

Elma High School

Eagles Student Handbook

2024-2025



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: Cori Bullus, EMS Assistant Principal
Address: 1235 Monte Elma Road, Elma, WA 98541
Telephone Number: (360) 482-2237
Email: cbullus@eagles.edu

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



ASB, Classes, and Clubs

Clubs, Organizations and Advisors 2024-2025 How Will You Be Involved?

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

Important Contacts

Principal - Tatia Holme	Assistant Principal - Landon Maggs	Athletic Director - Ron Clark
Main Office Secretary - Brooke Seaburg	Fiscal Specialist - Kellie Nolan	CTE Director - Christi Kershaw
CTE Fiscal Secretary - Angie Patton	Registrar - Ariel Tuttle-Knight	Nurse - Shannon Curl
Counselor - Sunshine Perry	Counselor Bobbi Smith	Tech Director - Eric Smith

HIB - Student Incident Report

- If there is something you need to report please go to the student incident report that is located in your Google classroom. This Google form can be filled out 24/7. You may want to locate this document and “STAR” it to your favorite internet browser so that you can find it easier. Please reference Elma School District Policy 3205 & 3207.
- See link below
 - <https://docs.google.com/forms/d/e/1FAIpQLSfWEcWWQaEMG1qK9FhNfm2agZPAnifa3Wiu4qoAmGfGwLM8gQ/viewform>

Smart Pass

- If you need to use the bathroom, see the nurse, or get a drink of water you will use the Smartpass system. Teachers will be teaching you how to use this platform during your first week of school. If you have any questions please email Mr. Maggs and he will provide you with support. <https://www.smartpass.app/>

Attendance

- Maintaining good attendance in high school is more than just showing up; it's a key to unlocking your full potential. Each day you attend class, you build a solid foundation of knowledge and skills that are essential for your future success. Consistent attendance helps you stay engaged with your lessons, participate in discussions, and form meaningful connections with your teachers and peers, all of which can lead to a deeper understanding of the material and better grades. Moreover, good attendance demonstrates your commitment and responsibility, traits that are highly valued in both higher education and the workforce. By being present and punctual, you're setting yourself up for a successful transition into college or your chosen career path. Remember, every class missed is an opportunity lost, so make the most of each day and strive to be there—your future self will thank you.
- 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>.

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 a parent coming into the school to sign the student out.***

Cell Phone Policy

- Cell Phones are not to be brought to class. They should remain in your locker. (Can be used during passing/lunch).
- If you are caught with your cell phone in class the teacher will place a brown paper bag on your desk/table. You will then place your phone in the brown bag. The brown bag will remain on your desk. When the bell rings you may grab your phone out of the bag.
- If you pull your phone out of the brown bag at any point before the bell rings the teacher will make a student referral and discipline will be assigned.

Standards Based Grading

- Standards-based grading (SBG) is an approach to assessment and reporting that focuses on students' mastery of specific learning standards rather than averaging grades over time. In SBG, each standard is clearly defined, and students are assessed on their progress toward meeting these standards through various formative and summative assessments. Instead of receiving a single overall grade, students are given detailed feedback on their proficiency in each standard, often on a scale that indicates whether they are beginning, developing, proficient, or advanced. This system encourages students to focus on mastering content and skills rather than accumulating points, promoting a growth mindset and allowing for a more accurate reflection of their learning progress.
- 4 - Advanced (Exceeding Standard): The student demonstrates an in-depth understanding of the standard and can apply it in complex, novel situations beyond what was explicitly taught.
- 3 - Proficient (Meeting Standard): The student meets the standard, demonstrating a solid understanding and ability to apply the knowledge or skills in the expected contexts.
- 2 - Developing (Approaching Standard): The student shows partial understanding and is approaching proficiency but still makes some errors or requires assistance to demonstrate the standard.
- 1 - Beginning (Below Standard): The student has a minimal understanding of the standard and struggles to apply the knowledge or skills without significant help.
- 0 - Not Yet Demonstrated: The student has not yet provided evidence of understanding the standard, either through missing work or lack of sufficient progress.

BUS PASSES

- Parents/Guardians need to write a note giving permission for their student to ride a different bus route or to get off at a different stop on their regular bus route. Bus passes will only be written for district established stops. The note should include the requested bus route number (if known) and the address of the requested destination. In the event of an emergency, any bus pass request must come in the form of an email to the Attendance Secretary by 1:00 PM.

