

Elma High School

Eagles Student Handbook

2023-2024



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: Katie 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, EHS Assistant Principal
Address: 1235 Monte Elma Road, Elma, WA 98541
Telephone Number: (360) 482-1052
Email: wbeldin@eagles.edu

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. 13 - 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 Graduation
- June 9 - 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	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
31							31						31						31							31						

2 Student Day 20 Student Days 21 Student Days 19 Student Days

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	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
31							31						31						31							31						

15 Student Days 17 Student Days 19 Student Days 20 Student Days

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												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
31							31						31						31							31						

17 Student Days 21 Student Days 9 Student Days

Regular Start & End Times	
Elementary Primary	8:25 am - 2:42 pm
Elementary Intermediate	8:25 am - 2:45 pm
Middle School	8:24 am - 3:00 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	<input type="checkbox"/>	Weather Days	<input type="checkbox"/>	Graduation HS
H	Holidays	L	Late Starts - Prof Development	EG	Graduation EGHHS
N	Non-School Days	E	Early Releases	PS	Preschool First or Last day

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Elma High School

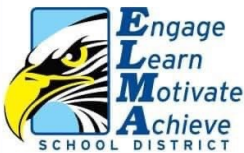
High School Office Hours: 7:30 a.m. to 4:00 p.m. Monday through Friday

Main Office Telephone: 482-3121

Fax #:482-1200

Attendance Office Telephone: 482-1060 Available 24/7

(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

EHS Student Representatives
Kyla Danke
Mia DeJesus Ramirex

For complete Elma School District Board Policies and Procedures,
visit <https://app.eduportal.com/public/folders/list/68915/1098517>.

Email staff using their first name initial and last name @eagles.edu; for Elma School District Information,
visit www.eagles.edu.

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 designated youth groups.



ASB, CLASSES, AND CLUBS

Clubs, Organizations and Advisors 2023-2024 How Will You Be Involved?

- ◆ Student Council and ASB: Peyton Elliott
- ◆ FFA: Christi Kershaw, Emily Severs, Tyler Renz
- ◆ Robotics: Chris Henry
- ◆ Choir/Band: Aaron Zassenhaus
- ◆ FBLA: Jamie Jo Hiles, Karina Brown, Peyton Elliott
- ◆ Football Cheer: Delaney Holcomb
- ◆ Knowledge Bowl: Becki Spivey
- ◆ Drama: TBD
- ◆ Creative Writing: Deanne Woita
- ◆ Yearbook: Katherine Kuehne
- ◆ Honor Society: Kerry Murphy
- ◆ United Peoples Group (UPG): Karina Brown
- ◆ Fall Drill Team: Kelsey Cole
- ◆ Winter Drill Team: Sirena Zassenhaus
- ◆ Freshman Class Advisor:
- ◆ Sophomore Advisor:
- ◆ Junior Class Advisor:
- ◆ Senior Class Advisor: Deanne Woita
- ◆ Basketball Cheer: Chandra Cristelli
- ◆ Skills USA: Tyler Renz, Julia Layland, Lauren Thompson, Matthew Crumley
- ◆ Power Lifting: Chris Henry, Ron Clark



GENERAL EXPECTATIONS AND INFORMATION

The information presented in this handbook is intended to provide students and their parents with an overview of rules/expectations and procedures in effect at Elma High School. This handbook is **not** an exhaustive summary of rules and procedures — students are also affected by classroom rules, staff directives, school district policy, and state law. In addition, school administrators may impose alternate or additional interventions than those listed if, in their professional judgment, the particular circumstances of an incident warrant it. Failure to follow these guidelines and classroom expectations will result in progressive corrective actions. Students are expected to familiarize themselves with the contents of this handbook, and school and classroom rules.



ELMA HIGH SCHOOL Attendance Process

Excused and Unexcused Absences, Policy and Procedures 3122

Excused Absences

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

- Prior to Absence OR Within 24 Hours**—Parent calls or sends note with student on return stating reason for absence.
- 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.*)
- 5 Days Excused Throughout Year** — Attendance Success Plan/Student Sets Goals for Attendance, Student Meets with Administrator or Designee
- 10+ Days Excused Throughout Year**— Attendance Improvement Intervention Agreement— Medical 3rd Party Professional Required to Excuse
- 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.



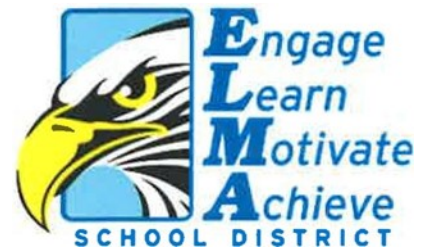
Unexcused Absences

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, 24 hours as stated in EHS Student Handbook, page 7.

