

# Elma

# Middle

# School



*"Creating the Path for Tomorrow"*

Student Handbook  
2023-2024

## Elma Middle School Office Hours

Monday through Friday

7:30 a.m. to 4: 00 p.m.

Main Office Telephone:

360-482-2237

Fax 360-482-4872

*(All student absences must be excused within 24 hours of absence.)*

## Elma School District

Chris Nesmith, Superintendent

### Board of Directors:

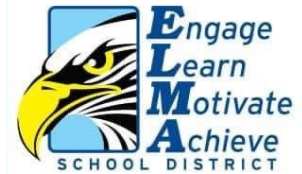
Jamie Bailey

Bernadette Bower, Chair

Ryan Cristelli

Michael Smith

Stephanie Smith



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Elma 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 Coordinator

Name and Title: Chris Nesmith, Superintendent  
Address: 1235 Monte Elma Road, Elma, WA 98541  
Telephone Number: (360) 482-2822  
Email: cnesmith@eagles.edu

### Section 504/ADA Coordinator

Name and Title: Kathleen Gallagher SPED Director  
Address: 1235 Monte Elma Road, Elma, WA 98541  
Telephone Number: (360) 482-1123  
Email: kgallagher@eagles.edu

### Harassment, Intimidation, Bullying Compliance Officer

Name and Title: Chris Nesmith, Superintendent  
Address: 1235 Monte Elma Road, Elma, WA 98541  
Telephone Number: (360) 482-2822  
Email: cnesmith@eagles.edu

### McKinney Vento Homeless/Foster Care Liaison

Name and Title: Wendy Beldin, Assistant Principal  
Address: 1235 Monte Elma Road, Elma, WA 98541  
Telephone Number: (360) 482-1052  
Email: wbeldin@eagles.edu

For complete Elma School District Board Policies and Procedures,

visit <https://app.eduportal.com/public/folders/list/68915/1098517>.

# EMS Staff

## **6th Grade**

Ms. Adams Johnson-ELA/Social Studies  
Ms. Dodd-Math/Science  
Mrs. Callahan-ELA/Social Studies  
Ms. Meister-Math/Science

## **7th Grade**

Ms. Anderson-Math  
Ms. Cristelli-ELA  
Mr. Gaskins-Social Studies  
Mr. Seaberg-Science

## **8th Grade**

Mrs. Hinderlie-ELA  
Ms. Jump-Science  
Mrs. Monroe-Math  
Mr. Zwarun-Social Studies

## **Mixed-Grade Levels**

Mr. Bonilla-Special Services  
Mrs. Fielding-CTE Electives  
Ms. Layland-CTE Elective  
Mr. Holliday-Counselor  
Mrs. Leon-Special Services  
Mr. Ruggles- PE  
Mr. Stephan-ELL  
Ms. Vetter-CTE Electives  
Mr. Zassenhaus-Band/Choir/PE

## **Student Support**

Ms. Bogar-Special Services  
Mrs. Burke-Math Support  
Mrs. Escalante-Student Support  
Ms. Hogue-Special Services  
Mrs. Horton-Nurse Tech  
Mrs. O'Hagen-Special Services  
Mrs. Shapansky-Library Tech  
Mr. Harding-Campus Safety Tech  
Ms. Schultz-Campus Safety Tech

## **Maintenance/Custodial**

Ms. Gumeson-Custodian  
Ms. Wood- Lunch Custodian

## **Office**

Ms. Ferrier - Financial/Athletics  
Mrs. Nauman-Attendance/Registrar

## **Food Services**

Ms. Tyner  
Ms. Loiselle  
Ms. L'Africain

## **Administration**

Ms. Holme-Secondary Principal  
Ms. Moore-Assistant Principal  
Ms. Kershaw-CTE Director  
Ms. Gallagher-Special Services Director  
Mr. Bogar-Transportation Director

# Expectations

## EMS Expectations

1. All students and staff are expected to be able to feel safe and valued at EMS.
2. All students and staff are expected to be treated with respect, dignity, consideration and fairness.
3. All students and staff are expected to make thinking and learning a priority as well as an opportunity for all.
4. All students and staff are expected to be future-focused at EMS.
5. All students and staff are expected to care for our school building and school materials with responsible and nondestructive actions.
6. All students are expected to follow the reasonable directions of staff team members the first time given.
7. All students are responsible for knowing and following building/classroom routines and rules.
8. All students are expected to have permission before leaving their classroom/area and honor the trust provided them to do so.
9. All students are expected to keep their hands, feet and body parts to themselves.
10. All students will be accountable for their decisions, actions, and behaviors.

### Academic Honesty

True learning depends upon academic integrity and experience. Academic dishonesty interrupts and delays the learning process. Cheating comes in many forms such as: copying assignments, wandering eyes, and/or plagiarism. This list is not exclusive.

### Clubs/Activities/Sports Academic Requirements

EMS School puts a high value on academics for our students. Students must be passing a minimum of five classes in order to be eligible to participate in fieldtrips related to clubs, activities and sports.

### Interventions

When students are not progressing as they should be intervention steps will be planned and agreed upon by staff, student and parent to correct and direct behaviors that may prohibit student success.

### Productivity

Students are expected to participate in course activities and daily work, both in class and work from home.

# Core Values

## Staff Core Values

- We cultivate and nourish positive relationships
- We look for different ways that allow our students and staff to grow.
- We seek personal growth; being better today than we were yesterday.
- We respond to individual students' social and emotional needs.
- We meet kids where they are with compassion and constructive guidance.
- We are inclusive—supporting diversity—teaching acceptance and respect.
- We have individualized high expectations that are achievable.
- We see goodness and share joy and hope for all who walk through our doors.

## Eagles CARE

### Community

We all belong here.

### Accountability

We accept responsibility for our actions.

### Resiliency

We recover from and adjust to misfortune or change.

### Empathy

We care for others and show support for another's feelings and experiences.





# Elma Middle School

2023-2024

## Daily Schedules

### Regular Schedule

#### 1<sup>st</sup> Lunch Group Schedule

|                 |               |           |             |
|-----------------|---------------|-----------|-------------|
| Warning Bell    | 8:20          |           |             |
| 1 <sup>st</sup> | 8:24 – 9:16   |           |             |
| 2 <sup>nd</sup> | 9:20 – 10:12  |           |             |
| Eagle Time      | 10:16 – 10:42 |           |             |
| 3 <sup>rd</sup> | 10:46 – 11:38 | 1st Lunch | 11:38-12:08 |
| 4 <sup>th</sup> | 11:42– 1:08   | 2nd Lunch | 12:08-12:38 |
| 5 <sup>th</sup> | 1:12 – 2:04   | 3rd Lunch | 12:38-1:08  |
| 6 <sup>th</sup> | 2:08 – 3:00   |           |             |

### 2 Hour Late Start

#### 1<sup>st</sup> Lunch Group Schedule

|              |             |           |             |
|--------------|-------------|-----------|-------------|
| Warning Bell | 10:20       |           |             |
| 1st          | 10:24-11:00 |           |             |
| 2nd          | 11:04-11:42 |           |             |
| 3rd          | 11:46-1:00  | 1st Lunch | 11:46-12:16 |
| 4th          | 1:04-1:40   | 2nd Lunch | 12:30-1:00  |
| 5th          | 1:44-2:20   |           |             |
| 6th          | 2:24-3:00   |           |             |