High School Behavior Matrix

Setting	Expected Behavior	What This Looks Like
Classroom	Respectful	Listen attentively when others are speaking, use appropriate language, follow directions, and treat peers and teachers kindly.
	Responsible	Be prepared with materials, complete assignments on time, and actively participate in class activities.
	Safe	Keep hands, feet, and objects to yourself; follow classroom procedures and safety protocols.
	Engaged	Stay focused on the lesson, ask questions when needed, and contribute positively to discussions.
Hallways	Respectful	Use quiet voices, walk to the right, respect personal space, and keep the hallways clean.
	Responsible	Move promptly to your destination, avoid lingering, and carry a hall pass if required.
	Safe	Walk, don't run; be mindful of others' personal space; keep hands and objects to yourself.
Assemblies	Respectful	Listen quietly, applaud appropriately, and follow instructions from staff.
	Responsible	Arrive on time, remain seated until dismissed, and refrain from using electronic devices.
	Safe	Stay in designated areas, follow directions from staff, and exit calmly.
Cafeteria	Respectful	Use polite language, wait your turn in line, and speak at an appropriate volume.
	Responsible	Clean up after yourself, dispose of trash properly, and return trays to the designated area.
	Safe	Walk in the cafeteria, stay seated while eating, and report spills or messes to staff.
After School Activities	Respectful	Be a positive representative of the school, cheer respectfully, and follow the guidelines set by coaches or advisors.
	Responsible	Arrive on time, follow event rules, and clean up after yourself.
	Safe	Follow safety rules specific to the activity, stay with the group, and report any concerns to the supervising adult.

Student Recognition

- We're excited to share that we'll be trying some new ways to recognize and celebrate the incredible things you all are doing here at our high school. We know that each of you contributes to our community in unique and meaningful ways, and we want to ensure that your efforts and achievements are acknowledged and appreciated. Whether it's academic success, acts of kindness, leadership, or showing resilience, we're looking to shine a spotlight on the many ways you make our school a better place. Stay tuned for more details on how we'll be recognizing and celebrating your hard work and positive contributions!
- Donut be late - Once a month
- Student Recognition Assemblies
- Popcorn Party
- Glow Party
- No Tardy Party - once a month
- NBA party - once a month - Never Been Absent
- Spirit Days
- Student of the Month
- Eagle Out - Game days
- Positive Notes (Eagle Cards)
- Honor Roll (Quarters 1,2,3) Donuts
- Club/Sports Member - Recognition

Elma Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (<https://www.eagles.edu/for-families-students/harassment-intimidation-bullying>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer ([Dr. Christopher R Nesmith](#), cnesmith@eagles.edu, 360.482.2822) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage (<https://www.eagles.edu/for-families-students/harassment-intimidation-bullying>) or the district's *HIB Policy (3207) and Procedure (3207P)*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's *Nondiscrimination Policy (3210) and Procedure (3210P)*, visit (<https://www.eagles.edu/our-district/school-board-of-directors>).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's **Sexual Harassment Policy (3205) and Procedure (3205P)**, visit [<https://www.eagles.edu/our-district/school-board-of-directors>].

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: [Dr. Christopher R Nesmith, Superintendent, 1235 Monte-Elma Rd, Elma, WA 98541, cnesmith@eagles.edu, 36.482.2822](mailto:Dr.ChristopherR.Nesmith@eagles.edu)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: [Dr. Christopher R Nesmith, Superintendent, 1235 Monte-Elma Rd, Elma, WA 98541, cnesmith@eagles.edu, 36.482.2822](mailto:Dr.ChristopherR.Nesmith@eagles.edu)

Concerns about disability discrimination:

Section 504 Coordinator: [Kathleen Gallagher, State & Federal Director, 1235 Monte-Elma Rd, Elma, WA 98541, kgallagher@eagles.edu, 36.482.2632](mailto:Kathleen.Gallagher@eagles.edu)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: [Dr. Christopher R Nesmith, Superintendent, 1235 Monte-Elma Rd, Elma, WA 98541, cnesmith@eagles.edu, 36.482.2822](mailto:Dr.ChristopherR.Nesmith@eagles.edu)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Superintendent and then to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (**3210P**) and Sexual Harassment Procedure (**3205P**).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (**3210P**) and the HIB Procedure (**3207P**) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P] visit [\[https://www.eagles.edu/our-district/school-board-of-directors\]](https://www.eagles.edu/our-district/school-board-of-directors). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

[Dr. Christopher R Nesmith, Superintendent, 1235 Monte-Elma Rd, Elma, WA 98541, \[cnsmith@eagles.edu\]\(mailto:cnsmith@eagles.edu\), 36.482.2822](mailto:cnsmith@eagles.edu)



Elma High School

"We Empower Life Long Learning"

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
1st Lunch	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
4th	11:42 -12:38
2nd Lunch	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
1st Lunch	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
2nd Lunch	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

