dental appointments.
- Legal appointments.
- Pre-arranged absences (see below).
- Absences resulting from discipline action.

Pre-arranged Absences

These must be arranged through the office (WAC 180-44-030). Requests will be handled by the school administration on an individual basis dependent upon attendance, behavior, and academic progress.

Unexcused Absences

Absences not falling under the above criteria will be classified as unexcused. It will be school policy to handle unexcused absences as follows:

- Detention may be assigned.
- Loss of all make-up privileges and/or school activities may occur.
- Truancy procedures will be implemented. (RCW 28A.225.020, 28A.225.025, 28A.225.030).

Becca Bill Truancy Procedure – Unexcused Full Day Absences	
Days Absent (unexcused)	INTERVENTION
1 day in a month	Parents informed via phone
2 days in a month	Conference scheduled with the parents and an attendance agreement may be put into place between the student, parent, and school.

5 or 7 days in a month	School will file a truancy petition with the courts. Student may be referred to the community engagement board.
10 days in a year	School will file a truancy petition with the courts. Student may be referred to the community engagement board.

Chronic Absenteeism

Chronic absenteeism is defined as a student missing 10% or more of a single school year.

Tardy Procedures

Students signing in late will receive a tardy slip indicating if the tardy is excused or unexcused. Students will work with their teachers to make-up tardies. If a student is referred to the office as a result of excessive tardies, the student may be assigned detention. Students 15 minutes or more late to class will be considered absent.

Make-Up Work

It is the students' responsibility to make-up assignments when they are absent.

- Unexcused absences may not have make-up privileges.
- Students will be allowed at least one day more than the number of days absent to complete make-up work.
- If students are going to be absent more than two days, assignments can be arranged by calling the office.
- Teachers may impose stricter attendance/grading procedures in their course syllabus.

Athletics/Activities

A student must be in attendance at school all day in order to participate in a school practice, performance, or contest. Funeral attendance, legal appointments, and reasonable time for medical or dental appointments are allowed. These absences must be pre-excused through the high school office in such cases. Other exceptions must be pre-excused by the Athletic Director or Principal.

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Common Expectations
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Common Expectations of Student Behaviors

Discipline is the development of self-control and proper consideration for other people.

Classroom Responsibilities

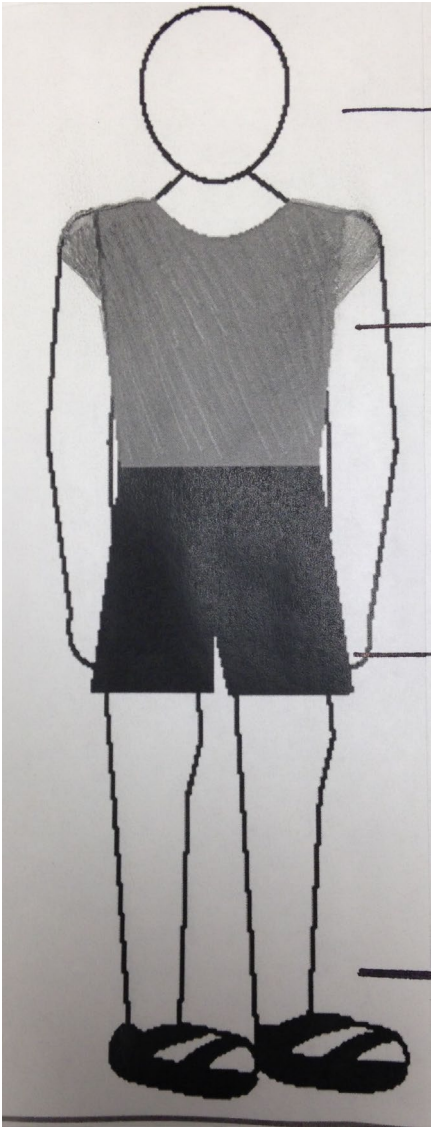
Students are expected to:

- Be respectful of others.
- Be in an assigned area and/or seat prepared to work by the final bell.
- Have all common supplies with him/her when entering classes.
- Be attentive and cooperative with teachers' directions, instruction, and expectations.
- Be on task and not disrupt others.
- Do their own work on assignments, tests, or projects. Cheating and plagiarism will not be tolerated. Engaging in cheating and plagiarism will result in failure of the assignment and a referral to administration.
- Request and make-up work missed during any absence from school in a timely manner.
- Complete assigned work in order to maintain academic progress.
- Sign and follow the Acceptable Use Policy for the Ephrata School District's electronic information network.
- Refrain from using foul or inappropriate language on campus and school functions.
- Follow the Ephrata High School dress code.

