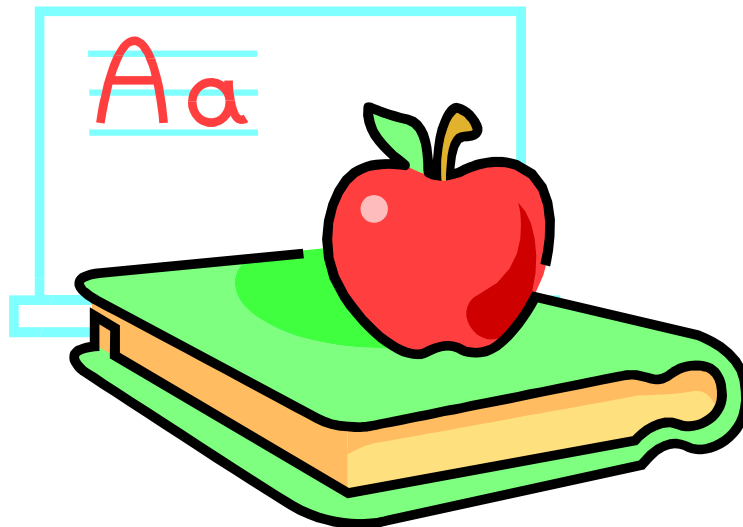


# EASTON ELEMENTARY SCHOOL

## STUDENT HANDBOOK



2017-2018



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## CONTACT INFORMATION

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## **STUDENT EXPECTATIONS**

The Easton School Staff have high behavioral and academic expectations for students. It is our expectation that students respond appropriately when expectations are clearly defined, rules are enforced, and consequences are fair. Discipline plans are developed to provide students and staff with the structure and order needed to create a positive learning environment.

### **STUDENT EXPECTATIONS**

Make good decisions  
Solve problems  
Show respect

Rules and procedures specific to various school settings (classroom, hallways, lunchroom, playground, etc.) will be taught and reviewed regularly with students to help insure student success and maintain a positive atmosphere at Easton School.

Each classroom teacher will adopt and use a classroom management system that reflects the elementary guidelines for success and fits within the teachers' philosophy and teaching styles.

Individual discipline plans will be developed for students who need extra help to be successful. These plans will involve a team process with staff, parent and student input being essential.

## **PARENT-TEACHER CONFERENCES**

Parent/Teacher conferences will be held on October 25<sup>th</sup>- 26<sup>th</sup> of 2017 and on March 28<sup>th</sup>-29<sup>th</sup>, 2018. Students are released at 12:00PM on conference days. Your child's classroom teacher or the district secretary will contact you to arrange a date and time for your conference.

At these conferences you are invited to review your child's progress. Your participation is very important to your child's success.



Here are some tips you may find helpful in preparing for conferences:

1. Prepare questions ahead of time to ask at the conference.
2. Be on time.
3. Remember that both you and your student's teacher want the best for your student.
4. Get to know your child's teacher early in the school year.

A meeting with your child's teacher can be arranged at any time. Call the school at 509-656-2317 to make an appointment.

### **ASSESSMENT**

State and District assessments are administered throughout the year and will be discussed with parents or guardians at conferences. These assessments are used to guide instruction.

### **SPECIALIZED EDUCATION PROGRAMS**

Easton School provides the following specialized services for students as needed:

#### **TITLE/LAP Interventions**

Interventions are designed to provide specialized individual or small group support for student reading, writing, and math.

#### **Bilingual Education**

This program is designed to provide support for students who do not speak English as their first language. Qualifications for service are based on the Washington English Language Proficiency Assessment.

#### **Special Education**

Students qualifying for special education are placed on an individual education program, and receive additional instructional support.

### **ATTENDANCE**

It is important to your child's education that they attend school regularly. Skills are introduced and reviewed every day. Classroom time begins at 8:25 each day. Dismissal is at 3:05. Multiple unexcused absences will be reported to law enforcement under the provisions of the BECCA law.

The official school calendar adopted by the school board each year outlines holidays, breaks, conferences, and early release days. Please check your school calendar as a reminder of the days when school is not on a regular schedule.

## ABSENCE

Please call the school office at 509-656-2317 by 8:45 a.m. to excuse your child if he/she will be absent or late. If you know in advance that your child will be absent, please inform the school as soon as possible so we can provide make-up assignments.

Regular school attendance is important in order for your student to be successful. Please help us make this a priority. Absences are classified as either excused or unexcused.

### **Examples of excused absences are:**

1. School sponsored activities
2. Illness
3. Family emergencies
4. Short term suspension, as specified by law
5. An activity which has been approved by both the superintendent or designee and the parent/guardian prior to the absence
6. Pre-approved family vacations
7. Religious observance when requested by a parent

### **Examples of unexcused absences**

1. Shopping
2. Getting a haircut
3. Skiing
4. Picking up my tuxedo
5. Overslept
6. Hunting
7. Any absence not verified by the parent/guardian prior to the student's return to class

Unexcused absences can have an impact on a student's grades.

**PRE-ARRANGED ABSENCES:** Students may be released for activities not sponsored by the school, if a written request for release is sent by parents at least 24 hours ahead of time. Assignments must be obtained before the absence and will be given full credit.

**Truancy** is defined as an absence from the school building without parental or school permission. Students who are truant from school shall be subject to immediate disciplinary action which may include suspension or expulsion.

### **Washington's Becca Bill (RCW28A.225.030)**

The Becca Bill requires that the school file truancy petitions with the court if a student has a certain number of absences. The following is a summary of the law:

#### **One (1) or Two (2) Unexcused Absences**

After a single unexcused absence, the school will contact the parents by phone and/or letter. After a second unexcused absence, the school will attempt to schedule a conference with a parent and student to discuss a possible solution to the truancy problem.



### **Five (5) Unexcused Absences**

If a student has five (5) unexcused absences in any one month, the school may file a petition with the Superior Court, enter into a written truancy agreement with the student and parent or guardian, and/or take other reasonable action.

### **Seven (7) and Ten (10) Unexcused Absences**

The school is required by the law to file a petition in Superior Court against the student, parent, or both when a student has seven (7) unexcused absences in any one month or ten (10) in a year.

The courts can impose a number of different sanctions in response to a petition from the school. A chronically absent student can be found in contempt of court, sentenced to community service, compulsorily enrolled in an alternative education program, and/or incarcerated in a juvenile detention facility. Additionally, parents may be found in contempt of court and fined \$25.00 for each day the student is absent.

## **ACCIDENTS**

If a student is injured at school, they will be administered first aid. 911 will be call if the degree of injury is serious, and then parents will be called. If the parent/guardian is unable to be reached, emergency contacts provided by the parent/guardian will be called.