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

Attendance Codes

Used by all Schools in District



Codes	Valid excuses for absences	Policy 3122R
O-CT O-RN O-SB O-EE O-AL	Other-Counselor/Teacher Other-Nurse Other-School Business (on or off campus) Other-Educational Experience Other-Alternate Learning Environment (aka ISS)	Participation in a district or school approved activity or instructional program
E-PT E-PM E-DR E-IL E-ED E-BR	Excused-Parent says student is ill Excused-Parent says has medical appointment Excused-Student brought doctor note Excused-19 yrs or older-Call to say sick Excused-Early Departure Excused-Bereavement	Illness, health condition or medical appointment (including, but not limited to medical, counseling, dental, or optometry)
E-CE	Excused-Cultural Experience (NEW CODE)	Religious or cultural purpose <u>including observance</u> of a religious or cultural holiday or participation in religious or cultural instruction; State-recognized search and rescue activities consistent with RCW.
E-NC	Excused-Non-Conforming	Does not meet above criteria; *pre-arranged non-conforming absence form required for planned family activities of 3 or more days consecutively.
O-CR E-CR	Other-Court (School generated, e.g. truancy) Excused-Court (External requirement for court)	Court, judicial proceeding or serving on a jury.
E-XP E-SP	Excused-Emergency Expulsion Excused-Suspension	
W-AB	Teacher Marked Absent	Student not in class, teacher reports absent
U-TR	Unexcused-Truancy	Absence not excused; Off-Campus, or Student not where assigned

Tardy or Late to Class

Students must check in/sign in through the attendance window and take a note from the kiosk to their teacher when arriving tardy or late to class for any reason. *Teacher may have marked a student absent within attendance already, going through the office will correctly code as a "tardy" to prevent unexcused absences.* Progressive corrective actions may be taken to support students arriving to class on-time, prior to the second class bell ringing.

Arriving During the School Day or Signing Out Early

All students arriving after 8:24 or leaving prior to 3:00 must have parent permission and sign in/out through the attendance window. *Please note that students may not sign out during Lunch time without parent coming into the school to sign the student out.*

Academic Dishonesty

Academic dishonesty is as unacceptable as any other dishonest act. Cheating on assignments or tests is unacceptable at EHS, 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. Even when you are asked to collaborate or work in a group with other students, you are expected to turn in your own work.

The consequences of academic dishonesty in some cases can be far reaching including impact on standing in National Honor Society, or loss of credit or scholarships at the college level. Beginning September 3, 2014, students who are found by administration to be academically dishonest on a test or major project will not be eligible to be valedictorian or salutatorian, or receive top ten academic honors. Any violations in prior school years do not disqualify students.

Cheating includes, but is not limited to: wandering eyes, crib sheets, copying assignments, collaborating on assignments without teacher directive, sharing notes, plagiarism, and benefitting from test answers, questions, or information not authorized by the teacher. Students who assist others in academic dishonesty may also be held accountable for cheating.

Plagiarism is taking the ideas or written words from another source (including the Internet) and claiming them as your own work. If you use the words or ideas of another person, they deserve credit by using quotation marks and listing the source. If you paraphrase ideas, the source deserves credit in the form of a citation.

All instances of cheating must be entered into guidance and reported to administration for tracking. Outcomes for cheating shall be cumulative based on all cheating violations recorded while the student is enrolled at Elma High School. College in the High School classes must follow CWU guidelines.

Cheating on assignments will result in an alternate class task and parent notification; it may result in the student receiving a “zero” for that assignment and/or other outcomes based on the teacher’s published policy.

Cheating on a major test or project will result in a failing grade on the test or assignment. If the incident represents the first time the student has cheated on a test or project, a formal meeting is held for the purpose of developing a behavior plan to insure that the behavior will not be repeated. In addition, the student will receive the following consequence:

In cases where cumulative violations include cheating on both assignments and tests/projects so that the offense may fit into more than one category, the greater consequence will be applied. (i.e. if a student cheats on a test or project for the first time, but he/she has three other instances of cheating on assignments, the consequence in addition to removal from the class with a failing grade would be 5 days off-campus suspension.)

Accidents

Please be cautious on campus and try to avoid accidents or injuries. Any accident or injury should be reported to a teacher or the office immediately. If you need minor first aid, go to the nurse’s office.

Admits to Class / Excused Absences

An admit slip is required to return to school after any absence or late arrival. Please go to the attendance window for assistance. All absences must be excused within 24 hours as stated in the District Policy. Absences may be excused 24/7 by calling our direct attendance line, (360) 482-1060. Please refer to the attendance section of the District Board Policy and Procedures 3121, 3122, and 3124 for more information.



Announcements

The daily bulletin is posted daily on the EHS News bulletin boards located in each section of the high school, on the high school website and on the monitors that will be placed in highly visible locations, as well as electronically provided to your teachers. The bulletin will contain important information about our school and events, please make time within your day to read it. It is also posted daily on our high school Facebook page, @elmahighschool.

If you have an announcement for a club or organization, the advisory may send an email to the main office secretary by 2:00 p.m. to be included in the bulletin the next day.

Assemblies

Classes will sit in assigned seating areas during assemblies. Usual school rules apply during assemblies — show respect for speakers, peers, and staff by your behaviors.

- Unless asked to stand, please remain seated. No hats are to be worn during special assemblies (for example Veterans Day, MLK).
- During the flag presentation, you may choose to stand and participate or sit and maintain a respectful silence.
- Please act appropriately — no disruption or disrespect.

Assemblies create school spirit, develop leadership and talent, and are a celebration of the student body community. Student conduct is of the greatest importance in our assemblies.

Associated Student Body

The Elma High School ASB is **your** student government that organizes student leadership activities, establishes lines of communication between schools in the league, promotes good sportsmanship, conducts student fundraising, sponsors clubs and activities, and encourages students to participate in school activities.