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

EHS Dress Code

Student dress shall be neat, clean, and within the bounds of decency, health, and safety. Dress and appearance is the responsibility of the parent and the student; however, dress and appearance shall not be disruptive to the educational process or learning objectives. Students need to dress appropriately to learn. A student who wears clothing that disrupts the educational process will be referred to an administrator (see district policy #3224).



Heads: Students must remove hoods while in the buildings.

Torso: Clothing must cover stomach, backs, shoulders, chest, and undergarments. No shirts with oversize arm holes, halter tops, tube tops, bare midriff shirts, and spaghetti strap tops. Shirt must have sleeves (no tank tops). Necklines no lower than armpits. No see-through shirts/dress, attire.

Legs: Shorts, skirts, dresses (with or without leggings) must be clearly longer than the longest finger with shoulders relaxed and arms at your sides. Holes in clothing must also be clearly below that of the longest finger when relaxed and dropped at your sides.

Feet: Footwear must be worn at all times appropriate to the activity.

- Other Guidelines**
- No bandanas, sunglasses, or hoodies may be worn. (Exceptions will be made for medical, religious, and other approved reasons)
 - Designated days are allowed for students to dress to the theme for events such as homecoming week.
 - Clothing or jewelry advertising drugs, alcohol or tobacco, or demonstrating obscene language, harassment, violence or double meanings (innuendo) are not allowed.
 - Any items that are evidence of membership in or affiliation with a gang are not allowed.
 - Trench coats are not allowed.
 - No pajamas or pajama like attire.

***Excluding approved activity & sport uniforms.**

Implemented 8/26/11

Consequences for violating the EHS dress code will be:

- **First offense:** The student will make the appropriate corrections at school or may be sent home if necessary to make the corrections. The student will receive an infraction letter. They will be required to read and sign the EHS dress code.
- **Second offense:** The student will make the appropriate corrections at school or may be sent home if necessary to make the corrections. The student will receive an infraction letter. The EHS dress code will be sent home with the student for parent’s signature and returned the following day.
- **Third offense:** The student will be given consequences same as in Second offense AND student will be assigned 1 hour of detention to be completed by the end of the following day.
- **Subsequent offense(s):** Students will receive discipline subject to administrative discretion such as detention, in-school suspension, or out-of-school suspension.

Student Electronic Device Use

Personal electronic devices, including but not limited to cell phones, smart watches, iPods, CD players, MP3 players, video game players, etc., create a disruption to the educational process. We recognize that personal electronics, if used appropriately, can enhance student learning. They can also create a disruption if not used appropriately. It is important that students learn how to use electronics in a responsible and respectful manner. Electronic devices have been and will continue to be targets of student theft. When stolen, they are seldom recovered. Students that bring such devices to school, do so at their own risk and the school does not accept responsibility for the loss of any such item.

Personal electronic devices and headphones/ear buds need to be off and put away during class times. Class sessions are measured “bell to bell.” Teachers expect to be able to teach, uninterrupted during these class times. Students are able to use electronics between classes, at lunch time, before and after school. If a student elects to not follow these rules, their electronic device may be confiscated and they will be subject to disciplinary action.

NOTE: Teachers may allow for exceptions, within their own classroom, for special circumstances.

Consequences for violating electronic device use policy:

First Offense: Device will be held by the teacher until the end of the class.

Subsequent offenses: Device will be held in the office until the end of the school day. The student and parent will sign an infraction form. Student will be assigned one hour of detention to be served by the end of the following school day. Student will be required to check in/out their device at the office for five school days.

NOTE: If the incident also includes violation of other school rules, additional discipline may be applied subject to administrative discretion.

Student Electronic Device Infraction Procedure:

- Teacher confiscates device from the student
- The electronic device will be delivered to the office
- Secretary will place the confiscated device in a secure location
- Discipline will be administered according to above procedures

If the student refuses to give the electronic device to the teacher, the teacher will explain choices to the student of giving device to the teacher, or facing further consequences.

If student still refuses, without further confrontation, the teacher will call the office and request an administrator or security to remove the student from class.

The student will be escorted to the office and receive discipline for electronic device use infraction and for defiance.

