

**2021-2022**

**Easton School District  
and  
Easton Secondary School**

**SECONDARY STUDENT AND  
PARENT HANDBOOK**



**SCHOOL INFORMATION**

**Physical Address**

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Easton, WA 98925

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## STAFF CONTACT INFORMATION

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|---------------------|--|------------------------------------|-----------------|
| Allenbaugh, Dave    | Wood Shop Teacher                                    | allenbaughd@easton.wednet.edu      | 309             |
| Allenbaugh, Marchel | 6 <sup>th</sup> Grade Teacher                        | allenbaughm@easton.wednet.edu      | 302             |
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| Bufi, Joe           | Dean of Students/Counselor                           | joe.bufi@easton.wednet.edu         | 311             |
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| Derrick, Phil       | Secondary History Teacher                            | derrickp @easton.wednet.edu        | 329             |
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| Jensen, Jenny       | Custodian, Student Supervision,<br>ASB and Athletics | jensenj@easton.wednet.edu          | 308             |
| Jensen, Steve       | Maintenance, Transportation<br>Supervisor            | jensens@easton.wednet.edu          | 330             |
| Kretschman, Sydney  | 2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Teacher      | kretschmans@easton.wednet.edu      | 301             |
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| Miller, Julie       | District Secretary                                   | millerj@easton.wednet.edu          | 315             |
| Renton, Katherine   | Accounts Payable Specialist                          | Katherine.renton@easton.wednet.edu | 316             |
| Sammet, Emily       | Pre-School Lead                                      | emily.sammet@easton.wednet.edu     | 328             |
| Sandby, Melissa     | Bus Driver, Custodian, Student<br>Supervision        | sandbym@easton.wednet.edu          |                 |
| Tate, Jackie        | Food Service   | tatej@easton.wednet.edu            | 320             |
| TBD                 | School Psychologist                                  | @easton.wednet.edu                 | 311             |
| Todd, Ofelia        | Spanish Bilingual Paraprofessional                   | toddo@easton.wednet.edu            | 314             |
| Van Lone, Tracy     | Secondary Math Teacher, CTE                          | vanlonet@easton.wednet.edu         | 332             |
| Wells, Lindy        | Business Manager                                     | wellsl@easton.wednet.edu           | 318             |

## ATTENDANCE POLICY (Board Policy 3122)

Regular school attendance is important in order for your student to be successful. Please help us make this a priority. Please call the office by 8:45 AM to excuse your child if he/she will be absent or late. Absences are classified as either excused or unexcused. Unexcused absences can have an impact on student's grades.

### Examples of excused absences are:

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

### Examples of unexcused absences are:

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

**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**- defined as an absence from the school building without parental or school permission. Students who are truant from school shall be subject to disciplinary action. Unexcused absences can have a significant impact on a student's grades. The student will not be permitted to make up missed work or assignments.

## 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.

### ***Seven (7) Unexcused Absences***

File truancy petition with Juvenile Court. Court must stay the petition. Refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention

if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The community engagement board must meet with the child, a parent, a school representative and enter into an agreement.

### ***After 7 and before 15 Unexcused Absences***

The school is required by the law to file a petition in Juvenile Court against the student, parent, or both when a student has seven (7) unexcused absences in any month or ten (15) in a school year.

The school and district will refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within 20 days of the referral. The community engagement board must meet with the child, a parent and school district representative and enter into an agreement.

## **HOMWORK**

Homework for excused absences can be requested from the teacher. For extended excused absences students or parents should contact the office.

## **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 activity 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. If there is a financial hardship please let the ASB advisor know of the issue.

## **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)

## **MEAL PROGRAM**

All students will receive free breakfast and free lunch this year. Please be sure to return the family income survey form (if provided) into the office.

## **INSURANCE- NOTE: for the 2021-2022 School Year this is not available**

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 passing 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 provides this opportunity available to parents. Students turning out for sports are required to have minimum coverage as established by the Washington Interscholastic Activities Association.

## **GENERAL ITEMS**

### **Building Cleanliness**

To minimize food contaminants, food, pop and juice will not be allowed in the classrooms without teacher permission. Animals are not allowed in the building without prior approval by the building administration. Support animals or those in training may be OK'd.

### **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.

### **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 or drive cars are to park in the designated area and are not to ride their bikes or drive their cars until they depart for home.

With the exception of high school juniors and seniors who have qualified for lunch release, parent and office approval must be obtained prior to any student leaving the campus. 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 into the office prior to leaving the school with a parent or guardian, and are to check into the office immediately upon return.

## **Dangerous Weapons, Instruments and Activities (Refer to Board Policy 4210 on the District Website)**

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.

## Dress Code (Refer to Board Policy 3224 on District Website)

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. Holes in clothes must not show pockets or undergarments.
- **No beach wear** may be worn.
- **Shirts:** Halter tops, half shirts, tube tops, strapless shirts, spaghetti straps and clothing that expose the midriff are not appropriate for school. Shirts or tops with straps must be “two finger widths”. Garments that show excessive skin are not appropriate.
- **Shoes** with soles must be worn at all times. No slippers.
- **No visible undergarments** other than bra straps may show
- **Sunglasses** may not be worn inside school buildings without medical orders

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.