### Early Dismissal

| ALL PERIODS                       |             | AM PERIODS 1,2,3                  |             | PM PERIODS 4,5,6                  |             |
|-----------------------------------|-------------|-----------------------------------|-------------|-----------------------------------|-------------|
| 1 Period                          | 8:24-8:52   | 1 <sup>st</sup> Period            | 8:24-9:23   | 4th Period                        | 8:24-9:23   |
| 2 Period                          | 8:56-9:23   | 2 <sup>nd</sup> Period            | 9:27-10:26  | 5th Period                        | 9:27-10:26  |
| 3 Period                          | 9:27-9:54   | 3 <sup>rd</sup> Period            | 10:30-12:00 | 6th Period                        | 10:30-12:00 |
| 4 Period                          | 9:58-10:26  | 1st Lunch:                        | 11:00-11:30 | 1st Lunch:                        | 11:00-11:30 |
| 5 Period                          | 10:30-10:58 | 2nd Lunch:                        | 11:30-12:00 | 2nd Lunch:                        | 11:30-12:00 |
| 6 Period                          | 11:02-12:00 | <i>Students to buses at 12:00</i> |             | <i>Students to buses at 12:00</i> |             |
| 1st Lunch:                        | 11:00-11:30 |                                   |             |                                   |             |
| 2nd Lunch:                        | 11:30-12:00 |                                   |             |                                   |             |
| <i>Students to buses at 12:00</i> |             |                                   |             |                                   |             |

# ELMA SCHOOL DISTRICT 2023-2024 School Calendar

Elementary School 482-2632

Middle School 482-2237

High School 482-3121

East Grays Harbor High School 482-5086

## Important Dates

Aug. 21 - New Employee Orientation  
Aug. 22-24 - Staff Summer Institute  
Aug. 28-29 - Teacher Per Diem Days  
Aug 30 - First Student Day

Sept. 4 - Labor Day  
Sept. 11 - First Day Preschool  
Sept. 18 - Late Start

Oct. 2 - Late Start  
Oct. 6 - Non School Day

Nov. 3 - Early Release/Conferences  
Nov. 6-9 - Early Release/Conferences  
Nov. 10 - Veterans Day (Observed)

Nov. 20 - Late Start  
Nov. 22 - Early Release  
Nov. 23-24 - Thanksgiving Break

Dec. 21 - Early Release  
Dec. 22 - Jan 5 - Winter Break

Jan. 15 - Martin Luther King Jr. Day  
Jan. 22 - Late Start  
Jan. 26 - Early Release

Feb. 12 - Late Start  
Feb. 19 - President's Day  
Feb. 20 - Non School Day

Mar. 4 - Late Start  
Mar. 8 - Weather Day (if needed)  
Mar. 22 - Early Release

Mar. 27-29 - Early Release/Conferences  
Apr. 1-5 - Spring Break

May 6 - Late Start  
May 24 - Weather Day (if needed)  
May 27 - Memorial Day

June 3 - Late Start  
June 6 - Last Day Preschool  
June 8 - EHS & EGHHS Graduation  
June 13 - Last Student Day  
June 14 - Weather Day (if needed)  
June 17 - 18 Weather Day (if needed)

**Early Release Days are All Schools**

| August 2023 |    |    |    |    |    |    | September 2023 |    |    |    |    |    |    | October 2023 |    |    |    |    |    |    | November 2023 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
|             |    |    | 1  | 2  | 3  | 4  | 5              |    |    |    |    |    | 1  | 2            |    |    |    |    | 1  | L  | 3             | 4  | 5  | N  | 7  |    | 4  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |                | 3  | H  | 5  | 6  | 7  | 8  | 9            | 8  | 9  | 10 | 11 | 12 | 13 | 14            | 5  | E  | E  | E  | H  | 11 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |                | 10 | 11 | 12 | 13 | 14 | 15 | 16           | 15 | 16 | 17 | 18 | 19 | 20 | 21            | 12 | 13 | 14 | 15 | 16 | 17 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |                | 17 | L  | 19 | 20 | 21 | 22 | 23           | 22 | 23 | 24 | 25 | 26 | 27 | 28            | 19 | L  | 21 | E  | H  | N  |
| 27          | 28 | 29 | 30 | 31 |    |    |                | 24 | 25 | 26 | 27 | 28 | 29 | 30           | 29 | 30 | 31 |    |    |    |               | 26 | 27 | 28 | 29 | 30 |    |

| December 2023 |    |    |    |    |    |    | January 2024 |    |    |    |    |    |    | February 2024 |    |    |    |    |    |    | March 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  |    |              | H  | N  | N  | N  | N  | 6  |               |    |    |    |    | 1  | 2  | 3          |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |              | 7  | 8  | 9  | 10 | 11 | 12 | 13            | 4  | 5  | 6  | 7  | 8  | 9  | 10         | 3  | L  | 5  | 6  | 7  | W  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |              | 14 | H  | 16 | 17 | 18 | 19 | 20            | 11 | L  | 13 | 14 | 15 | 16 | 17         | 10 | 11 | 12 | 13 | 14 | 15 |
| 17            | 18 | 19 | 20 | E  | N  | 23 |              | 21 | L  | 23 | 24 | 25 | E  | 27            | 18 | H  | N  | 21 | 22 | 23 | 24         | 17 | 18 | 19 | 20 | 21 | E  |
| 24            | H  | N  | N  | N  | N  | 30 |              | 28 | 29 | 30 | 31 |    |    |               | 25 | 26 | 27 | 28 | 29 |    | 24         | 25 | 26 | E  | E  | E  | 30 |
| 31            |    |    |    |    |    |    |              |    |    |    |    |    |    |               |    |    |    |    |    |    |            | 31 |    |    |    |    |    |

| April 2024 |    |    |    |    |    |    | May 2024 |    |    |    |    |    |    | June 2024 |    |   |   |   |   |    |    |    |    |    |    |    |   |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|---|---|---|---|----|----|----|----|----|----|----|---|
| S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T | W | T | F | S  |    |    |    |    |    |    |   |
|            | N  | N  | N  | N  | N  | 6  |          |    |    |    |    |    | 1  | 2         | 3  | 4 |   |   |   | 2  | L  | 4  | 5  | 6  | 7  | 6  | 1 |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |          | 5  | L  | 7  | 8  | 9  | 10 | 11        |    |   |   |   |   | 9  | 10 | 11 | 12 | 13 | W  | 15 |   |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18        |    |   |   |   |   | 16 | W  | 19 | 20 | 21 | 22 |    |   |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |          | 19 | 20 | 21 | 22 | 23 | W  | 25        |    |   |   |   |   | 23 | 24 | 25 | 26 | 27 | 28 | 29 |   |
| 28         | 29 | 30 |    |    |    |    |          | 26 | H  | 28 | 29 | 30 | 31 |           | 30 |   |   |   |   |    |    |    |    |    |    |    |   |



| Regular Start & End Times |                   |               |                   |
|---------------------------|-------------------|---------------|-------------------|
| Elementary Primary        | 8:25 am - 2:42 pm | Middle School | 8:24 am - 3:00 pm |
| Elementary Intermediate   | 8:25 am - 2:45 pm | High School   | 8:24 am - 3:00 pm |

| Early Release Times: |          | Late Start Times: |          | Last Day Release Times: |          |
|----------------------|----------|-------------------|----------|-------------------------|----------|
| Elementary           | 11:40 AM | Elementary        | 10:25 AM | Elementary              | 10:00 AM |
| Middle & High        | 12:00 PM | Middle & High     | 10:24 AM | Middle & High           | 10:30 AM |

| KEY:                     |                               |          |                                  |
|--------------------------|-------------------------------|----------|----------------------------------|
| <input type="checkbox"/> | = First or Last day of School | <b>W</b> | = Weather Days                   |
| <b>H</b>                 | = Holidays                    | <b>L</b> | = Late Starts - Prof Development |
| <b>N</b>                 | = Non-School Days             | <b>E</b> | = Early Releases                 |
|                          |                               | <b>G</b> | = Graduation HS & EGHHS          |
|                          |                               |          | = Preschool First or Last day    |