Disciplinary Consequences

Administrative action as a result of referral will be determined by the severity of the misconduct and past record of behavior. Ephrata High School follows the progressive discipline policy. Steps may include:

- Conference with the student
- Detention assigned
- Conference with student and parent/guardian
- Restriction to campus
- School activity suspension
- Report to the proper authorities (police, probation officer, etc.)
- In-School suspension (WAC 180-40-245)
- Short term suspension from 1 to 10 days (WAC 180-40-245)
- Long term suspension from 11 to 90 days (WAC 180-40-260)
- Emergency expulsion (WAC 180-40-295)
- Expulsion (WAC 180-40-275)

Exceptional Misconduct

Certain behaviors have serious negative impacts on school climate. These behaviors interfere to such a degree that the student will be immediately referred to a building administrator for appropriate consequences, which may include a referral to local law enforcement. Exceptional misconduct by a student while on school property (or in reasonable proximity) or at any school-sponsored activity on or

off school property are prohibited and shall constitute cause for discipline which may include suspension or expulsion by authorized school district authorities.

Exceptional misconduct as listed below or infractions of civil laws can result in immediate out-of-school suspension because of their serious nature or because of their disruptive effect upon the operation of the school (WAC 180-40-245, 180-40-260, WAC 180-40-275, WAC 180-40-295).

The following misconduct is considered exceptional misconduct:

1. Bringing a weapon to school, in locker, in a vehicle, or on school grounds.
 - a. A firearm violation will result in an automatic one-year expulsion (RCW 28A.600.010).
Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, (unless modified by the superintendent), notification of law enforcement and parents, and is subject to appeal.
 - b. A knife or other weapons violation will result in an automatic suspension.
2. Use, threat, or possession of explosives, fireworks or look-alike products or related materials, including bomb threats and false fire alarms. Any student making a bomb threat will be placed on emergency expulsion.
3. Possessing drugs, drug paraphernalia or being under the influence of illegal substances or over the counter medications, or alcohol possession.
4. Drug or alcohol distribution.
5. Arson.
6. Fighting, assault, or threat.
7. Instigating fights or assaults. Encouraging by watching a fight may result in a suspension.
8. Vandalism of student, faculty or school property.
9. The Ephrata School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying.

Ephrata High School strives to provide students with the optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, **it is a violation of district policy #3207 for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.**

“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 race, 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, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying should **report to school personnel as soon as possible or complete an Incident Reporting Form that are available in the office.**

10. **Gangs and Gang Behaviors:** Gang-type behaviors create not only a disruption to the educational environment of a school, but also an unsafe environment. Therefore, district policy prohibits any gang-related involvement and activities at school, during school-related functions, or on any school district property at any time. Ephrata High School has identified gang activity and/or involvement as:
 - a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evident of membership in or affiliation with a gang (including tattoos).
 - b. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes), showing membership in or affiliation with a gang.
 - c. Using any speech or committing any act to further the interest of any gang or gang activity, which includes but is not limited to:
 - i. Soliciting and/or initiating others for membership in any gang.
 - ii. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - iii. Committing any illegal act or violation of school district policies (Ephrata School District Policies #3224 and #3240).
 - iv. Inciting other students to act with physical violence upon any other person.
 - v. Engaging in intimidation, fighting, assault or threat to assault others.
11. Extortion.
12. Obscene or disruptive material.

13. Negligent or reckless driving.
14. Possession or use of tobacco on school district property.
15. Robbery or theft of student, faculty, or school property.
16. Willful disobedience by refusing to follow reasonable directions of school personnel.
17. Failing to comply with the restricted/closed campus policies.

Alcohol, Tobacco, and Drugs – Procedures to maintain an alcohol, and drug-free school

The district continually strives through established curriculum to develop in students an awareness of the harmful effects of controlled substances and alcohol.

Under the Influence or in Possession

If there is reason to believe that a student reporting to school or a school-related function is under the influence or in possession of alcohol or controlled substances, the student shall be subject to the following disciplinary measures:

First Offense: Possible short-term suspension for possession of drugs, drug paraphernalia, alcohol or being under the influence of drugs or alcohol. Law enforcement may be notified.

Second Offense: Possible Long-term suspension for possession of drugs, drug paraphernalia, alcohol or being under the influence of drugs or alcohol. Law enforcement may be notified.

Third Offense: Possible expulsion from school. Notification to law enforcement will take place at this time.