## **BUILDING HOURS**

The school building is open from 8:00AM to 3:30PM daily for student use. Students should only be in the building at other times under direct supervision of a staff member or to take part in a school-sponsored activity. The office will be open from 8:00AM to 3:30PM to handle student business. Appointments may be scheduled at other times if necessary.

## **ENROLLMENT**

Preschool students must be 4 years old before September 1st and Kindergarten students must be 5 years old before September 1st to be eligible to enroll. Providing proof of age (birth certificate) is required. All students must provide an immunization record before attending Easton School. School attendance information must be completed and returned.

Students transferring to Easton School must provide complete school records including academic, remediation, special education, bilingual and discipline. Any student who resides outside the district may apply to attend Easton School. All applications for nonresident attendance or home-based instruction will be considered on an equal basis. A parent or guardian shall apply for admission on behalf of his or her child by completing the "Choice Transfer Request".

The superintendent has the option of either accepting or rejecting an application for nonresident admission based upon the following standards:

- Available space in the grade level in which the student desires to be enrolled.

- Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence.
- Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff.
- Whether the student's disciplinary records indicate any violent or disruptive behavior.
- Whether the student has been expelled or suspended from a public school.
- If the non-resident student is the child of a school employee.

### **EMERGENCY CONTACT INFORMATION**

It is crucial that up-to-date emergency contact information is on file. Having current telephone and cellular phone numbers, as well as your doctor's contact information is important. Please advise the school with every change.

### **EMERGENCY PROCEDURES**

Easton School has prepared a Comprehensive Safe Schools Plan. A copy is in every classroom. In most emergencies your child will remain and be cared for at school. However, in the rare event of an emergency affecting the school that prohibits re-entry to the building, students and staff will be transported to a safe location. We will keep the local media accurately informed of any emergency.

### **UNSCHEDULED SCHOOL CLOSURE**

Occasionally, a decision may be made that school will start late, close early, or not be held at all. Please recognize that such decisions are not made lightly and that student safety will be the determining factor for such a decision. If any change in the normal school day is made due to weather, announcements will be made on KXLE(95.3fm). If we are unable to send students home on the bus due to weather conditions, they will remain at school (or pre-designated home) until it is safe to send the busses or until a parent is safely able to pick their student(s) up at school. Please make sure we have current contact information.

### **DRESS CODE**

#### **Dress Code (Refer to Board Policy 3224)**

Student appearance should be neat and clean. Students are to be fully clothed and wear shoes at all times. Individual dress is up to the student and parents/guardians as long as it complies with the following guidelines which were created to encourage a positive and safe learning environment:

- **Clothing/Accessories** may not have any pictures, symbols or words that represent alcohol, tobacco, illegal drugs, gangs, sexual implications, racial slurs, profanity, or reference to profanity.
- **Clothing on lower extremities:** must not distract from the learning and be appropriate. A general rule for determination is that the shorts/skirt should be at fingertip length when arms are relaxed and hanging from the shoulder.
- **No beach wear** may be worn.

- **Shirts:** Halter tops, half shirts, tube tops, strapless shirts, and clothing that expose the midriff are not appropriate for school.
- **Shoes** with soles must be worn at all times. No slippers.
- **No visible undergarments.**
- **Hats** may not be worn inside the school.
- **Sunglasses** may not be worn inside school buildings.

In addition, **this dress code policy will be in effect for all school related activities.**

The key guideline is that dress and grooming should never interfere with anyone's right to learn or teach or endanger health or safety. Where the nature of a learning activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities.

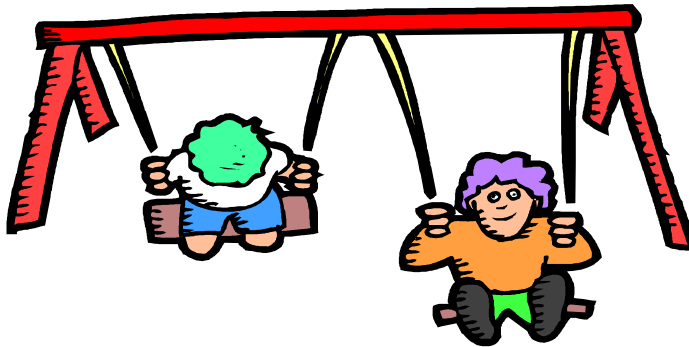
### LOST AND FOUND

Students who find lost possessions are asked to take them to the office where they can be claimed by the owner. Clothing and books are placed on a table in the front entrance area. Please check the table regularly. Items of significant expense such as jewelry, phones, etc. are kept in the office. A verbal description of the item will be required in order for it to be returned. Clothing that is clearly marked with the owner's name will help insure it is returned to the right owner. Unclaimed items in the lost and found will be donated to charity.

### PLAYGROUND RULES

#### **Basic Playground Rules:**

- Dangerous activities will not be allowed.
- Students need to be visible to the supervisor at all times.
- All puddles and mud areas are off limits.
- Games that involve wrestling, rough housing, fighting, or pretend fighting are not permitted.
- Balls are to be kicked in the grass areas only.
- Jump ropes are used to jump rope, not for other purposes.
- Playground Tires: Students may only jump off from the ends of the tires.
- Climbing Wall: Only two students on the wall at a time.
- Slide: Students are to go down the slide one at a time, facing forward and sitting down.
- Yellow Plastic Tunnel: Students must stay off the top of the yellow plastic tunnel on the play structure.
- Swings: Only one student on each swing at a time, forward and back and students may not jump from swings.
- Snow: Students may not throw snow in any form. Students are not permitted to slide on ice or hard snow.
- Personal toys and electronic items are not allowed on the playground or in the gym.
- Personal sporting equipment must have prior approval by the classroom teacher.



## PLAYGROUND BEHAVIOR

Children are expected to demonstrate their ability to be responsible for themselves and to be in control of their behavior.

The following behavior choices will demonstrate a child's ability to be in control of and responsible for themselves.

Keep Trying - A child is having a problem but chooses to solve it by continuing to try.

Ask for Help - The child seeks assistance in an appropriate manner from the playground supervisor.

Time Out - The child is having a problem and chooses (or is directed) to remove themselves from the activity and think it over; or the playground supervisor requests that the child leave the area to prevent further difficulty.

### Intervention Step One:

1. When directed by a supervisor, the student goes to a designated time out area.
2. The student is to wait in the time out area until the supervisor has an opportunity to problem solve with them.
3. If recess ends before the problem solving has been completed, the student will begin the next recess in the time out area and remain there until the problem solving is completed.