ASB Cards

You may purchase an ASB card from the financial office for \$30. You must have an ASB card to participate in school sports and ASB clubs. The ASB card gives you:

- Free admission to all home games
- Reduced admission on some away games
- Reduced price on most home dances

Attendance Office

The attendance office is located on the first floor, and is open from 7:30 a.m. until 4:00 p.m. If you have been absent or need to leave school (including Running Start and EGHHS) during the school day, you must report to the attendance office. All absences must be excused within 24 hours. Absences may be excused 24/7 by calling our direct attendance line, (360) 482-1060. Please refer to the attendance section of the District Board Policy and Procedures 3121, 3122, and 3124 for more information, <http://www.eagles.edu>.

Before/After School Activities

Many clubs and organizations meet before or after school. If you are involved in a before/after-school activity, you must have adult supervision or the activity will be cancelled. If you are not involved in an approved before/after-school activity, you should not arrive before 7:30 and be off campus by 3:30 unless you have permission of a teacher or administrator.

Cell Phones & Electronic Devices

Use of cell phones and electronic devices is allowed ONLY:

- Prior to 8:20 AM (first bell),
- During passing times, however, use of it must not cause student to be tardy to class; the device must be silenced and put away (backpack, pocket, or binder) **prior to entering** classrooms.
- During the student's own designated lunch, and
- After 3:00 PM*.
- During designated allowable times, students *will wear one ear bud or one head phone only to ensure that students can hear surrounding noise, in the case of an emergency.*
- WiFi speakers and external speakers are not allowed at any time.

Students are required to silence cell phones and other electronic devices and keep them put away (backpack, pocket, or binder), during core and class times unless audible verbal permission has been received by a teacher and/or administrator for a legitimate educational purpose that supports curriculum and instruction.

Devices that are audible or in use at other times will be held by the teacher or an administrator. Students are required to comply with a reasonable directive to turn their device over to the teacher or adult supervising. Continued violations will result in a parent conference and an academic/behavior agreement.

The School District and its employees are not responsible for lost, stolen, or damaged electronic devices. (**A advisors and coaches supervising after school/off campus activities may impose their own restrictions pertaining to cellular phone use during those activities*)

Students are responsible for good behavior while using electronic devices on school grounds and at school events. Please "Do What is Right!" The following strictly prohibited uses will result in corrective action and possible loss of electronic device privileges, and/or police referral:

- Leaving devices powered on in the classroom
- 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 the effect of demeaning or embarrassing others
- Vandalism
- Violating copyright laws
- Plagiarism
- Creating, storing, or forwarding content that may compromise the privacy, safety, or security of others.

If the situation warrants and with teacher permission, students may **use the land-line phone in the main office or the classroom to contact parents. Parents may also leave messages for their students with the main office to be delivered at the end of the class period. Emergency messages will be delivered immediately.**

Class Changes

The master schedule at Elma High School is developed from the course selections made by students when they register. It is important that you and your parents choose classes carefully and meet registration timelines.

If you are dissatisfied with the schedule you receive, it **may** be possible to make changes *if* you follow this procedure:

1. You **must** attend the class until the official class change is complete.
2. Class changes are made during the first two weeks of a semester. You must sign up in the counseling center. You will be called from class when a counselor is ready to see you. [*2nd Semester, 2021 schedule changes will only be made during the first week and for credit to graduation requirements only.*]
3. Counselors and administrators will make changes **provided there is space in the class the student wishes to add.**
4. Class changes are made for academic purposes only, not to resolve personality conflicts.
5. Textbooks and classroom materials must be returned to the original teacher prior to attending the new class.
6. Some class changes require permission of the teacher or an administrator. In some cases, lack of permission may prevent your request.
7. Students must be registered for required courses.

Students who have a shortened schedule for various reasons (e.g. Running Start, Online classes, Work Experience) are not allowed to be on campus during those times unless permission has been given with each instance through the main office. ***This is for your safety in an emergency situation—we would not know to look for you because you are not on a teacher's roster during your non-class times.***

Classroom and 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 EHS students:

- Treat everybody with the respect you would appreciate.
- Be in class on time with the needed materials.



- Display appropriate, workplace-like behaviors that show respect for school and learning.
- Demonstrate respect for teachers and peers by not talking during classroom presentations.
- Avoid the use of profanity that may offend others.
- Do not engage in disruptive behavior nor encourage it by accepting it.
- Avoid making noise in hallways during class time — please stay off 2nd floor during first lunch and 1st floor during second lunch.
- Show respect by following individual classroom rules and directives.
- Pay attention! You are responsible for all material presented.
- Do NOT sit on both sides of the hallways with your friends. It makes it difficult for others to pass.

Clubs/Activities—Academic Requirements

Elma High 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. If a student is failing a class, but still passing the minimum of five classes, (s)he will be required to meet with the respective teacher and establish whether a plan for grade improvement prior to the scheduled event is appropriate, which may include attending Study Table or After School Program. (This expectation aligns with our Student Athlete rules for participation.)

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 assistant principal and may be released to the parent. Elma High School will not be responsible for school-inappropriate items which have been confiscated.