# Attendance Process

## Excused and Unexcused Absences, Policy and Procedures 3122

### Excused Absences

*Purpose: Reduce Chronic Absenteeism (18 absences or more in a school year)*

1. **Prior to Absence OR Within 24 Hours**—Parent calls or sends note with student on return stating reason for absence.
2. **3 Days+ Planned Absences**--\*Pre-Arranged Excused Non-Conforming Absence --Wavier Request Form Required (*Form must be completed by all teachers, all signatures gained prior to absence, completed form turned into attendance office prior to absence.*)
3. **5 Days Excused Throughout Year** —  
Attendance Success Plan/Student Sets Goals for Attendance, Student Meets with Administrator or Designee
4. **10+ Days Excused Throughout Year**—  
Attendance Improvement Intervention Agreement—  
Medical 3<sup>rd</sup> Party Professional Required to Excuse
5. **18+ Days Throughout Year**—  
Warns Assessment—Voluntary;  
Review for Potential Loss of Credit;  
Take to Community Education Board (formerly Community Truancy Board)

\*Pre-Arranged Excused Non-Conforming Absences require that student is earning C- or better in all classes and the planned absence does not put student at risk for total number of days absent in one school year requiring steps 4-5 above to be initiated.

### Unexcused Absences

*Purpose: Academic Support and Student Safety—  
Ensuring that parent/guardian knows about and approves student absence by having excused the student's absence in a timely manner, within 24 hours.*

1. Day of Absence—Auto call goes home.
  2. Student Returns—Reminder note delivered to student, please have parent call
  3. Remains Unexcused—Letter w/Attendance Information, Detention or Saturday School Additional Learning Time Assigned, Progressive Corrective Actions
- ⇒ **3 Days in One Month Unexcused** —
1. Skyward 1<sup>st</sup> Intervention Letter;
  2. Parent/Staff/Student Meeting (may be speaker phone meeting),
  3. Academic Review
- ⇒ **5 Days Unexcused Throughout School Year** —
1. Skyward 2<sup>nd</sup> Intervention Letter;
  2. Parent/Admin/Student Meeting (in person @ office),
  3. Academic/Behavior Review,
  4. Introduce Community Education Board, Set Meeting Date
  5. WARNS assessment—Voluntary, File BECCA with Petition Stay
  6. Community Education Board Meeting—CEB Agreement for Improving Attendance
- ⇒ **10+ Days Unexcused Throughout School Year** —
1. Skyward 3<sup>rd</sup> Intervention Letter;
  2. Parent/Admin/Student/(Possibly Counselor and Teachers) Meeting (in person @ Meeting Room)
  3. Review of CEB Agreement
- If following, Continue to Monitor;
- If NOT following, Remove Stay of Petition, Activate BECCA



# Routines and Services

## Announcements

EMS both announces and posts an informational bulletin three times a week. The bulletin delivers students and staff information regarding activities, events and other important school news.

## Assemblies

EMS will hold school assemblies for a variety of purposes. They create school spirit, develop leadership and talent, as well as provide opportunity for new learning and celebrations. Classes will sit in assigned seating areas during assemblies.

General behavior expectations apply. Please follow directions the first time,

## Associated Student Body-ASB

Every student at EMS is a member of the Associated Student Body (ASB). ASB is your student government that organizes student leadership activities, promotes kindness and good sportsmanship, conducts student fundraising, and encourages students towards success. Each spring ASB officers are elected and they participate in organizing and producing school events and products. Elected officers need to maintain academics, good attendance and a positive supporting model for all students.

## ASB Cards

ASB Cards are purchased in the main office for \$30. Students who participate in school sports and ASB clubs need to have an ASB card. Besides supporting ASB activities and events the ASB card provides

- Free admission to all home games
- Reduced admission to some away games

## Arrival and Dismissal Times

- EMS doors open for students at 8 am with our Good Morning program.
- After school students should be out of the building quickly after the final bell unless they have a prearranged reason to remain.

## Breakfast and Lunch

- Breakfast and lunch are provided to students at no-cost. Copies of the monthly menu are posted throughout the school and available in the main office as well as on the district website.
- Breakfast is served from approximately 8:00 am until first period.
- Students will be assigned a lunch period according to their schedule and grade. Lunch is served from 11:38 to 1:08. Students may choose to bring their own lunch.

## Bus Procedures-Loading

EMS shares the busing lane with EHS students. It is located between EMS and EHS near the track/field area of the EHS parking lot.

- Students need to use caution while transitioning to and from the bus lane and EMS by making sure there are no buses approaching.
- For student safety, students riding the bus after school need to stay behind the yellow and/or white lines.
- Students should line up in a single file line to board the bus. Places are not "saved" by any items or other persons.
- Students are expected to behave respectfully and safely while in the area and in line.
- Students should not chase after a bus that has departed it is unsafe and prohibited.

# Routines and Services

## **Bus Procedures—Passes and Unloading**

- Bus passes are required for any student riding any bus other than their regularly scheduled bus. Passes are available through the main office prior to 2:00 pm. Students should get a bus pass before school or at lunch time.
- Students who arrive on the bus are considered on campus and are to remain on campus. Students should not be visiting EHS or adventuring to the local stores. This would be a truancy.
- Failure to follow these guidelines may result in the revocation of the student's bus privilege.

## **Classrooms—Campus Care**

The general cleanliness of our school is the shared responsibility of students and staff. All members of the EMS community should demonstrate commitment and pride in our building by taking care of what we have.

- Students are expected to clean up their own messes from paper scraps to mud off their shoes.
- Students should seek assistance from staff when they see a mess that needs cleaned up.

## **Classroom/School Expectations**

Your behavior at school reflects your attitude about learning — let your classroom behavior reflect your Eagle Pride and the value of education! Your success (here and beyond) and the success of others depends on maintaining an environment that supports learning.

These expectations help ensure the success of all EMS students:

- Be in class on time, with the necessary materials, ready to learn.

- Display appropriate, workplace-like behaviors that show respect for school and learning.
- Demonstrate respect for teachers and peers during classroom presentations.
- Be respectful by being aware of the words you use and how you say them. Do not use profane or offensive language.
- Remember to laugh when it is not at the expense of anyone else.
- Be quietly polite while in the hallways during class time.
- Show respect by following individual classroom rules and directives.
- Make learning the reason you are at EMS. Be responsible for moving yourself forward towards your future.

## **Cafeteria**

Our cafeteria is a refueling station for our students yet there are boundaries in place to provide safety and order.