### Intervention Step Two:

Students will be sent with a referral to the front office and will be assigned consequences based on the discipline plan.

## GYM RULES

- All playground rules apply.
- Stay out from under the bleachers.
- Gym shoes must be worn at all times.
- No climbing on gym equipment including the bleachers.
- Students may sit on the bottom row of the bleachers if it is pulled out.
- No kicking balls

## **SAFETY**

Safety of children is our priority. Children must practice good safety habits at school, on the grounds, and on the bus.

- Students should not arrive at school prior to 8:00 a.m. Staff supervision is not available before this time.
- After arrival in the morning students must stay on the Easton School grounds.
- Students may not leave the school campus unless they have special permission from their parent/guardian. Students must check out at the office.
- Students may ride bicycles to school, but may not ride them on the school grounds during the day. A bike rack is provided at the main entrance. To avoid theft, it is recommended bikes be locked to the rack.
- No skateboards are allowed at school during the school day.
- Students should always walk while on the sidewalks and in the building.
- Students must play in designated playground areas. Playing is not allowed in the front of the school.

## **TELEPHONES**

Telephones are located in each classroom and are available for student use with permission of the classroom teacher. A telephone is also available at the office counter located near the front entrance. Students must have teacher permission to use the phone between 8:30 and 3:05. Classroom instruction is not interrupted for telephone calls except in emergency cases. All teachers receive their messages through voice mail.

Please make any special arrangements with your child before they leave for school each day. Students are not allowed to call home after school to request permission to go to a different location. If student s afterschool arrangements change please call the office prior to 2:30PM. The office staff will make sure students and teachers know about the change prior to 3:05PM.

## **VOLUNTEERING AND VISITING**

Easton School District is dedicated to the involvement of parents in their child's activities and classroom. Easton School District has procedures to provide a safe learning environment for all students. Parents are asked to follow the guidelines below in order to insure the safety of all students.

### **Parent Chaperones**

Chaperones are parents who choose to attend events as help to supervision for the class or the school. All chaperones will need to obtain permission from the classroom teacher or advisor and the principal prior to chaperoning any event or activity. Parent chaperones that are going to be alone with students or stay overnight with students will need to follow the procedure below in order to obtain permission to chaperone an event:

1. Fill out a Volunteer Application Packet
2. Complete finger printing and background check per the OSPI guidelines
3. Obtain permission from the classroom teacher/advisor and principal to chaperone event

All Chaperones are expected to follow the guidelines and expectation of the school district employee overseeing the event. Chaperones that do not follow the expectations will be asked to leave. Chaperones are expected to follow school regulations as they pertain to Easton School Board Policy.

### **Easton School Volunteers**

Volunteers are an integral part of the success of Easton School District. Volunteers are defined as someone who is volunteering regularly with the district or when there may be opportunities to work with students one on one or in a supervisory role. The district has determined the following procedure for volunteering:

1. Fill out a Volunteer Application Packet
2. Be 18 years or older and graduated from high school
3. Complete finger printing and background check per the OSPI guidelines
4. Obtain permission from principal

District volunteers are expected to follow the guidelines and expectations of the school district including regulations pertaining to Easton School Board Policy. Volunteers will abide by the expectations of the overseeing district employee.

### **Visitors**

Easton School District welcomes and encourages visits to school by parents, and other adult residents of the community and interested educators. Visitors must be under the supervision of a school employee at all times. The procedures for obtaining visitation are as follows:

1. Contact school 24 hours prior to visit
2. Sign in at the office
3. Wear visitor badge at all times
4. Stay within area of school for which your visitation is designated
5. Sign out and turn in badge prior to leaving school

Visitors are expected to comply with the rules and regulations set forth by the Easton School Board and the staff of Easton School. Visitors who do not comply with the rules and regulations of Easton School will be asked to leave the premises. Visitors will abide by the expectations of the overseeing district employee.

### **VIDEO CAMERAS (SURVEILLANCE)**

The Easton School District has authorized the installation of a video camera system in some of our district buildings for the purpose of maintaining a safe and orderly educational environment. Cameras are authorized for use in the following areas where the public, students, and staff have no reasonable expectation of privacy: entrances, hallways, commons, athletic fields, parking lots,

gymnasiums, school cafeteria and the exterior of the building. Cameras are prohibited in areas such as the bathrooms, locker rooms and health rooms. Signs will be posted at all main entrances of the building. Only individuals authorized by the building or district administration may view recordings of the security tapes. The district reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the district administrator and in compliance with appropriate federal and state laws.

Video recordings will be kept only when they become a part of a student disciplinary action, per the student records policy, or as part of an ongoing investigation.

### **NURSING SERVICES**

The district employs a school nurse one partial day each week. The nurse is also available for specific health related appointments. The school nurse performs health-related screenings (vision and hearing), coordinates special health-related presentations and assists with specific health needs of students.

The administration of medication at school is regulated by state law. The school nurse oversees the administration of all medicine. All student medication must be kept in the school office unless specific arrangements are made for the child to keep the medication with them.

School personnel are prohibited from administering any type of medication without written permission and instructions; the permission form must be signed by the child's parent/guardian and the child's physician. The school cannot provide aspirin or over-the-counter medicine (decongestants, cough syrup, cough drops) to students.

If your student has special medical needs an Emergency Care Plan must be in place. Please call the school to make an appointment with the school nurse.

### **COUNSELING SERVICES**

The school counselor is available to assist students and families with both academic and personal counseling needs and can be reached through the school office.

### **CAFETERIA**

Nutritious meals are prepared each day that conform to the USDA standards for nutrition. The district provides breakfast and lunch meal programs in co-operation with the National School Breakfast and Lunch Program. Breakfast is served from 8:00 to 8:25 a.m. Elementary lunch is served from 11:00 to 11:45. Students may bring a lunch from home or purchase a lunch.

#### **Acceptable Cafeteria Behavior:**

- ❖ Use quiet, normal conversational voices.

- ❖ Enter and exit quietly and orderly - walk at all times.
- ❖ Do not save places at the table.
- ❖ Stay seated while eating.
- ❖ Use good table manners and be considerate of others.
- ❖ Never touch, handle, or waste other people's food.
- ❖ Leave the eating area neat and clean. Do not leave food on the table or floor.
- ❖ Do not share food with other students. This protects students with food allergies.

A personal meal account is maintained for each child. Students are encouraged to deposit meal money at the school secretary's window between 8:00-8:25 a.m.

<b>Price List:</b>	Breakfast	Student	\$1.50	Adult	\$2.25
	Lunch	Student	\$2.75	Adult	\$3.75
	Milk	Student	\$ .50	Adult	.50

Students may qualify for free or reduced price meals based on family income. For more information and/or appropriate forms contact Julie Miller.