Common Courtesy /Respect for Others

The students at Elma High School represent a variety of ethnicities, backgrounds, lifestyles, and personal challenges. EHS students are expected to treat each other with courtesy and respect in both language and action. Terms which demean others such as “gay” and “retarded”, even when not directed at a specific individual, are harmful to the learning environment and thus are not appropriate in a public school setting. Students who treat others in a rude, disrespectful or discourteous manner may be disciplined.

Counseling Office

Counselors are available to help you with choosing classes, applying to colleges and universities, applying for scholarships, and for helping you with personal problems. You are assigned a counselor based on the first letter of your last name.

Counselors’ office hours are posted on their doors. Please try to sign up for appointments before school or during lunch—counselors will then call you out of class when they are ready to see you. If your teacher feels that your situation is so urgent that it warrants immediate attention, you must have written permission from that teacher when you arrive. Counselors will notify your teacher if they need to have you miss class.

Dances and Expectations

School dances are open to students, alumni, and visitors who meet the requirements below and who choose to follow EHS behavior expectations. These expectations will help us maintain a fun, healthy environment for everybody.

1. **NOTICE:** Students may be asked to submit to an alcohol breath test before entering the dance area.
2. Current Elma High School students will be admitted if they have school-issued ID or are recognized as a current student by the person in charge. Students on suspension, including in-house suspension, may not attend dances.
3. Guests may attend dances if:
 - They are in the company of, and enter with a current EHS student;
 - They are in high school and/or are under the age of 21;
 - They are *pre-approved* by administration (visitor forms are available in the attendance office). Completed visitor forms must be received at least 24 hours before the dance.
 - They agree to abide by all EHS rules;
 - The EHS student is responsible for the actions of the guest.
4. Glow lights, pacifiers, and other mouth devices are not allowed at any time.
5. Personal beverage containers are not allowed at any time. Backpacks, bags, purses, must be stored in the designated supervised area.
6. Students must be dressed in *acceptable school attire* to enter the dance. **ALL REGULAR ELMA HIGH SCHOOL RULES WILL BE IN EFFECT AT DANCES.**
7. Once you leave a dance, you may not re-enter and you need to leave school property.
8. Violation of dance rules may result in students being asked to leave and possible school discipline including suspension.

Dances: Junior/Senior Prom Guests

Students wishing to invite non-EHS students to the formal Junior/Senior prom must submit a guest form the same as any other dance. The guest form must be complete, including required signatures, and submitted for approval by the stated deadline. If approved, both the EHS student and guest should be prepared to submit to a breath alcohol test prior to admission to the dance. No person possessing alcohol/marijuana or under the influence of alcohol/marijuana will be allowed to enter, and standard school sanctions will apply. EHS host students are responsible for the behavior of their guests.

Detention

Detention is used as an intervention for minor infractions such as failure to follow directions, non-suit for PE, disrespectful behavior, tardies, not having required materials, PDA, horseplay, dress code violations, etc. It is assigned as additional learning time. Detention is held from 3:08-4:00 in Room 156. You must arrive on time, bring homework or school-related reading with you and be prepared to work silently or read for the entire time.

Detentions may be re-scheduled once per incident. To reschedule, the student must have a parent note or phone call

to the detention supervisor prior to 1:00 PM on the day of the scheduled detention. In the event a student is absent on the day of a scheduled detention, the detention will be automatically rescheduled for the next available day. Failure to show up for detention or violation of detention expectations will result in Saturday School.

Discrimination

The Elma School District subscribes to equal educational and employment opportunity for all persons regardless of sex. 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. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. 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 Road
Elma, Washington 98541.

Below is a summary of the grievance procedure. Please take time to read the complete document which is on file in the counseling center, the main office, or the library.

- 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.

Dress Code

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Dress code applies at all school events, including athletic events and dances.

Student **Must** Wear:

- ⇒ Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material.
- ⇒ Shirt
- ⇒ Bottoms: pants/sweatpants/shorts/skirt/dress/leggings
- ⇒ Shoes; activity-specific shoes requirements are permitted (for example for sports)
- ⇒ Class-specific and/or assignment requirements remain where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection) or PE (athletic attire/shoes) or attire that is part of the curriculum (for example, professionalism, public speaking, and job readiness).

Students **May** Wear:

- ◆ 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"
- ◆ Clothing must cover undergarments, bra straps excluded
- ◆ Pajamas (meets expectations presented above)
- ◆ Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.

Students **Cannot** Wear:

- ◇ Violent language or images
- ◇ Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
- ◇ Hate speech, profanity, pornography.
- ◇ Images or language that creates a hostile or intimidating environment based on any protected class.
- ◇ No attire that is offensive or might cause disruption — including, but not limited to, confederate flags, swastikas, images of weapons (including guns or knives), and gang-related clothing.
- ◇ No see-through fabrics, halter tops, and tube" (strapless) tops.
- ◇ Your underwear, or anything appearing to be underwear, may not be showing.
- ◇ No attire that directly references sex, alcohol, tobacco, profanity, guns, drug use or paraphernalia, or illegal acts in word or image.
- ◇ Chains, spikes, and other items that may used a weapon.

- ◇ Please note that wearing hats may be prohibited in many classrooms and at assemblies.
- ◇ Sun glasses may not be worn inside the building.

Parent/guardian must be notified if student is removed from instruction for dress code.