- All food must be eaten in the cafeteria.
- Students should share food or ask other students for their food.
- Students are responsible for clearing their garbage after eating and drinking in the cafeteria.
- During lunch students need to remain in the cafeteria unless released by supervisory staff.
- Students need to stay in the designated visible and supervised areas.
- Hallways are closed during lunch.

# Routines and Services

## Celebrating Your Learning

EMS encourages and celebrates both academic achievement and growth in many ways.

- Honor Roll- Students who earn a 3.3 or better grade point average will be placed on the honor roll.
- On A Roll-Students raising their GPA from one quarter to the next are recognized for those efforts.
- Academic Excellence, Eagle Effort and Rising Star are all classroom awards from teachers.
- Principal Awards-multiple awards for achievement, growth and character.

## Counseling Opportunities

EMS has a team of people who are available to support students along their learning journey. We have a counselor as well as student support specialists that all work to meet the needs of students in many ways.

Team members can assist students with support to improve academics or attendance or even behavior redirections. Students are encouraged to reach out to them for assistance as needed.

## Detention

Detention is used as a consequence for minor infractions. Detention will last 1/2 hour in length, is held after school beginning at 3:00. Students will be expected to work on school work, restorative planning and/or other activities as directed by staff. Failure to complete assigned detention will result in progressive consequences and loss of privileges.

## Elevator

The elevator is located across from the main office. Use of the elevator is limited to students and staff with a physical disability that prevents or makes use of the stairs difficult. Elevator keys are provided through the nurse's office and must be returned at the end of the disability or the end of the school year; whichever happens first.

## Eagle Time

Eagle Time is a regularly scheduled element of the school day between second and third periods. It is a time set aside for students to learn about becoming career and college ready.

## Field Trips

You must have a permission slip signed by your parent or guardian to participate in any off-campus field trip. Permission slips are due 5 days before the field trip. If you return from a field trip early, you are expected to go directly to class. Your participation in activities may be restricted if you are failing a class, have an attendance agreement or other.

## Good Morning Plan

Students arriving at EMS, prior to the first bell, are expected to locate themselves in one of the adult supervised locations (as available):

- Open teacher classrooms
- Tan Gym
- Outside BB Court
- Cafeteria
- Library

Students shouldn't be hanging out in the hallways or bathrooms.

# Routines and Services

## Learning Resource Center

Our Learning Resource Center is a place of resources. This is the location to check out reading materials, textbooks, and Chromebooks. It is also a quiet studying environment or a make your space learning location.

- Students can also feel comfortable to seek assistance from our librarian for learning materials they might need.
- Be sure to follow the behavior expectations while using the center.

## Lockers

Students will be assigned a locker from the main office. Lockers are provided for storage of books, materials, and personal items. By law, lockers are school property and may be searched at the discretion of the principal or designee.

- Keep your locker clean, closed, and locked to prevent theft. Do not set your locker.
- Do not share your locker combination with others or tamper with the lockers of others.
- Do not leave money or valuables in lockers.
- Notify the main office if you have problems with your locker.
- Do not set your locker. Remember there is no expectation of privacy for your locker — it may be searched at any time and inappropriate items may be confiscated.
- You must check out of your locker at the end of the school year. Leave your locker clean and free of writing, stickers, etc.

## Lost and Found

Unclaimed items found by students or staff around the school may be turned in to the LRC. Items will be held in the LRC for no less than one month, after which unclaimed items may be donated to charity.

- When a student finds an item that appears to be forgotten or lost, please turn it into the main office.
- If a student believes they have lost something at school, it is the student's responsibility to come to the office to report the loss and check Lost & Found.
- EMS and staff are not responsible for lost or stolen items;

## Nurse Tech

EMS can assist students with health issues through out the day. Students needs for care such as to take medication or get a band-aid are managed by our Nurse Tech.

## The Office

The EMS office team members are available to help students in many ways. Students should be comfortable in knowing that if they need something they can ask the office for help. However, please keep in mind that the office is a place of work containing confidential materials. .

- Students may purchase yearbooks, ASB cards, and other items at the Office window.
- Students check in or out using the attendance office window.
- Parents/guardians should use the attendance window to pick up students for appointments etc.

# Routines and Services

## **School Phone Use:**

With permission, students may use EMS phones before and after school or during break. Please keep your calls short.

## **Selling Items at School**

Only organizations authorized by Elma Middle School and ASB may sell on school property.

## **Skyward Family Access Assistance**

If you did not receive login information during registration, it may be obtained by contacting the EMS registrar at ext. 2108 or skywardsupport@eagles.edu. Please make sure to include parent name, student name, and grade level in the email.

## **Student Fines**

Sometimes students accumulate fines in various ways including but not limited to damaged or unreturned textbooks or library books, damaged Chromebooks, lost chargers, and unreturned uniforms. **PLEASE NOTE:** Fines follow students from school to school and can be tremendously impactful.

## **Textbooks**

EMS uses a variety of textbooks in several courses. It is important to respect and take care of what we have. With this in mind, students are responsible for their checked out books and items. Damaged textbooks will be assessed a damage fee or replacement fine.

## **Visitors**

EMS welcomes parents and visitors; however, they are asked to call ahead for an appointment. **We do not permit students to visit from other schools.**



# School Rules

## Academic Dishonesty

Academic dishonesty is as unacceptable as any other dishonest act. Cheating on assignments or tests is unacceptable at EMS, and will result in intervention outcomes.

Any time you turn in work that is not your own effort, or use a cheating device on an assignment or test, you are being academically dishonest.

Cheating includes, but is not limited to:

- wandering eyes,
- cheat sheets
- copying assignments,
- collaborating on assignments without teacher directive,
- plagiarism,
- Using answers generated by AI, computer programs or apps without doing the work yourself, unless directed by your teacher.

Students who assist others in academic dishonesty may also be held accountable for cheating.

## Backpacks and Purses

- Students may bring a backpack, book bag or purse to school. However, these items are to be stored in the student's locker during the school day.

## Bicycles and Skateboards

- Students riding bicycles to school need to park and lock them in the bike rack. Do not ride bikes on school grounds. The school is not responsible for stolen or damaged bikes.
- Skateboards/scooters brought to school need to be secured in the designated office for the school day. **They are not permitted to be ridden during the school day or on school property.** The school is not responsible for skateboards/scooters or bicycles.

## Cell Phones and Other Electronic Devices

**Student cell phones and other personal electronic devices are to remain in student lockers during school time. Personal devices include but are not limited to cell phones, ear-buds, and smart watches.**

If you need to contact your student please do so through the main office. 360-482-2237. Students may use the office phone to make phone calls if necessary.

- **Any student who has a personal electronic device out, using it in a hidden manner, or on their person (not in their locker) will have the item confiscated by the principal, teacher, or staff member.** The student may pick up the item at the end of their school day.
- **Repeated violations will have** corresponding corrective actions.

## Closed Campus

- EMS is a closed campus. Once a student arrives to the district campus complex, whether by bus, on foot or by private vehicle, students are expected to remain on campus until they have finished their day.
- Students may not leave campus during the school day without parent permission for a reason that complies with the attendance policy and checking out with the office secretary.
- In general students are not permitted to be on the Elma High School campus or the East Grays Harbor High School campus, unless it is for a class or it has been prearranged by school administration. EMS students with classes on the EHS campus are expected to move promptly and directly between schools.