Distribution

If there is evidence that a student is distributing alcohol or controlled substances in the school or on school property, the student shall be reported to law enforcement officials and suspended or expelled.

Tobacco

Students are not allowed to be in possession of or use tobacco products on the high school campus or at school events. This includes vape devices and vape related materials.

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Other Student Responsibilities
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Responsibilities outside of the classroom and at school-sponsored activities

While at school or school-sponsored events (whether on or off campus), students are expected to:

- Act respectfully to guests, students, teachers, and other staff.
- Demonstrate good sportsmanship at athletic events.
- Be courteous at assemblies, music and drama productions, or with guest speakers.
- Avoid pushing and shoving, running in the building, or acting in an unsafe manner.
- Not engage in improper or public displays of affection.
- Avoid littering.
- Stay out of areas declared off-limits such as the parking lots, balcony, or unsupervised areas.
- Not loiter in commons after the first bell or on campus while an off-campus student.
- Park in the approved student parking lots.

Academic Progress

If a student is failing to make academic progress, faculty and staff may intervene in the following ways.

Teacher-assigned consequences may include

- A conference with the student.
- Tutoring.
- Parent/guardian notification and conference.
- Referral to the counseling center or an administrator.
- Referral to credit retrieval.

Counselor or administrative action as a result of a teacher referral may include:

- Student and Parent/Guardian contact.
- A meeting with all teachers involved.
- Academic contract
- Change of schedule or a modified day schedule.
- Recommendation to Sage Hills High School for Credit Retrieval.
- Suspension from classes/school.

Family access to a student’s grades and attendance is available by contacting the high school office.

Library Resources

We encourage all of our students to take full advantage of every resource the library offers. Go to the EHS homepage and to the library under learning resources.

Public Participation – Special Education (WAC 392-172-588)

Notice of Availability

Any application and any required policies, procedures, evaluation plans, and reports relating to the district's special education program are available for public review and comment through the district's special education office. Please call 754-3538 for further information.

Public Participation

The district welcomes public participation and input regarding the planning and operating of the district's special education program. Please call 754-3538 for further information.

Confidentiality of Student Information (FERPA)

Under the Family Education Rights and Privacy Act Regulations (FERPA) all information related to individual students (personal, academic, health, discipline, and other) shall be treated in a confidential and professional manner.

Annual Nondiscrimination Notification

The Ephrata School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities. The Ephrata School District offers classes in many career and technical education program areas under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact, Sarah Vasquez, CTE Director, 333 4th AVE NW, Ephrata, WA 98823, 509-754-5285. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Name and/or Title: Sarah Vasquez, CTE Director Address: 333 4th AVE NW, Ephrata, WA Telephone Number: 509-754-5285 Email: svasquez@ephrataschools.org

Notificación anual de no discriminación

El Distrito Escolar de Ephrata, en sus programas o actividades, no discrimina sobre la base del sexo, la raza, el color, el origen nacional, la incapacidad o la edad. El Distrito Escolar de Ephrata ofrece clases en muchas áreas del programa de educación profesional y técnica de acuerdo a su política de admisiones abiertas. Para más información sobre los cursos de CTE (sigla en inglés de educación profesional y técnica) ofrecidos y los criterios de admisión, comuníquese con Sarah Vasquez, Directora de CTE, 333 4th AVE NW, Ephrata, WA 98823, 509-754-5285. La falta de competencia en el idioma inglés no será una barrera para la admisión y la participación en los programas de educación profesional y técnica. Se han designado a las siguientes personas para que manejen las consultas sobre las políticas de no discriminación: Nombre y/o Título: Sarah Vasquez, Directora de CTE Dirección: 333 4th AVE NW, Ephrata, WA Número de teléfono: 509-754-5285 Correo electrónico: svasquez@ephrataschools.org

Ephrata School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX, Bryan Johnson, 509-754-5285; Section 504/ADA, Travis Eloff, 509-754-3538; Civil Rights Compliance, Aaron Cummings, 509-754-5285; OCR Compliance Officer, Sharon Scellick, 509-754-2474.

El Distrito Escolar de Ephrata no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Title IX, Bryan Johnson, 509-754-5285; Section 504/ADA, Travis Eloff, 509-754-3538; Civil Rights Officer, Aaron Cummings, 509-754-5285; OCR Compliance Officer, Sharon Scellick, 509-754-2474.