Eagle Time—25 Minutes Study/Enrichment

All students are assigned a Core class, which is 25 minutes between 2nd and 3rd period, identified as 2A period through Attendance. All students are required to attend their designated Eagle Time period each day unless cancelled due to late starts, assemblies, etc. The Eagle Time period is an essential part of improving student learning and is not to be used for any other purpose (bathroom, locker, etc) except in an emergency as determined by the instructor. Failure to attend the Eagle Time period will result in corrective action as truancy.

Early Dismissal and Late Arrival

If you have early dismissal or late arrival, you may only be on campus 10 minutes before or 10 minutes after your classes. Exceptions must be cleared in writing by an administrator, and will permit you to be in the library only — not in the hallways or commons. Please sign in through the attendance office. Failure to meet any of these exceptions will result in early dismissal or late arrival privilege being revoked.

Earthquake Drills

In an earthquake, ***Drop, Cover, and Hold!***

We live in a seismic area with a history of large earthquakes. Most people are injured during earthquakes from falling objects. To protect yourself, move away from windows, position yourself by inside walls, in a doorway, and away from tall furniture. Do not go outside. Protect your head with your arms and stay down until instructed by staff member to move.

If the building needs to be evacuated, you will go with a staff member to the practice football field and attendance will be taken.

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 require a \$25 deposit and are provided through the nurse's office.

Emancipated Students

You may be considered emancipated if you are 16 years or older and a petition for emancipation has been granted by the superior court (RCW 13.64). A photocopy of the certified copy of the decree must be provided to the assistant principal.

Emergency School Closure

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/tv stations, as well as online through <http://www.pugetinfo.net/>.

An autocal, including email & text, will be sent to our families. Please ensure that your contact information is available and accurate. If a closure is not announced, students and parents should assume normal school hours.

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 will result in suspension.

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 48 hours 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 or if you are on an attendance agreement.

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, major violations that will result in an immediate consequence of suspension for all participants, regardless who started the incident. Police will be called in most situations for possible judicial action. 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 also receive discipline.

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.

Fire Drills

Fire Drills are held on a regular basis. To acquaint you with the routine of evacuation, each of your teachers will develop and display primary and secondary evacuation routes. Do NOT exit the building until directed to do so by your teacher and an announcement. Stay clear of the building and parking lots where emergency vehicles may be entering/exiting. Please remain on the sidewalk if you must pass along the street. Students will report with their current teacher for attendance in the event of a fire drill or an event requiring the building be evacuated.

Food, Drink, and Gum

Each person at Elma High 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 and beverages in their classrooms. Teachers choosing to allow this are expected to ensure that all spills are thoroughly cleaned and food packaging and debris are removed from their room so that the privilege does not result in additional work for custodial staff. Soda machines may only be "on" before school, during lunch hour, and after school – Drinks allowed in classrooms during the normal school day must be limited to either water in plastic bottles or those beverages provided by EHS for purchase on campus. Food and drink should not be consumed near computers or other electronic

equipment. Blue trays from the cafeteria may NOT be taken out of the commons. Please let the cafeteria staff know if you plan to eat outside of the commons and they will give your lunch on something other than the blue trays.

Chewing gum is a normal, everyday, good hygiene activity; however, the mess on the sidewalks, steps, and under desks/tables does not represent you and EHS well. Please help us show our pride by disposing of your gum properly in the trashcans. We need your help with this!

Gang-Related Clothing and Symbols of Hatred

As part of a safe and orderly school climate, it is prohibited to wear or display on the person any item or symbol which has been identified to promote gang activity or affiliation with any hate group. Such items include, but are not limited to, swastikas, confederate flags, bandanas, tag-style lettering or graffiti, sagging pants, etc. Because such clothing and symbolism is constantly changing, it should be understood that the list of prohibited items and symbols may be expanded or changed by school officials as needed to maintain a safe and orderly environment. The violation, if severe, may result in immediate suspension or expulsion on the first offense.

Grading Scale

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

A	100-92.5	B-	82.49-79.5	D+	69.49-66.50
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

Any student in the halls or otherwise out of their assigned class must have a bathroom or locker (B/L) pass, a TA/Class pass, an office slip, or a teacher note indicating time, date, and destination.

All teachers, as part of their classroom syllabi, will develop and implement a system by which hall passes will be limited to four trips out of the classroom per student per semester. These hall passes may be used for the bathroom or locker ONLY – stopping at other locations is prohibited.

Legitimate requests for bathroom use beyond those allowed will be granted, but will receive a detention as consequence. Students may not leave the room without asking for and receiving direct permission from the teacher and only one student with a B/L pass may be out of the class at a time. Students must take care of all other non-emergency business outside of class time.

Students needing to see the counselors or nurse must, **during their passing, core, or lunch time**, request to be called from class by signing up in the counseling center/nurse's office. In the event of a situation that the teacher agrees requires immediate attention, students must have a written note from the teacher stating the date, time and destination. Except for students being sent to Alternate Learning Environment or to an administrator for disciplinary reasons, the teacher shall call ahead to make sure that the person the student wishes to speak

with is both present and able to see them. If the person is not available, the student will not be allowed to leave.

Admin Assistants/TAs and students involved with classes requiring them to be in the halls must wear a readily visible pass. TA/Class passes must clearly indicate the student name, the teacher or supervisor, and the period when they are to be used. TAs not actively involved in carrying out an errand or assignment must remain in their assigned location.