# School Rules

## Common Courtesy/Respect for Others

- The students of EMS represent a variety of ethnicities, backgrounds, lifestyles, and personal challenges. Students are expected to treat all other Elma School District students and staff, particularly each other, with courtesy and respect in both language and action.
- Terms which demean others, even when not directed at a specific individual, are harmful to the learning environment and thus not appropriate in a public school setting. Students who treat others in a rude disrespectful or discourteous manner will receive corrective actions.

## Computers and other technology

- Chromebooks and other technology are provided for educationally appropriate purposes.
- Students are expected to bring their school issued, charged devices to school on a daily basis.
- Students are expected to follow the care and guidance sheet for their device.
- Inappropriate use of technology, including equipment, software, the network and Internet will result in corrective actions.
- Electronic measures are in place to prevent students from inappropriate use. It is a violation of school rules to attempt to bypass the measures in place.
- Students must use only their student computer/network account; using other accounts can be impersonation or identity theft.
- School staff may review student files, Internet history, and other electronic files to maintain system integrity and ensure that users are using the system responsibly.



## Computers and other technology continued

- Posting threats, harassing comments, or inappropriate pictures of students or staff in social media will result in disciplinary action.

The following uses are strictly prohibited and will result in corrective measures and possible loss of electronic device privileges, and/or police referral:

- Cheating or enabling others to do so.
- Sending or displaying offensive messages or obscene language.
- Harassment, Intimidation, Bullying, or forwarding messages or images that have that effect.
- Downloading, creating, storing or forwarding illegal, hateful, threatening, or obscene content.
- Downloading, creating, storing or forwarding images or content which have effect of demeaning or embarrassing others.
- Creating, storing or forwarding content that may compromise the privacy, safety, or security of others.
- Vandalism
- Plagiarism

## Confiscated Items

- Students are directed by district policy to bring only school-related items onto campus. If students are in possession of items which are prohibited illegal, disruptive, distracting, or otherwise inappropriate, the items may be confiscated by any teacher or administrator.
- Confiscated items are normally held by the principal and may be released to the parent. EMS will not be responsible for school-inappropriate items which have been confiscated.

# School Rules

## Dress Code

The primary responsibility for a student's attire resides with the student and the parents or guardians. Elma School District and EMS are responsible for seeing that student attire does not contribute to a hostile or intimidating atmosphere for any student.

### Students Must Wear:

- Shirt
- Bottoms: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity specific shoe requirements are allowed (ex: sports or covered toes)
- Clothes in a way such that genitals, buttocks, and nipples are covered with opaque material.
- Class-specific and/or assignment requirements where protective or supportive clothing is needed such as chemistry/biology (eye or body protection) or that is a part of the curriculum (professionalism or job readiness).
- Clothing that covers undergarments, bra straps excluded.

### Students May Wear:

- Pajamas
- Religious apparel (church doctrine)
- Fitted pants, including leggings, yoga pants, and skinny jeans
- Ripped jeans as long as underwear is not exposed.
- Clothing with commercial or athletic logos provided they do not violate "**Students Cannot Wear**"

### Students Cannot Wear:

Clothing or accessories with or depicting

- Violent language or images
- Images or language depicting drugs, alcohol, tobacco or illegal activities.
- Hate speech, profanity, or pornography.
- Gang affiliation, promotion of gang activity, or affiliation with any hate group. (including items like bandanas etc)
- Offensive images: hate speech, swastikas, confederate flag, images of guns. (it should be understood that the list of prohibited items and symbols may be expanded or changed by school officials as needed in order to maintain a safe and orderly environment)
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Hats, hoods or sunglasses inside the school building.
- Halter tops or "tube" (strapless tops)
- Pants with the entire waistband below the hipbone.
- Clothing that may pose a health or safety

# School Rules

## Expectation to Identify Oneself

If requested to do so by any employee or community volunteer of the Elma School District, students will readily provide their true name, school affiliation, and/or school ID. Refusal to identify oneself creates an issue of safety and will be addressed accordingly.

## Fights and Assault Incidents

- Fighting is defined as any physical act in anger. Threats, when accompanied by physical intimidation may be treated as fighting. Fighting, sparring, and other assaultive behaviors are unacceptable and will have disciplinary consequences.
- Students who watch, promote, incite, or participate in inciting a fight through words, gestures, or messages, who refuse to leave the area, or who make no attempt to summon help may be subject to disciplinary processes.
- Posting or distributing images, video or audio for public view of any fight at school is prohibited and will be considered the same as promoting a fight.

## Food, Drinks, and Gum

Each person at Elma Middle School is expected to do their best to preserve the cleanliness of our school. Teachers, at their discretion and based on their own individual policies, may choose to offer students **the privilege** of allowing food, gum, or beverages in their classrooms.

- **Energy and coffee-type** drinks are not permitted on school grounds, district transportation and/or school sponsored activities or trips.
- Beverages maybe allowed in classrooms during the normal school day but need to **be in clear plastic bottles** or those beverages provided by EMS for purchase on campus.
- Food and drink should not be consumed near computers or other electronic equipment.

## Gang Intimidation or Activity

Threatening students for refusing to participate or join in a gang, or displaying gang hand signs, gang slang or any actions/mannerisms that could be viewed as gang affiliated, whether during the school day or at any school activities are not acceptable or tolerated and will result in corrective actions.

## Firearms

Firearms are not permitted at any school or on public school transportation or any facility while by being used by schools, will be expelled for not less than one year under RCW 28A.660.420.

## Grading Scale

All teachers and classes at EMS follow this grading scale for you:

|    |            |    |            |    |            |
|----|------------|----|------------|----|------------|
| A  | 100-92.5   | B  | 82.49-     | D+ | 69.49-     |
| A- | 92.49-89.5 | C+ | 79.49-76.5 | D  | 66.49-59.5 |
| B+ | 89.49-86.5 | C  | 76.49-72.5 | F  | 59.49-0    |
| B  | 86.49-82.5 | C- | 72.49-69.5 |    |            |

## Hall Passes

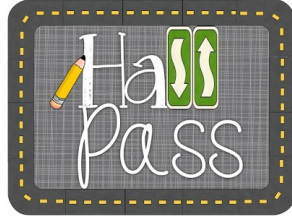
Each student will be allotted three hall passes per quarter, per class. Students in the halls or otherwise out of their assigned class must have a hall pass indicating where they are going.

- These hall passes may be used for the assigned purpose **ONLY** - stopping at other locations is not permitted.
- Students should not be out of class for non-emergency business. Those items should be handled between classes.

# School Rules

## Hall Passes continued

- Students needing to see the counselors or nurse sign up for the visit **during their passing, or lunch time**. Then you will be requested out of class.
- Teaching Assistants (TA's) must also have their TA pass and have purpose when out in the halls.



Students out of class without an approved pass, or not having direct permission to leave will be considered truant w/progressive corrective actions applied.

## Harassment

- No one should be subject to harassment at school for any reason. Therefore, it is the policy of the Elma School District that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age or disability.
- Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school.
- Adults that violate this policy may be asked to leave the school's property and/or cease contact with school employees. Legal agencies may be contacted.

## Prohibited harassment, intimidation, or bullying (HIB):

- Is an intentional written, verbal, or physical act;
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.
- Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

These behaviors can not be tolerated at EMS! Many behaviors that do not rise to the level of harassment or intimidation are prohibited by other district policies, school, classroom, or program rules.