Notification of special dietary needs should be directed to Easton School's cook, James Giaudrone at (509) 932-2317 or [giaudronej@easton.wednet.edu](mailto:giaudronej@easton.wednet.edu).

### TRANSPORTATION

Bus transportation is provided each school day. Bus routes are reviewed and evaluated each year and bus stops are established based on the home location of students living within the boundaries of Easton School District. Bus transportation is not provided outside the boundaries of Easton School District.

If a student needs to ride a different bus than normal or get off at a different stop, notification must be provided to the school office. Please notify the school office by 2:30 p.m. Students will not be allowed to travel to a different location, under any circumstance, if the school has not been notified by the parent/guardian.

Bus/Van Rules:

1. Stay seated at all times
2. Keep aisles clear
3. No eating or drinking except water on the bus
4. No loud noises
5. Respectful behavior
6. No throwing of items

### ASB CARDS

Students may buy an ASB card for \$20.00 at the beginning of the school year or any time after school begins. Since it is necessary to present the card for identification to most school functions,



students are asked to carry the card at all times. Students participating in school athletics are required to purchase an ASB card.

### ATHLETICS

Students will need to complete the following before participating in athletic activities:

- Current physical examination of the past 24 months. A participating student must present school officials with a physician's written release to resume participation following an illness and/or injury which was serious enough to require professional medical care.
- Proof of sufficient insurance by a health and accident insurance company.
- Completed medical emergency authorization form.
- Signed acknowledgement of receipt of concussion and sudden cardiac arrest information.
- Completed informational concussion form.
- Signed activity/athletic code agreement
- A current year's ASB card (\$20.00)

### INSURANCE

All students are encouraged to purchase school insurance which is available at a nominal cost. When a student is injured and is covered by the "school plan", the student is to pick up a Claim Form from the school office. This form must be completed by parents or guardians as well as the doctor or hospital and returned to the insurance company. The school only acts as an intermediary by supplying the forms. It assumes no liability either for the injury or the subsequent negotiations with the insurance company.

Student insurance is available from Myers-Stevens & Toohy & Co. This policy is available for students not otherwise covered by family health insurance. The district encourages some coverage and makes this opportunity available to parents. Students turning out for sports are required to have minimum coverage as established by the Washington Interscholastic Activities Association.

### BUILDING CLEANLINESS

To minimize food contaminants food, pop and juice will not be allowed in the classrooms without teacher permission. Please keep all juice, drinks out of the student lockers and cubbies. Animals are not allowed in the building without prior approval by the building administration.

### CLOSED CAMPUS

Easton School has a **closed campus** policy. Students are to remain on school property during the school day. Students are to enter school property immediately upon arrival. Students who ride bikes are to park in the designated area and are not to ride their bikes.

Parents who wish to remove their child from school for any reason should send a note indicating the time and purpose of departure. Students are to check out at the office prior to leaving the school with a parent or guardian, and are to check into the office immediately upon return.

## **DESTRUCTION OR STEALING OF PROPERTY**

Any student caught vandalizing or stealing property will be required to pay any and all replacement and/or repair costs and have the incident reported to their parents or guardians. Grades or diplomas may be held until debts are paid in full.

## **LOCKERS**

Each student is assigned a locker. Lockers remain property of the school district and, as such, school officials reserve the right to inspect the contents of any locker when there are reasonable grounds to believe that it contains items contrary to school rules and detrimental to the conduct of the school, the educational process, or the students' and staff's welfare. Lockers are school property and any damage will be repaired at student expense.

## **PERSONAL ELECTRONIC DEVICES**

Use of personal electronic devices (also referred to as telecommunication devices) is not allowed by students during school hours. The following consequences and school policy apply to students' use of personal electronic devices.

### **Consequences:**

#### **1<sup>st</sup> Offense:**

- Confiscate PED and store in office
- Return to student at end of day

#### **2<sup>nd</sup> Offense:**

- Confiscate PED and store in office
- Phone call to parent requesting them to pick up device at end of day

#### **3<sup>rd</sup> Offense:**

- Confiscate PED and store in office
- Release to parent after conference with administrator

Refer to Policy No 3245 regarding students and telecommunication devices.

## **POLICY 3245**

### **STUDENTS AND TELECOMMUNICATION DEVICES**

Students in possession of telecommunications devices including but not limited to pagers, beepers, cellular phones, and i-pods, during school hours.

A. Telecommunication devices shall be turned on and operated by students only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.

B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.

C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.

D. When a school official has reasonable suspicion that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent or legal guardian.

E. By bringing a cell phone or other electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.

F. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.

G. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

H. Students who violate this policy will be subject to disciplinary action.

### **DANGEROUS WEAPONS, INSTRUMENTS AND ACTIVITIES**

Any student who possesses, carries, exhibits, displays or draws any dangerous weapon capable of producing bodily harm on school property or during any school activity shall be subject to discipline up to and including expulsion.

### **PUBLIC DISPLAYS OF AFFECTIONATE BEHAVIOR**

Students are to refrain from inappropriate acts of affection.

### **SEARCH AND SEIZURE**

School officials may search students and their personal property including, but not limited to, backpacks and vehicles parked on campus. Property may be seized which is deemed by school officials as injurious or detrimental to the educational process, safety, and/or welfare of the students and staff, or if school officials have reasonable cause to believe that an illegal act or violation of school rules and regulations is being committed or is about to be committed.

## TEXTBOOKS

Basic textbooks are loaned to students for their use during the school year. Some workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name is written on all book labels in case the books are misplaced. A fine will be imposed based on the teachers' judgments of abuse, misuse, or lost materials.

## WITHDRAWAL FROM SCHOOL

A student desiring to withdraw from school must present the office with a signed withdrawal form from their parent/guardian or have the parent/guardian contact the office. The withdrawal form must be presented to each teacher as part of the checkout procedure. Any charges, fines, or fees must be paid at the time the student withdraws from school.

## GUIDELINES FOR APPLYING SCHOOL SANCTIONS: K-12

In primary grades discretion will be used in applying appropriate sanctions based on age.

The following list specifies acts of misconduct for which violations constitute grounds for discipline, suspension and/or expulsion. Also listed for each item is a recommended range of sanctions, from which the District's administration or hearing officer may vary depending on the circumstances.

OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
<b>BLACKMAIL, EXTORTION, COERCION:</b> Obtaining money, property or favor by violence or threat of violence performed against persons or forcing another to perform any act against his will by force or threat of force.				
<b>BUS OFFENSES:</b> Infractions that are listed in this document apply to bus riding behavior. Actions taken that are distracting to the bus driver or interfere with safety.				
<b>CAMPUS GROUNDS VIOLATIONS:</b> Includes: <ol style="list-style-type: none"> <li>1. Physically leaving grounds</li> <li>2. Student use of restricted</li> </ol>				

OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
<p>areas (going into wooded areas, behind buildings, etc.) Loitering on campus after school hours.</p>				
<p><b>CRIMINAL ACTS AS DEFINED BY LAW NOT OTHERWISE COVERED IN THIS LIST OF OFFENSES:</b> The District reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county or local law.</p>				
<p><b>DESTRUCTION OF PROPERTY/VANDALISM:</b> Intentional damage of school property or the property of others.</p>				
<p><b>FAILURE TO COOPERATE:</b> Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.</p>				
<p><b>DISRUPTIVE CONDUCT:</b> Conduct that materially and substantially interferes with the educational process.</p>				
<p><b>DRIVING/PARKING OFFENSES:</b> Defined as the inappropriate use of an automobile on school property. For example: speeding, reckless driving, congregating around or in car, improper parking, etc. Loss of driving and/or parking privileges may be a sanction.</p>				
<p><b>ALCOHOL(Board Policy 5201):</b> Manufacturing, sale, purchase, transportation, possession or consumption of intoxicating alcoholic beverages or substances represented as alcohol or the violation of district alcohol policy. Suspicion of being under the influence of alcohol may be</p>				

OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
included if it results in disciplinary action.				
<b>ILLICIT DRUG (Board Policy 5201):</b> Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or violation of the district drug policy. Include the use, possession or distribution of any prescription or over-the-counter medication (e.g., aspirin, cough, syrups, caffeine pills, nasal sprays).				
<b>MARIJUANA (Board Policy 5201):</b> Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, transportation of cannabis or violation of the district drug policy. Suspicion of being under the influence of cannabis may be included if it results in disciplinary action.				
<b>FIGHTING WITHOUT MAJOR INJURY:</b> Mutual participation in an incident involving physical violence, where there is no major injury. (Do not include verbal confrontations, tussles, or other minor confrontations). A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.				

OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
<b>VIOLENCE WITHOUT MAJOR INJURY:</b> Any incident defined by school district policy as a violent offense that is without major injury, but at least the following: <ul style="list-style-type: none"> <li>• Assault (RCW.9A.46)</li> <li>• Malicious Harassment (RCW 9A.46)</li> <li>• Kidnapping (RCW 9A.40)</li> <li>• Rape (RCW 9A.44)</li> </ul> Robbery (RCW 9A.56)				
<b>VIOLENCE WITH MAJOR INJURY:</b> Any incident defined by school district policy as a violent offense that includes a major injury, but at least the following: <ul style="list-style-type: none"> <li>• Severe fighting that results in a major injury</li> <li>• Assault (RCW 9A.36)</li> <li>• Homicide (RCW 9A.32)</li> <li>• Malicious Harassment (RCW 9A.46)</li> <li>• Kidnapping (RCW 9A.40)</li> <li>• Rape (RCW 9A.44)</li> </ul> Robbery (RCW 9A.56)				
<b>ACADEMIC DISHONESTY/PLAGIARISM:</b> Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources.				
<b>GANG ACTIVITY:</b> A student shall not knowingly engage in gang activity on school grounds. A gang is generally a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.				
<b>BULLYING (Board Policy 3207):</b> Unwanted, aggressive behavior that: <ol style="list-style-type: none"> <li>1. Involves a real or perceived</li> </ol>				

OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
power imbalance, and 2. Is repeated, or has the potential to be repeated, over time.				
<b>SEXUAL HARRASSMENT (Board Policy 3207):</b> Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student (s) ability to participate in or benefit from a school's education program.				
<b>DISCRIMINATORY HARRASSMENT (Board Policy 3207):</b> Conduct or communication that: 1. Is intended to be harmful, humiliating, or physically threatening, and 2. Shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a service animal.				
<b>HAZING:</b> The hazing of any other students or persons. "Hazing" includes any method of initiation into a school, program, club, team, or other school-related activity that causes or is likely to cause, bodily danger, physical, mental or emotional harm.				
<b>INAPPROPRIATE DRESS:</b> Refusal to correct will be classified as: Defiance of School Authority or Disruptive Behavior or Repeated Violations	Send home for correction of dress or change attire at school, or change into appropriate clothing that is provided by the District.			
<b>POSSESSION, HANDLING OR TRANSMISSION OF DANGEROUS WEAPONS OR</b>				



OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
<p><b>MATERIALS:</b> Possessed or brought to school a weapon is defined by school district policy, but at least the following:</p> <ul style="list-style-type: none"> <li>• Handgun</li> <li>• Shotgun/Rifle</li> <li>• Multiple firearms</li> <li>• Other firearm as defined below</li> <li>• Other weapon as defined below</li> </ul> <p>Other firearm is defined by the Gun Free Schools Act as:</p> <ul style="list-style-type: none"> <li>• Any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;</li> <li>• The frame or receiver of any handgun, shotgun, or rifle;</li> <li>• Any firearm muffler or firearm silencers;</li> <li>• Any destructive device, which includes: <ul style="list-style-type: none"> <li>○ Any explosive, incendiary, or poison gas</li> <li>○ Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter.</li> <li>○ Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may</li> </ul> </li> </ul>				

OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
<ul style="list-style-type: none"> <li>○ be readily assembled.</li> <li>○ Knife/dagger</li> </ul> Other weapon is defined as: Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm.				
<b>SERIOUS BODILY INJURY:</b> An incident, specific to students eligible for special education services, that results in the serious bodily injury of another as defined in Section 1365(h) (3) of Title 18, U.S. Code, to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.				
<b>MULTIPLE MINOR ACCUMULATED INCIDENTS:</b> Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term or long-term suspension or expulsion.				
<b>TARDINESS:</b> Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Administration.				
<b>THEFT OR POSSESSION OF STOLEN PROPERTY:</b> Taking or knowingly being in possession of district property or property of others without permission.				
<b>TOBACCO:</b> Possession, use, distribution or sale of tobacco products, including e-cigarettes or other vapor products,				

OFFENSE:	Conferencing, Counseling	Short Term Suspension (1-10 school days) Can be either in- school or out-of- school suspension	Long Term Suspension (11-90 school days)	Expulsion  Including emergency expulsion
or the violation of school district tobacco policy. (Board Policy 4215)				
<b>TRUANCY:</b> Absent without permission of the school for any portion of the school period or day. (RCW 28A.225.030)				
<b>VIOLATION OF SCHOOL DISTRICT ACCEPTABLE USE OF TECHNOLOGY POLICY:</b> For example: Using impolite, abusive, or objectionable language; using the network in ways that violate federal, state, or local laws: activities which cause congestion of the network or otherwise interfere with the work of others, sending or displaying offensive or obscene messages or pictures; avoiding security and/or proper login procedures; unauthorized access to another's resources, programs, or data, vandalizing network resources, including the uploading or creation of computer viruses; falsifying one's identity to others while using the network; installation of unauthorized software on the computer networks; use of network resources to commit forgery or to create a forged instrument, etc.				
<b>SEXUALLY INAPPROPRIATE CONDUCT:</b> Obscene acts or expressions, whether verbal or non-verbal.				