Any student found to be out of class without an approved pass and fails to ask for and receive direct permission to leave will be considered truant w/progressive corrective actions applied.

Harassment, Intimidation, and Bullying

In order to create and maintain a safe, civil, respectful, and inclusive learning community, harassment, intimidation, and bullying are prohibited at Elma High School.

Prohibited harassment, intimidation, or bullying:

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

When harassment is reported, statements will be taken from the victim and any witnesses using the district-approved HIB investigation forms. Students found to have violated the HIB policy for the first time will be warned and will be issued an HIB behavior expectation contract. Further instances of harassment will result in suspension or expulsion.

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:

- Using any lewd, lascivious, indecent, or obscene words, images, or language, or suggesting the commission of any lewd or lascivious act;
- Anonymously or repeatedly whether or not conversation occurs; or
- 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 progressive discipline policy.

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.

Honor Roll

EHS encourages academic achievement and recognizes students who achieve at a high level by compiling an Honor Roll at the end of each semester. To be placed on the Honor Roll, students must have a grade point of 3.3 or better.

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.

Horseplay and Aggressive Horseplay

To ensure the 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. Horseplay includes, but is not limited to, intimidating action to cause "flinching", pushing, tripping, water fights, keep-away (grabbing a possession of another student and not giving it back), throwing things at others, chasing or running in the halls, tag or any action which could potentially cause injury. Horseplay may result in detention.

Repeated violations result in progressive corrective actions.

Aggressive horseplay includes such aggressive actions as hitting, kicking, choking, wrestling, arm or head locks, etc. Because of the high potential for injury, the consequence for a first offense of aggressive horseplay may be suspension. Repeated instances of aggressive horseplay will result in greater consequences.

Library/Student Center Expectations

The Student 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 learning resource center.
- Disruptive behavior will not be tolerated.
- Library computers are for school-related use only.
- Students should come to the LRC prepared to work when they have assignments to do or when they are looking for material for leisure reading.
- Always check out material before they are taken from the library or return them to the desk.
- Please be considerate of school property. Don't write on tables or in books, don't tear pages in books or magazines, put waste paper in the recycle bin—common courtesy things like that will be appreciated.
- Do not be in the workroom or office without permission.
- Ask for any assistance you need.
- Be patient if the librarian, volunteers, and student assistants are busy.
- Library books and materials are very expensive. Students and may have their records withheld or registration delayed.
- Electronic Nooks are available in the library. The Nook replacement cost for lost or damage is \$95.50. Check out period is 14 days. The charge cords will not be checked out. When needing a charge, simply bring the Nook into the library before school and it will be returned to you by lunchtime.
- Elma High School fiction and nonfiction library books can be checked out for a limit of 14 days. After the 14 day period, please renew or return your checked out materials.

Students who have textbook fines and/or library fines will not be allowed to check out library books until their fines are paid off in full. Please pay your fines with Ms. Nolan in the financial office (Room 153) then bring your receipt to the library.

Litter

Elma High School students are expected to set an appropriate example by placing litter, **including your chewing gum**, in containers provided around the school. Students who litter, as outcome may be assigned hours of campus service. Please show your Eagle Pride by helping us keep your campus and community clean!

Lockdown—Modified and Full

If an intruder or other situation creates an immediate

concern for student safety during a class period, A message announcing **modified or full lockdown** will be announced over the intercom. Before school, after school, and during lunch or passing times, a long continuous bell will be sounded. It may be repeated.

During a full lockdown:

- Students not in a classroom or safe area should go to the nearest classroom that has a teacher or staff. If you are in the hall, go to the nearest classroom.
- Stay seated, quiet, and calm. The teacher will close the blinds and cover other windows.
- Wait for instructions from the teacher.
- Do not leave the room until an “All Clear” is given.

Lockers

You may request a locker assignment through 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 assistant principal.

- Keep your locker clean, closed, and locked to prevent theft.
- Do not share your locker combination with others.
- Do not tamper with the lockers of others.
- Do not leave money or valuables in lockers.
- Do not padlock your locker.
- Do not leave your locker “set” to unlock.
- Notify the main office if you vacate or change lockers during the year.
- 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 around the school may be turned in to the financial office. Items will be held in the financial office for no less than one month, after which unclaimed items may be donated to charity. If a student believes he or she has lost something at school, it is the student’s responsibility to come to the office to report the loss and check Lost & Found. A student wishing to check the Lost & Found will be asked to identify the lost object by accurately describing it to a staff member, who will then check the Lost & Found storage. Lost & Found items will only be returned to the owner of the item. EHS and staff are not responsible for lost or stolen items; please keep track of your belongings that you choose to bring to school.

Lunches—Trays in the Commons

Lunches and milk are served daily from 11:42-12:12 and from 12:37 to 1:08. You may not leave the commons area with food trays, please help us with this. We are trying to reduce waste products for our environment. ***You may say to the kitchen staff that you plan to leave the commons and they will give you a paper plate or tray.***

Lunches—Closed Campus

Elma High School is a closed campus. This means that once students arrive on campus, whether by bus, on foot, or by private vehicle, students are expected to remain on campus until dismissed at the end of the day.