## Horseplay and Aggressive Horseplay

To ensure safety of all students, horseplay and aggressive horseplay are prohibited on school grounds and at school activities except when specifically permitted under controlled conditions for competitions, sports or physical education.

Aggressive horseplay includes aggressive actions such as hitting, kicking, etc. any of which has a high potential for injury.

Students involved in horseplay will be addressed with corrective guidance and actions.



# School Rules

## Internet and Computer Use

The Elma School District Network (Eagles.edu) includes local area services and access to public networks such as the Internet through the district's service provider.

As a condition to use the Eagles.edu network, you must have a signed **Elma School District - EAGLES.EDU Network Student Access Informed Consent Form** on file. Please remember that your use of the eagles.edu network is monitored; but more importantly, we ask you to be personally responsible.

- \* School-related uses only
- \* No teacher, no internet
- \* No sexually-explicit content
- \* No drugs or alcohol-related information (except for class assignments approved by the teacher)
- \* Don't share your personal information
- \* No downloads (includes streaming video or audio) without permission.

The complete District Policy and Procedure 2022 may be read online.

## Learning Resource Center Expectations

The Learning Center is open school days from 8:00 AM- 3:00 PM. Most materials are available for check out up to two weeks.

- All school rules will be observed and enforced.
- Students will respect the rights of others and observe common courtesy.
- Students will ask permission and acquire a hall pass before leaving the center.
- Always check out material before they are taken from the LRC or return them to the desk.

## Learning Resource Center Expectations continued

- Please be considerate of school property. Don't be destructive to our resources.
- Clean up after yourself/group, even when you are with a class.
- Students are not permitted in the office or tech desk area. Ask for any assistance you may need.
- Checked out items not returned or damaged will become fines for replacement.

## Pledge of Allegiance/National Anthem

- Washington law requires that the flag of the United States be displayed in classrooms. The Pledge of Allegiance or national anthem will begin each school day, school assembly, and athletic event. When the Pledge of Allegiance is recited, you may choose to stand and participate or sit and maintain a respectful silence.

## Prohibited Substances

Possession, transfer, sale, or solicitation of alcohol, drugs, drug paraphernalia, or other prohibited substances, and their look-alikes, are strictly forbidden on school grounds and at all school-related functions.

- Violations will result in referral for substance abuse assistance and may result in police notification; corrective interventions and actions will be taken as presented on the EMS Progressive Corrective Actions Matrix.
- Students in close proximity to other students who are in possession, using, or under the influence of alcohol, drugs, tobacco or vaping products may also be subject to corrective actions.

# School Rules

## Public Display of Affection

The behavior standard for EMS is "workplace behavior." While on campus, public displays of affection (PDA) and over affection is not an acceptable behavior.

- Inappropriate behavior such as grabbing, fondling, kissing, sitting on laps, or continuous holding or hugging.

Students will be privately counselled for the first infraction of this rule. Repeated behaviors will have progressive corrective actions.

## Responsibility for School Materials

Books and other school materials are very expensive. Textbooks will be checked out to you, and you are responsible to return them in similar condition or pay for damages. If you don't return textbooks or materials, there will be a fine, which may prevent you from participation in any EMS-sponsored athletic or activities until the fine is paid.

## Report Cards and Progress Reports

Progress Reports and Report cards are available through your Student/Family Skyward account under the Portfolio section.

- Additionally, progress grade reports are emailed **weekly** to the address you have provided during registration.
- Please monitor your progress and grades through the Skyward access that has been provided to each student and family.
- Quarterly progress reports are delivered during student lead conferences.
- Semester Report Cards are mailed at the end of each semester.

## Search of Students and Possessions

In our efforts to maintain a safe school environment, students may be subject to search for violations of school policy. RCW 28A.600.230 provides that a school administrator may search a student, the student's possessions and the student's locker, if they have reasonable grounds to suspect that the search may yield evidence of the student's violation of the law or school rules.

This includes but is not limited to purses, backpacks, and cell phones.

## Sportsmanship

Eagles are proud of our athletes and teams, and we show respect for them and visiting athletes by promoting good sportsmanship. We have a tradition of modeling good sportsmanship that we ask you to uphold. Please follow these guidelines for positive sportsmanship:

Consider the visiting team, fans, and officials as **guests** of EHS and treat them as such.

- Respect the rights of all spectators.
- Show respect for officials by accepting their calls and decisions as final.
- Support your team and cheerleaders with enthusiasm!
- Consider it a privilege and duty to encourage everyone to embody the spirit of fair play and sportsmanship.
- Be modest in victory and gracious in defeat.
- Display appropriate respect to the flag, during the national anthem, and at associated ceremonies.

# School Rules

## Sportsmanship continued

Equally important in sportsmanship is the self-management of unsportsmanlike behaviors which do not reflect Eagle spirit or pride. So please refrain and retrain yourself from:

- Booing or jeering officials or players at any time.
- Applauding errors by opponents or penalties inflicted on them.
- Participating in derogatory chants or cheers.
- Yelling for the withdrawal of any player.
- Using profane language at any time during the game.
- Throwing objects on the field or court.
- Criticizing players or coaches

## Student Identification

All students attending Elma Middle School and after-school or athletic events are required to have a school-issued picture identification.

## Substitute Teachers/Tutors

It is an absolute necessity to have substitute employees in our building. As a school we greatly appreciate those people who come join our team .

- A substitute teacher has the same rights and responsibilities as the regular classroom teacher and as such, must be accorded the same respect.
- A substitute teacher has the authority to discipline students and refer them to the office for action. Misbehavior for a substitute teacher is considered a serious offense.

## Tardiness

- Developing the habit of being on time is an important workplace skill that should be practiced at school. Tardiness is considered a behavior problem and will be addressed with progressive corrective actions.

## Theft and Vandalism

- Approximately 97% of our population falls victim to theft and vandalism by the other 3%. The best way to avoid being a victim is to set a mood that theft and vandalism will not be tolerated. Be a vocal majority—if you are aware of a theft, report it!! Protect yourself by not leaving important items or valuables unattended.
- For the purpose of this handbook, “theft” includes but is not limited to, the taking of any item from a student, guest, or staff member without their consent, knowingly possessing stolen property, or knowingly benefitting from something stolen by another person. Vandalism may include damage to school property that results from horseplay or other negligence.

## Tobacco or Nicotine Products/Look-alikes

Tobacco or nicotine products, including any object having the appearance of a tobacco or nicotine product including related paraphernalia are strictly prohibited.

- Possession or use will result in progressive corrective action including assessment through our student assistance and treatment services provider.
- Students referred to substance abuse assessment will be required to follow the recommendations provided.
- The recommendations will be shared with the school administrator.

# Rules/Interventions

## Truancy

Students are considered truant if they are absent from school or class without permission.

Truancy is defined as:

- Absent from any class without permission
- Tardy by more than ten minutes without an excuse
- Leaving campus without permission

Truancy results in immediate school interventions as identified on EMS Progressive Corrective Actions Matrix.

## Verbal Abuse

- Verbal abuse is profanity or very rude words or gestures **directed at another person**.
- Verbal abuse, even in jest, is inappropriate at EMS and may result in corrective actions.
- Adults that abuse school personnel will be asked to leave the school grounds and/or cease contact with school employees.