**CHEMICAL, ALCOHOL, & TOBACCO ABUSE PREVENTION PROCEDURES**

**Alcohol and/or Chemical Abuse**

**First Offense:**

- As the situation dictates, the superintendent or designee may notify the appropriate law enforcement agency in regard to the violation, and may arrange for the release of the student to the custody of the police.
- The superintendent or designee will notify the parent/guardian of the incident.
- The superintendent or designee will arrange a conference with the parent/guardian within three school days
- The student will receive a long-term suspension of 30 days, in compliance with student due process procedures.
- If the parent/guardian/student sign a contract to be evaluated by a state-accredited substance treatment agency, and comply with the recommendations of the assessing agency, then the length of the suspension may be reduced to five school days depending upon prior disciplinary history of the student.
- The arrangements for costs recommended by the assessing agency will be borne by the parent/guardian/student.
- The superintendent or designee will send written notification and copies of any signed agreements to the parent/guardian within three school days and will place in the student's file copies of such agreements.

**Second and subsequent offenses during the same school year: Alcohol and/or or chemical abuse**

- As the situation dictates, the superintendent or designee may notify the appropriate law enforcement agency in regard to the violation, and may arrange for the release of the student to the custody of police.
- The superintendent or designee will notify the parent/guardian of the incident.
- The superintendent or designee will arrange a conference with the parent/guardian within three school days.
- The student will receive a long-term suspension of 60 days for the second offense, and expulsion on the third offense, in compliance with student due process procedures.
- If the parent/guardian/student signs a contract to be evaluated by a state-accredited substance treatment agency, and comply with the recommendations of the assessing agency, then the length of suspension may be reduced to ten school days, depending upon prior disciplinary history of the student.
- The arrangements for costs recommended by the assessing agency will be borne by the parent/guardian/student.
- The superintendent or designee will send written notification and copies of any signed agreements to the parent/guardian within three school days and will place in the student's file copies of such agreements.

**Supply/Sale of controlled substance or alcohol or material represented to be a controlled substance or alcohol**

- As the situation dictates, the superintendent or designee may notify the appropriate law enforcement agency in regard to the violation, and may arrange for the release of the student to the custody of the police.
- The student will be expelled from school in compliance with school due process procedures.
- A hearing on the case may be conducted if a request is made by the student/parents/guardians.

## **Tobacco Products**

No student will be permitted to use, or have on his/her person, tobacco products while on school grounds or during school sponsored activities.

### **First Offense: Tobacco**

- Confiscation of tobacco products
- As the situation dictates, the superintendent or designee may notify the appropriate law enforcement agency in regard to the violation, and may arrange for the release of the student to the custody of the police.
- The superintendent or designee will arrange a conference with the parent/guardian within three school days.
- The student will receive a five-day suspension.
- If the parent/guardian and student sign a contract to attend tobacco cessation classes, then the length of suspension may be reduced to one day, depending upon prior disciplinary history of the student.
- The arrangements for costs associated with smoking cessation classes will be borne by the parent/guardian/student.
- The superintendent or designee will send written notification and copies of any signed agreements to the parent/guardian within three school days and will place in the student's file copies of such agreements.

### **Second Offense: Tobacco (same school year)**

- Confiscation of tobacco
- As the situation dictates, the superintendent or designee may notify the appropriate law enforcement agency in regard to the violation, and may arrange for the release of the student to the custody of the police.
- The superintendent or designee will arrange a conference with the parent/guardian within three school days.
- The student will receive a 10-day suspension
- If the parent/guardian and student sign a contract to attend tobacco cessation classes, then the length of suspension may be reduced to three days, depending upon prior disciplinary history of the student.
- The arrangements for costs associated with smoking cessation classes will be borne by the parent/guardian/student.
- The superintendent or designee will send written notification and copies of any signed agreements to the parent/guardian within three school days and will place in the student/s file copies of such agreements.

### **Third Offense: Tobacco (same school year)**

- Confiscation of tobacco
- As the situation dictates, the superintendent or designee may notify the appropriate law enforcement agency in regard to the violation, and may arrange for the release of the student to the custody of the police.
- The superintendent or designee will arrange a conference with the parent/guardian within three school days.

- The student will receive a 20-day suspension. Any further infraction will result in suspension for the remainder of the school year.
- The superintendent or designee will send written notification and copies of any signed agreements to the parent/guardian within three school days and will place in the student file copies of such agreements.

## MANDATORY NOTICES

### **School Choice Information**

Policy 3140, Release of Resident Students, provides information on inter-district enrollment. The district office has available for public inspection the Superintendent of Public Instruction's annual information on enrollment options in the state. Parents must apply to the school district office to "choice" in or out of the Easton School district per state law.

### **Compulsory Attendance**

Easton School District policy 3121, Compulsory Attendance, states: "Parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction.

### **Equal Education Opportunity**

All educational opportunities will be offered to students in the Easton School District #28 without regard to race, religion, color, national origin, gender or disability. No person will be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any education program or activity supported by the district. Inquiries regarding compliance and/or grievance procedure can be directed to Patrick Dehuff at Easton School District, PO Box 8, Easton Washington 98925 or by calling 509-656-2317.

### **Education of Students with Disabilities**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA).

Section 504 of the Rehabilitation Act of 1973 is a civil right law, which protects the rights of individuals with disabilities in programs, and activities that receive federal financial assistance from the U.S. Department of Education. A child is a "qualified disabled person" under Section 504, for purposes of a free and appropriate education, if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities (such as caring of one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working) and (2) is between the ages of 3 to 21 years old.

The District shall comply with the federal policies that require free appropriate public education, child find, equal educational opportunity confidentiality of information, parent involvement, participation in least restrictive environment, evaluations, placement, reevaluation, programming to

meet individual needs. Placement procedures, nonacademic services, preschool and adult education programs, disciplinary exclusion, transportation, procedural requirements, appropriate funding, accessibility, special issues related to drug or alcohol addicted students, special considerations for students having AIDS or HIV infection, and special issues related to ADD/ADHD students.