Students may not leave campus during the school day without parent permission for a reason that complies with attendance policy and checking out through the main attendance office. Please note that parents must come into the attendance office and sign their student out in order for students to leave campus during their lunch time; phone calls or notes giving permission for students to leave

during lunch time are not allowed.

Additionally, high school students are not to be on middle school grounds unless prior permission has been obtained from middle school administration. Violations will be treated as truancy or non-conforming absences and could result in school discipline and/or truancy petitions being filed in juvenile court.

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, it must be held and given by office staff. A note from your parent along with OTC medications is sufficient.

Prescription medications require a doctor’s authorization to administer the medication. Your parent must come to the attendance office and complete a form to authorize prescription medication at school. Students who use asthma inhalers or epi-pens for severe allergies should see the nurse and arrange to have a spare inhaler or epi-pen kept at the school.

Messages for Students

Class time is learning time, and we strive to minimize disruptions. The office will take messages for student and deliver those messages to teachers near the end of each hour. The classroom teacher will give the message to the student. Only emergency messages will be delivered to students immediately.

Parking Lot

Parking permits are required. If you drive to school and park in our student parking lot, please respect other drivers and follow these expectations:

- Park only in designated ***student parking*** areas.
- No loitering in the parking lot at any time.
- Students are not allowed to be in the parking lot during class time without permission through the attendance office. The parking lot is part of our “closed campus”; if corrective action is necessary by your actions, it will be treated as truancy.
- Students who are legitimately arriving late or are leaving school must be prepared to provide evidence justifying their presence in the lot.
- Speed limit on campus is 5 mph.
- Obey entrance and exit arrows, right-turn only sign after school to keep the traffic flowing, staff designated parking, and “no parking” zones. Do not exit through the middle school parking lot; this is a safety concern.
- No other student may ride in a vehicle without the permission of the parent or guardian of both the driver and passenger.
- All school rules apply to vehicles on campus. Vehicles may be subject to search as provided by RCW 28A.600.230.



Any failure to meet these expectations of the above will may result in the loss of the privilege to drive on campus. Further refusal to comply will follow our progressive corrective action.

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. Everyone is expected to remove their hats during it's recitation.

Progress Reports

Student grades are now available online through Skyward Family Access. If you did not receive login information during registration, it may be obtained by contacting the Assistant Principal, 482-1052. Grade reports are mailed home each quarter.

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 EHS Progressive Corrective Actions Matrix.

Public Display of Affection

The behavior standard for EHS is "*workplace behavior.*" While on campus, public displays of affection (PDA) and overt affection is not an acceptable behavior. Inappropriate behaviors include grabbing, fondling, kissing, sitting on laps, and continuous holding or hugging. Students will be privately counselled for the first infraction of this rule. If you engage in repeated PDA or overt affection, you will be referred to the office for appropriate action, including parent contact.

Racial Harassment

Racial harassment will not be tolerated at Elma High School, 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.

"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.

The following examples of racial harassment include, but are not limited to conduct that:

- interferes with an individual's work or school performance;
- creates an intimidating, hostile, or offensive school or work environment; or,
- 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 Elma High School Student Handbook. Students who violate this racial harassment policy shall be disciplined. 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 *Discrimination Grievances process outlined on page 9 of this Elma High School Student Handbook.*

Report Cards

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. If you need help with this access, please contact skywardsupport@eagles.edu. Please make sure to include parent name, student name, and grade level in the email. If you would like to request a printed copy of your report card, please call our Registrar, (360) 482-1056.

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, your official transcript may be withheld, and/or you may be prohibited from participation in any EHS-sponsored athletic activities until the fine is paid.

School Constitution and Officers

Students may choose to run for offices in the ASB, representing their class, or representing clubs. If you are interested in running for election as an ASB officer, you should refer to the requirements in the school constitution. The constitution is available in the Attendance Office.

- * You may hold only one major and one minor office or three minor offices.
- * Major offices are the ASB officers, and presidents of clubs and classes.
- * You may not represent more than one organization in the Student Council at one time.
- * A club or class president can choose a member to fill a vacant office during the year.
- * Clubs and classes must have a constitution filed with the ASB Secretary to participate in Student Council meetings.

ASB meetings are once a month during class and club meeting day or at a designated time planned by the individual club (before/after school or lunch/core).

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 he/she has 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, cell phones, and vehicles parked on school property. **Students may also be asked to submit to a breath alcohol or rapid eye test; this may include prior to admittance to EHS dances or at other school functions.** All students should be aware that drug dogs may be invited onto school property at any time.

Security

Security is a priority at Elma High School. Hallways and other areas are monitored by a series of security cameras located throughout the building. The building is open from 7:30 a.m. to 3:30 p.m. Monday through Friday during the school year. All doors are locked each day at 3:30 p.m. You should be off campus at 3:30 unless you are participating in an after-school activity with staff supervision.

Sexual Harassment

Sexual harassment is a form of prohibited sex discrimination. 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 pro quo); 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, 482-2822. All complaints and allegations will be investigated and a finding made within five school days.

Skateboards

Use of skateboards, skates, wheelies, and other types of rolling shoes are prohibited on school district property at all times. If you have a skate board at school, it will be confiscated and returned only after school. Multiple violations will result in further corrective action.