## Weapons

Weapons, objects that could potentially be used as weapons, and dangerous weapons as defined by RCW 9.41.250 and 9.41.280 are strictly prohibited on school grounds and at all school related functions. Possession of a weapon may result in long time suspension and/or expulsion

## Interventions

Students accept responsibility for their choices, actions and learning. Students and staff have developed classroom expectations as described throughout this handbook. When students need individual assistance meeting these expectations, the following progressive interventions will occur:

- 1st intervention:

Verbal warning. Possible consequences could include changing seats, parent contact, extended learning time.

- 2nd intervention:

Student-Teacher conference with student reflection plan that includes behavior changes aimed at improving student progress. Possible consequences could include extended learning time, parent contact, office referral, alternative learning environment, and restorative actions.

- 3rd intervention:

Student-Teacher-Parent conference with numerous possible interventions including, alternative learning environment, and restorative actions. referral for drug/alcohol assessment, and a written probation plan.

- 4th intervention:

Student-Principal/Counselor-Parent conference with numerous possible interventions including suspension, schedule change, referral for drug/alcohol assessment, written probation plan and other guiding steps.

Additional interventions will be implemented as warranted by behaviors and choices.

# Corrective Actions

Corrective actions are any interventions taken by the school in response to behavioral infractions. Corrective actions are not necessarily punitive, but can take positive and supportive forms. The goal and intention of EMS is to support all students in their educational opportunities while preserving the health and safety of students and employees along with the preservation of the educational process that is conducive to learning.

Behavioral expectations at EMS include following classroom, and school rules along with district policies, state and federal laws. Violations of these expectations will be responded to with efforts of support using best practices such as: connecting with parents, reflective growth responses and conversations, additional learning time, student-parent-teacher-admin conferences and supportive referrals and interventions with outside sources.

However there are some behavioral violations and circumstances when suspension or expulsion is appropriate. These circumstances may include but are not limited to the following types of behaviors and others referenced in Elma School District Procedure 3241.

- Being intoxicated or under the influence of controlled substance, alcohol or marijuana at school or while present at school activities;
- Bomb scares or false fire alarms that cause a disruption to the school program;
- Commission of any crime on school grounds or during school activities;
- Fighting and/or instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another; Gang-related activity
- Harassment/intimidation/bullying;
- Intentional endangerment to self, other students, or staff, including endangering on a school bus; This will require a school based threat assessment.
- Intentional injury to another; This will require a school based threat assessment.
- Possession, use, sale, or delivery of illegal or controlled chemical substances;
- Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation;
- Substantially and intentionally interfering with any class or activity;
- Threats of violence to other students or staff;
- Use or possession of weapons prohibited by state law and Policy 4210 . Police will be involved.



# School Safety

## Accidents

- Please be cautious and aware on campus and try to avoid accidents or injuries. Any accident or injury must be reported to the person in charge or the office immediately. Medical response will be addressed accordingly. If you need minor first aid, go to the office or nurse tech for assistance.

## Emergency School Closures

- School may be closed or schedules changed on an emergency basis due to inclement weather, adverse road conditions, or other unforeseen situations. School closure and late-start information will be broadcast on radio and television stations, as well as online through <http://www.pugetinfo.net/>. If a closure is not announced, students and parents should assume normal school hours.

## Health and Safety of Others Fragrance And Aerosol Sprays

Due to health conditions of other students, we require that all students **do not use** aerosol cans or sprays in any of our buildings, including hallways and locker rooms.

## Medications

- You may not have medications in your possession at school including both prescription and over-the-counter (OTC) medications. If you need to take medication during school hours, you must go through the appropriate documentation process, then they will be kept and given by the nurse tech or school administration. All medications must be in their original containers.

## Medications continued

- All medications, prescription or OTC, require a doctor's authorization to administer the medication at school. Your parent must meet with the school tech and complete a form to authorize medication at school.
- Students who use asthma inhalers or epi-pens for severe allergies must see the nurse and arrange to have a spare inhaler or epi-pen kept at the school.

## Safety Support

### **Earthquake Drills:**

- Move away from the windows, get under your table or position yourself by inside walls. Students are not to go outside due to the possibility of falling debris. Follow your teacher's instructions.

### **Evacuation Drills:**

- Evacuation drills will be held on a regular basis to acquaint the students with the routine of evacuation.

### **Lockdown Alert:**

- Lockdowns for intruder or unstable safety situations will be practiced. Different situations will require different responses. Please listen carefully for your teacher's instructions and cooperate fully. Assist whenever possible.

### **Shelter In Place**

- In a situation where there are dangerous substances in our air, teams will work to prevent the inhalation or ingestion of the substances.

# School Safety

## Discrimination

- The Elma School District subscribes to equal educational and employment opportunity for all persons. You are guaranteed equal treatment in school functions whether you are male or female. Students have the right of equal access regardless of gender, including but not limited to: counseling and guidance services, access to courses and activities, athletics, and in textbooks and instructional materials used.
- Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.
- A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include: Sex, Race/Color, Creed/Religion, National origin, Disability or the use of a trained dog guide or service animal, Sexual orientation, Gender expression or identity, honorably discharged veteran or military status.

## Discrimination Grievances

- If you feel discriminated against because of discrimination, you have the right to file a grievance under the regulations of Title IX which guarantees equal treatment of males and females. Inquiries concerning perceived or alleged violations of this policy should be directed to :

Chris Nesmith, Title IX Compliance Officer  
Elma School District, 1235 Monte-Elma Rd.  
Elma, WA 98541      360-482-2822

Below is a summary of the grievance procedure. Please take time to read the complete document which is on file in the office.

1. Discuss the complaint with the teacher, coach or staff member involved.
2. File a written complaint. Within five school days, the compliance officer will render a decision in writing.
3. If not resolved, the complainant has five school days to appeal to the principal. The principal will render a decision within ten school days.
4. If not resolved, the complainant has ten school days to appeal to the superintendent. The superintendent will render a decision within thirty calendar days.
5. If not resolved the complainant has ten days after receiving the superintendent's decision to file a complaint with the secretary of the school board. The school board will schedule a hearing within twenty days and render a written decision within ten days of the hearing.
6. If not resolved, the complainant may appeal in writing to the Superintendent of Public Instruction within ten days of receiving the board's decision.

# School Safety

## Harassment, Threats to the Health or Safety of Others, and Social Media

- A safe and orderly learning environment is a priority of the Elma School District. For that reason, any intentional verbal, written, or physical act which could reasonably pose a threat to the health or safety of self or others is strictly prohibited.
- RCW 9.1.260 states that a person is guilty of the crime of Cyberstalking if he or she, with intent to harass, intimidate, torment, or embarrass any other person makes an electronic communication to such other person or a third party:
  - (a) Using any lewd, lascivious, indecent, or obscene words, images, or language, or suggesting the commission of any lewd or lascivious act;
  - (b) Anonymously or repeatedly whether or not conversation occurs; or
  - (c) Threatening to inflict injury on the person or property of the person called or any member of his or her family or household.