### **Immunizations**

Immunization Law and Policy 3413 requires that all students admitted to Preschool through 12<sup>th</sup> grade must present proof of immunizations on, or before, the first day of attendance. Students who do not comply will be excluded from school until the requirements are met. In cases of exemptions, proper procedure must be followed including appointments with primary care physicians who cover the risks of non-immunization. Students with exemptions for immunizations will be excluded from school when an outbreak occurs. The school district will seek guidance from the Kittitas County Health Department and ESD 105 regarding the length of exclusion. For information concerning immunizations contact the school at 656-2317. Washington State Department of Health immunization requirements can be found at <http://www.doh.wa.gov/portals/1/documents/pubs/348-284-individualvaccinereqs2016-17.pdf>

### **Notification of Right to Privacy and Release of Directory Information**

In accordance with the Family Educational Rights and Privacy Act of 1974, every effort will be taken to protect student privacy. You have the right to inspect, review and request amendments to your student's educational records that parents believe are inaccurate or misleading.

Educational records will not be released by the school district without your express written consent, provided, subpoena requested shall be honored after you have been notified; provided further, the educational records will be sent, upon request, to another educational institution in the event of student transfer.

Easton School District makes available "directory information". Directory information includes: name, photograph, address, phone number, date and place of birth, dates of attendance, participation in sports and activities, height or weight of athletic participants, diplomas and awards received, previous school attended.

Parent permission is not required for release of directory information. However, if you do not want the school to release this information without your specific consent, please notify your school office within 10 days of this notice. If notification is not received by that date, we will assume that you have no objection to release of such information. The district believes it is in the student's best interest to have such information released in school newsletters and community newspapers because of the recognition it gives the child.

Parents have the right to file a complaint with the U.S. Dept of Education concerning alleged failures by the district to comply with the requirements of FERPA. These rights transfer to the student when he/she turns 18 years of age or enters a post-secondary educational institution at any age.

### **Medication at School**

Policy 3416 notes that any prescribed or non-prescribed oral medication may be dispensed to students on a scheduled basis with written authorization from parent accompanied by a written

authorization and administering directions from a licensed physician or dentist. For information regarding medication at school please contact Annemarie Hill by e-mail at [hilla@easton.wednet.edu](mailto:hilla@easton.wednet.edu) or by phone at (509) 656-2317.

### **Harassment, Intimidation and Bullying**

Policy and procedures dealing with Harassment, Intimidation and Bullying (HIB) can be found on our website under Public Information. A copy of our district policy (3207) and procedure for reporting can be located in our school office. The District Superintendent serves as the district Compliance Officer for the HIB policy and procedure.

### **Pesticide Notification**

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. The Easton School District does not regularly apply any pesticides. Bee and ant traps and occasional application of hornet spray may be used. As required, "Roundup" is used as a herbicide.

### **Tobacco, Substance Abuse, and Dangerous Weapons**

State law RCW28A.120.030 and district policy 4215 ban the use of all tobacco products on public property including buildings, grounds and vehicles.

Public Law 101-226, Drug Free School and Communities Act, prohibits the sale, possession or use of any alcoholic beverages, illegal substances, or substances purported to be drugs on school grounds or in a reasonable proximity thereto, or at school sponsored events. In addition, persons under the influence of alcohol, illegal substances or substances purported to be drugs, shall not be permitted on school grounds as specified in policies 3240 and 4200.

It is a violation of state law and district policy 4210 for any person to carry a firearm or dangerous weapon on school premises; school provided transportation or areas of other facilities being used exclusively for school activities.

These bans apply to all students enrolled in the Easton School District; all persons employed by the district and all other persons during the time they are in/on school district property.

### **Public Participation**

It is the policy of the school district to permit all parents and/or legal guardians the access to inspect and review any education records relating to your child that have been collected.

### **McKinney-Vento Homeless Education Assistance Act**

If you live in a shelter, motel, vehicle, campground, on the street or in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friend or relatives because you cannot find affordable housing you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. For more information, call the district Superintendent at (509) 656-2317.



## **Providing Parents/Guardians with Restraint, Isolation, and Other Use of Reasonable Force Policy**

The district will make available to all parents/guardians of students the district's policy on Restraint, Isolation and Other Use of Reasonable Force. If the student has an IEP or 504 plan, the District will provide parents/guardians a copy of the policy when the IEP or 504 plans is created.

### **Discrimination**

Easton 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, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

#### **Civil Rights Coordinator:**

Name: Patrick Dehuff

Address: PO Box 8, Easton, WA 98925

Phone Number: (509) 656-2317

E-Mail Address: [dehuffp@easton.wednet.edu](mailto:dehuffp@easton.wednet.edu)

#### **Title IX Officer:**

Name: Patrick Dehuff

Address: PO Box 8, Easton, WA 98925

Phone Number: (509) 656-2317

E-Mail Address: [dehuffp@easton.wednet.edu](mailto:dehuffp@easton.wednet.edu)

#### **Section 504 Coordinator**

Name: Mel Blair

Address: PO Box 8, Easton, WA 98925

Phone Number: (509) 607-0995

E-Mail Address: [maryeileen.blair@esd105.org](mailto:maryeileen.blair@esd105.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.easton.wednet.edu/schoolboardpolicies.html>

### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an

intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<http://www.easton.wednet.edu/schoolboardpolicies.html>

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

##### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this

written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## **Network/Internet Use Agreement**

We are pleased to offer students in the Easton School District access to the district computer network for internet use, data storage and other applications related directly to educational objectives. To gain access to the network/internet, you must obtain parental permission and **sign and return the acknowledgement sheet on the back of this handbook to the office.**

Access to the internet will allow students to explore thousands of websites, libraries, databases, and bulletin boards. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the district's intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students

from access to the internet, in the form of information resources and opportunities, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## **District Internet Terms and Conditions**

**Acceptable Use** - The purpose of using the network/internet in our school district is to support research and education by providing access to unique resources and the opportunity for collaborative work. Transmission of any materials in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secrets.