Spitting

The act of spitting saliva upon school property (floors, walls, seats, etc) creates both an offensive environment and a health and safety concern. Students are expected to properly dispose of all body fluids. Violators may receive detention and/or campus service for any mess created. Repeated incidences will result in more severe outcomes.

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.

Please refrain from these **unsportsmanlike** behaviors that don't reflect Eagle spirit and pride:

- 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 High School and after-school or athletic events are required to have a school-issued picture identification.

Tardiness (Late to Class)

Developing the habit of being on time is an important workplace skill that should be practiced at school. Tardiness is considered misbehavior and will be addressed by teachers and administrators. Repeated tardiness will result in detention and/or Saturday School. If you are tardy to any class, you must sign in through the attendance office.

Telephone Use

If the situation warrants and with teacher permission, students may use the **land-line phone** in the main office or the classroom to contact parents. Calls should be made during class breaks, lunch periods, and before or after school. Parents may also leave messages for their students with the main office to be delivered at the end of the class period. Emergency messages will be delivered immediately.

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 and just a reminder, do not leave the lock on your locker set.

For the purposes of this handbook, "theft" includes, but is not limited to, the taking of any item from a student 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.

Truancy

Students are considered truant if they are absent from school or class without permission. Truancy may include the following:

- Absence from any class
- Tardy by more than ten minutes unexcused
- Leaving campus without permission
- Visiting the parking lot during the school day without office permission

Truancy results in immediate school interventions as identified on EHS 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 EHS and may result in corrective actions.

Visitors

No student visitors will be allowed during the school day. Adult visitors wishing to observe classes or consult with teachers must seek approval from the principal or assistant principal, who will make arrangements with the teacher for an appropriate time for the visitation.

Weapons—Zero Tolerance

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 will result in school-based threat assessment, parent conference, and suspension or expulsion. Police may be involved

Elma School District #68
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:

1. 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 and/or Bus Monitor.
2. Students shall cooperate with and obey the School Bus Driver and/or Bus Monitor promptly and willingly at all times.
3. 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.
4. Students shall never put objects, substances or body parts out the bus windows. Bus windows will not be lowered or raised without permission from the Bus Driver and/or Bus Monitor.
5. Students shall stand away from roadway curb when any bus is approaching or leaving a stop. Students shall be at the bus stop 5 minutes prior to the scheduled bus time.
6. 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 drivers instructions to cross and look all ways before crossing.
7. 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.
8. Students shall act in a safe and courteous manner at all times. Classroom-type conduct (inside voices, etc.) shall be observed at all times.
9. Students shall be absolutely quiet (no noises, no talking) at railroad crossings, until the bus is completely across the tracks.
10. 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.
11. 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 Drivers and/or Bus Monitors discretion and only while the bus is parked on school grounds.
12. Weapons, tobacco products, illegal drugs, alcohol or any related paraphernalia or anything that purports to be is strictly prohibited.
13. Student harassment, fighting, bullying, vulgar or profane language/gestures (including on cell phones) excessive noise, loud behavior, spitting, throwing things will not be tolerated.
14. Students will not bring items on the bus that could cause injury to others or be a distraction to the driver, 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 students' lap.
15. Except for certified assist animals, no animals, reptiles, insects, fish or fowl is permitted on the bus.
16. 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.
17. 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.
18. With the Drivers or Bus Monitors permission, students may play, quietly, any radio, iPod, 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 these 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 Driver/Monitor.
19. 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 Driver/Monitor.

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

Board Approved 4/28/10



Elma High School

2023-2024

Daily Schedules

Regular Schedule

1st Lunch Group Schedule

Warning Bell	8:20
1 st	8:24 – 9:16
2 nd	9:20 – 10:12
Eagle Time	10:16 – 10:42
3 rd	10:46 – 11:38
Lunch (1st)	11:38 – 12:08
4 th	12:12 – 1:08
5 th	1:12 – 2:04
6 th	2:08 – 3:00

2nd Lunch Group Schedule

Warning Bell	8:20
1 st	8:24 – 9:16
2 nd	9:20 – 10:12
Eagle Time	10:16 – 10:42
3 rd	10:46 – 11:38
4 th	11:42 – 12:38
Lunch (2nd)	12:38 – 1:08
5 th	1:12 – 2:04
6 th	2:08 – 3:00

Lunch is based on 4th period

2 Hour Late Start

1st Lunch Group Schedule

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

2nd Lunch Group Schedule

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

Lunch is based on 3rd period

Early Dismissal

	ALL PERIODS
1 Period	8:24-8:52
2 Period	8:56-9:23
3 Period	9:27-9:54
4 Period	9:58-10:26
5 Period	10:30-10:58
6 Period	11:02-11:30
Lunch:	11:30-12:00
Students to buses at 12:00	

	AM PERIODS 1,2,3
1 st Period	8:24-9:23
2 nd Period	9:27-10:26
3 rd Period	10:30-11:30
Lunch:	11:30-12:00
Students to buses 12:00	

	PM PERIODS 4,5,6
4th Period	8:24-9:23
5th Period	9:27-10:26
6th Period	10:30-11:30
Lunch:	11:30-12:00
Students to buses 12:00	



IN A WORLD WHERE
YOU CAN BE ANYTHING

be kind

#EAGLESTRONG



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