Students who violate school policy, harass others, or make threats of violence or harm toward other students or staff of the Elma School District via electronic messaging or social networking, **even if posted and read outside the school setting**, may be considered in violation of this school policy if:

- The act causes, or can be reasonably predicted to cause, a substantial disruption to the educational process at school or at a school-related activity; or
- The act has the effect of substantially interfering with a student's education or an employee's job performance; or

- The act is directly related to and/or is in response to a situation that occurred while on school grounds or at a school-related activity; or

- There is reason to believe that the threat may be carried out on school grounds or a school-related activity.

Harassment and threats to the health or safety of others will result in discipline according to building-level discipline policy.

Adults that violate this policy may be asked to leave the school's property and/or cease contact with school employees.

## Racial Harassment

"Racial Harassment" means unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature related to actual or perceived race, color, national origin, ethnicity, cultural background, physical characteristics, or linguistic characteristics of a national origin group.

Racial Harassment will not be tolerated at EMS, on school-provided transportation, or at any official school bus stop, activity, program, event, internship or trip sponsored by the school.

This gives notice to all employees, students, and patrons that all racial harassment allegations shall be investigated and dealt with quickly and effectively.

- The following examples of racial harassment include but are not limited to conduct that:
  - That interferes with an individual's work or school performance;
  - Creates an intimidating, hostile, or offensive school or work environment.

# School Safety

- Includes racial slurs regardless of intent, gestures, insignias, acronyms (e.g. KKK) name calling or symbols, e.g. swastikas, Confederate flags) that make an individual feel threatened or uncomfortable.

Students are expected to follow the standards for student behavior outlined in the EMS Handbook. Students who violate this racial harassment policy will have corrective actions. In addition, violators of this policy will receive appropriate education regarding harassment.

Students are expected to bring violations to the attention of a teacher, counselor, building administrator, or other staff member per the Discriminations Grievances process outlined in this Elma Middle School handbook.

## **Sexual Harassment**

- Sexual harassment is a form of prohibited sex discrimination and will not be tolerated. Under WAC 392-190-056, sexual harassment is unwelcome conduct or communication that is sexual in nature and:
  1. Submission to that conduct or communication is made a term or condition (explicitly or implicitly) of obtaining an education or employment or is used as a factor in decisions affecting that person's education or employment (quid proquo); or
  2. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment (hostile environment).

Sexual harassment can take different forms depending on the harasser and the nature of the harassment.

- The conduct can be carried out by school employees, students, and non-employee third parties, such as a visiting speaker. Both males and females can be targets of sexual harassment, and the harasser and the target can be of the same sex.
- Sexual harassment can occur in any school program or activity and can take place in school facilities, on a school bus or at off-campus locations, such as a school sponsored field trip or training program at another location. The conduct can be verbal, nonverbal, or physical and can include but is not limited to:
  - Making sexual propositions or pressuring a person for sexual favors.
  - Touching of a sexual nature
  - Writing graffiti of a sexual nature.
  - Displaying or distributing sexually explicit drawings, pictures, or written materials
  - Circulating or showing e-mails or web sites of a sexual nature
  - Making sexual jokes, suggestive remarks, sexual rumors, or derogatory comments
  - Physical interference with movements, such as blocking or following someone.
  - Acts of physical violence, including rape, sexual assault, sexual battery, and sexual coercion.

If you are being sexually harassed, you may file a complaint with:

Chris Nesmith, Title IX Compliance Officer  
Elma School District, 1235 Monte-Elma Rd.  
Elma, WA 98541      360-482-2822

- All complaints and allegations will be investigated and a finding made within five school days.

# School Bus Riding Rules

## School Bus Riding Rules/Regulations

The School Bus Driver and/or Bus Monitor is in full charge of the bus and passengers. They have the same authority on the school bus that instructors have in the classroom. The school bus is an extension of the classroom. If students fail to follow any of the bus rules and/or regulations set forth by the school district, rule writing may be assigned, bus riding privileges may be denied, and/or additional discipline or suspensions may be administered as deemed appropriate by building principals and/or transportation supervisor in accordance with the student discipline policies and procedures. The bus rules include, but are not limited to the following:

- Students shall be assigned to a seat in which they will be seated at all times unless permission to change seats is granted by the Bus Driver or Bus Monitor.
- Students shall cooperate with and obey the School Bus Driver and/or Bus Monitor promptly and willingly at all times.
- Students shall remain seated and facing forward at all times. Feet, hands and possessions will be kept to themselves and out of the aisle-way at all times.
- Students shall never put objects, substances or body parts out the bus windows. Bus windows will not be lowered or raised without permission of the Bus Driver or Bus Monitor.
- Students shall stand away from roadway curb when bus is approaching or leaving a stop. Students shall be at the bus stop 5 minutes prior to the scheduled bus time.



- Students must always cross 10 feet in front of the bus in full view of the driver. NEVER cross behind the bus. Students must wait for the driver's instructions to cross and look all ways before crossing.
- Students shall not tamper with emergency doors or equipment on the bus. Any damage to a bus shall be reported to the Bus Driver immediately. Students causing damage or vandalism to school property will be held responsible for the cost associated with all repair/replacement to damaged property.
- Students shall act in a safe and courteous manner at all times. Classroom-type conduct (inside voices, etc.) shall be observed at all times.
- Students shall be absolutely quiet (no noises, no talking) at railroad crossings, until the bus is completely across the tracks.
- Students shall ride only their assigned bus route and depart the bus only at their assigned stop in the afternoons, unless written permission has been granted by school officials and a bus pass has been received by the Bus Driver.
- No gum chewing, eating food or drinking beverages on the bus. Water only in clear plastic bottles with caps may be consumed at the Bus Driver's and/or Bus Monitor's discretion and only while the bus is parked on school grounds.
- Weapons, tobacco products, illegal drugs, alcohol or any related paraphernalia or anything that purports to be is strictly prohibited.
- Student harassment, fighting, bullying, vulgar or profane language/gestures (including on cell phones) excessive noise, loud behavior, spitting, or throwing things will not be tolerated.



# School Bus Riding Rules

- Students will not bring items on the bus that could cause injury to others or be a distraction to the drivers, such as: inflated balloons, large musical items, skateboards, scooters, sticks/bats, breakable containers, plants/vegetation, or straps/pins extending from clothing. All personal possessions must be small enough to be held on the student's lap.
- Except certified assist animals, no animals, reptiles, insects, fish or fowl is permitted on the bus.
- If jacket hoods or hats are worn on the bus they must be back away from the face so the student can be identified by the driver and video.
- For health and well-being of others who may have allergies, students are not allowed to wear, use or spray strong colognes, perfumes, deodorants, etc. on the bus. No aerosols will be sprayed on the bus.
- With the Bus Driver's or Bus Monitor's permission, students may play quietly any radio, iPod or MP3, CD player or other entertainment devices on the bus. They are to use head phones and must have one ear uncovered at all times so they can hear the driver. All of the items **MUST** be kept in their possession at all times and are not to be shared with other students. If a device becomes a disruption on the bus it may be temporarily confiscated by the Bus Driver or Bus Monitor.
- Cell phones need to be on silent mode on the bus. Students cannot talk on their cell phones while on the bus. If they need to make a call it needs to be done prior to boarding the bus. All picture taking on the bus is strictly prohibited. Cell phones **MUST** be kept in their possession at all times and are not to be shared with other students. If a cell phone becomes a disruption on the bus, it may be temporarily confiscated by the Bus Driver or Bus Monitor.

Elma School District is not responsible for lost, damaged or stolen items brought on the school bus.