**Privileges** - The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. The following are not permitted:

- Using a computer for any purpose other than the stated educational objectives
- Sending or displaying offensive messages or pictures
- Using obscene language
- Accessing personal e-mail for purposes not directly related to educational objectives
- Harassing, insulting or attacking others
- Sharing confidential information (e.g. name, personal address, phone number)
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords/logins
- Viewing and/or streaming videos without authorization
- Listening to and/or streaming music
- Accessing websites not related to the educational objectives including, but not limited to, social networking sites such as Twitter, MySpace, Facebook, Friendster, etc.
- Using or attempting to use web proxies and other methods to bypass the school's internet filter
- Trespassing others' folders, work or files
- Printing any material without permission from a staff member or printing any material not related to educational objectives
- Downloading of files without permission
- Employing the network for commercial purposes
- Installing software or hardware on district-owned equipment
- Using personal removable devices without staff authorization
- Purchasing of items, materials, good etc.
- Storing personal data/material on the network that is not directly related to the educational objectives of the Easton School District
- Using unauthorized personal computer equipment to access the network/internet

**Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify the

teacher/administrator in charge. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to logon to the network/internet as anyone but yourself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/internet.

**Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

**Proper Care of Equipment**-No food or drink is allowed near electronic equipment including in the computer lab or near computers or iPads. When leaving the computer lab it is the student responsibility to leave the computer in as good or better condition than it was found. This includes but is not limited to keeping computer station clean. When you are in the lab during the last period of the day it is the responsibility of the student to shut down the computer for the day.

Please review this handbook with your parent or guardian and then remove, sign and **return this form to the office. Keep the handbook for your reference.**

## Network Acceptable Use Policy Acknowledgment

### Student

I understand that Network/Internet use is for educational purposes only, and I will abide by the above Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate school or legal disciplinary action taken.

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Student Printed Name

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Student Signature

Date

### Parent/Guardian

As the parent/guardian of \_\_\_\_\_, I have read the Network/Internet Use Agreement. I understand this access is designed for educational purposes. However, I also recognize it is impossible for Easton School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I accept responsibility for conveying acceptable standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

*I hereby give permission to issue an account for this student.*

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Parent Printed Name

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Parent Signature

Date

## Student Handbook Acknowledgment

By signing below, I indicate that I have received and understand the policies and procedures outlined in the 2014-2015 Easton School Elementary Student Handbook.

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Student Signature

Date

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Parent/Guardian Signature

Date

## **iPad USER AGREEMENT**

- The iPad that you will be issued is the property of Easton School District, and is made available to you as a tool for learning.
- Easton School has established iPad usage standards which cover procedures and requirements for using the device.
- Like textbooks and other school property, an iPad is assigned to the student and must be returned to the District at the end of the school year or upon withdrawal or transfer.
- Before being issued an iPad, students and their parent/guardian will be asked to attend an orientation session and understand what is expected relative to the use of the iPad.
- An agreement signed by both student and parent/guardian to comply with the District's iPad rules and regulations is required before an iPad will be issued to a student.
- The use of an iPad is a privilege that can be revoked. Inappropriate use or neglect of an iPad can result in limits to or loss of use of the iPad. Students may be fined for damage to the iPad that may be deemed as vandalism, or misuse of school property.
- Students are not permitted to sync the iPad with a personal computer or "jailbreak" the device to alter the configuration or functionality that has been established by the district.
- Students must not leave the iPad unattended at any time while at school or must follow all school procedures for securing unattended iPads when necessary. Loss/theft of an iPad due to neglect is not a valid insurance claim and full replacement cost will be charged to the student.
- All the iPad software that students will need for classes will be made available by the district. Students are not allowed to modify any application or the operating system in any way. Students do not have permission to upload apps.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted.

### General Handling and Required Care of the iPad

- Student and Parent/Guardian will be charged for any damage resulting from abuse, mishandling, or loss of an iPad due to neglect.
- Any loss or theft of an iPad must be reported to the school office immediately, so that recovery efforts can be initiated.
- Do not mark the iPad in any way with markers, stickers, etc. Each iPad is labeled with District identification.
- The iPad must remain in the District-provided case at all times. Any damage resulting from failure to use the required case will result in fees being assessed for the full cost of repairs.
- Intentionally marking, defacing, and/or abusing the iPad (amusement, anger, frustration, etc.) will result in fines for vandalism of school property.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the iPad.
- Do not eat or drink near the iPad. There should never be any food or drink around the iPad. Damage due to spilled substances will not be covered by insurance and the student will be responsible for full repair cost.
- Make sure hands are clean before using the iPad. The glass screen should be regularly wiped clean with a dry clean soft cloth (provided in classroom).
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.

- If you have problems with your iPad, stop using the device and ask a teacher for help.

### Internet Rules and Expectations

- Easton School District's Network/Internet Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of the iPad privilege. The use of proxy servers or VPN apps is strictly forbidden and is a violation of the district's network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that district officials can remove access to the site.
- All activity conducted on the Easton School's Network/Internet is monitored and can be traced. All use of the Network/Internet should be to further the student's education and enrich the student's educational resources.

### Parent Information

- Use of Internet resources, including online curriculum content purchased by the district will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact the administration at Easton School to discuss the matter.

### Multiple Incidents

- Multiple damage/theft claims, especially if lack of due diligence is evident, could result in a loss of iPad user privileges and/or fines.
- School discipline code will be enforced for infractions of the Network/Internet User Agreement or iPad User Agreement.
- Loss of privileges and access to iPads will be implemented when repeated offenses occur.

### Outstanding Fines

- Fines for damage to the iPad or loss/theft due to negligence can be imposed up to the full replacement cost, which is currently \$499.00 plus tax and shipping.
- To facilitate the timely processing of insurance claims, prompt payment of fines is expected.
- If an extension or partial payment plan is requested by the family, the request should be made within one week of the notice being received.
- Loaner iPads cannot be issued until the fine has been paid or other arrangements for payment have been made with school officials.

### Easton School District Student Pledge for iPad Use

1. I will take good care of my iPad
2. I will not leave my iPad unattended and unsecured.
3. I will not loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad with a case at all times.
9. I will use my iPad in ways that are appropriate and meet all Easton School Districts expectations.



10. I will not place decorations (such as stickers, markers, etc.) on the iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Easton School District.
12. I will follow the guidelines outlined in the iPad User Agreement, and the Network/Internet User Agreement.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District iPad, case and power cords in good working condition at the end of each school day to the teacher or assigned docking station.

The use of the Easton School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Easton School District. These documents are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the user terms and conditions named in this iPad Procedure, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. When applicable, law enforcement agencies may be involved.

I agree and will abide by the stipulations set forth in the iPad User Agreement and the Network/Internet User Agreement.

Student Name (Please Print):

\_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Checkout Documentation

Model: \_\_\_\_\_

Serial Number:

\_\_\_\_\_ Tag Number: \_\_\_\_\_

Condition: \_\_\_\_\_

**Return:**

Date Returned: \_\_\_\_\_

Condition:

\_\_\_\_\_

Repairs Needed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_