## 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 and possibly law enforcement. Grades or diplomas may be held until debts are paid in full.

Students will face discipline up to and including expulsion for destruction and/or stealing of property. If school items are stolen from a classroom, consequences may include the student being removed from the class. Depending on the nature of the theft or vandalism a student may be suspended and/or face criminal charges.

## Driving and Parking

The Easton School District provides bus transportation for students. It is a privilege for high school students to drive private vehicles to school. Students need to give the office the license plate to the vehicle they drive for the purpose of contacting the student if the car needs to be moved. Once parked on school grounds, students may not take vehicles off the premises before the end of the school day except for those seniors qualified for lunch release or by administrative permission.

Students must drive in a safe manner and any safety-related infractions will result in disciplinary action.



## Hallway Conduct

The school is a learning environment. Student conduct in the hallways should be respectful and courteous. Loud voices, peeking into classrooms, running in hallways, repeated violations may result in consequences.

## Limited Lunch Release

- All juniors and seniors are eligible for the limited lunch release program
- Any traffic infraction during the lunch period will result in the suspension of the lunch release privilege
- Any student transporting an ineligible student during lunch will lose their lunch release privilege
- Any student with three or more disciplinary referrals will lose his/her lunch release privilege
- Student can appeal a revocation with the principal

## 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 staffs' welfare. Lockers are school property and any damage will be repaired at student expense. All student-installed locks will be removed. If the lock is not removed the district retains the right to remove the lock.

## Lost and Found

Students who find lost articles 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. Unclaimed items will be donated to charity at the end of the school year.

## Non-Discrimination (Refer to Board Policy 3210 on District Website)

Under the provisions of Title IX of the Education Amendments of 1972 and RCW 28A.85, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or employment program or activity in the Easton School System. Students having a grievance should contact the superintendent.

## Personal Electronic Devices (Board Policy 3245)

### STUDENTS AND TELECOMMUNICATION DEVICES

Students in possession of telecommunications devices, including, but not limited to cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- a. Telecommunication devices will be turned on and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a teacher authorizes use in the classroom or a school administrator authorizes the student to use the device;

- b. Chromebooks or other tech devices may be used for instructional use during the regular school day under the supervision of a staff member, but the device will be subject to the provisions in this policy;
- c. Students will 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;
- d. Students will 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;
- e. When a school official has reasonable suspicion, based on objective and articulable facts, 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 will only be returned to the student's parent or legal guardian or to local law enforcement;
- f. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the device being turned over to local law enforcement when school officials have a reasonable suspicion, based on objective and articulable facts, 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;
- g. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- h. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- i. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

**Consequences of using a personal phone during the school day (except for emergencies or when approval by school staff is given).**

1<sup>st</sup> Offense:

- Confiscate PED and hand back to student at the end of the class period, hour.
- Issue and record Warning

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
- Issue and record warning

3<sup>rd</sup> Offense:

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

\*Refusal to hand over PED when requested will result in additional consequences (Failure to comply with administrative request)

**Public Displays of Affection**

While holding hands is acceptable, students are to refrain from acts of affection while on school property and at school activities.

## 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 a student's afterschool arrangements change, please call the office prior to 2:30 PM.

## 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 provided outside the boundaries of Easton School District as long as it fits into our existing route.

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 12:00 p.m. We will do everything in our power to accommodate all requests. Later notifications may be missed on a very busy day. 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

## Search and Seizure (Refer to Board Policy 3230 on District Website)

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

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 on the loss, abuse, or misuse, of textbooks or other school property. If a fine is not paid the district will withhold transcripts, report cards, and student records until the fines are paid in full.

## Withdrawal from School

A student who withdraws 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.

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Any charges, fines, or fees must be paid at the time the student withdraws from school.

### **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.

## GUIDELINES FOR APPLYING SCHOOL SANCTIONS: K-12 (Refer to Board Policies 3240, 3241 on District Website)

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.

Description of Disciplines:

**Offense:** This is the event identified as inappropriate behavior, action or threat of the action.

**Misconduct or Exceptional Misconduct** (Misconduct is usually an offense that according to state laws does not violate the rules of safety or civil disability. Exceptional Misconduct is a severe activity that may result in police intervention.)

**Short Term Suspension:** In School or Out of School. 1-10 Days

**Long Term Suspension:** 11-90 Days

**Emergency Expulsion:** Immediate removal of student due to safety reasons

**Expulsion:** Student is prohibited to return to the school for up to one year.

| Offense   | Description   | Conference / Building Discipline     | Short Term | Long Term | Emergency Expulsion/Expulsion |
|---|---|--------------------------------------|------------|-----------|-------------------------------|
| Alcohol/ Controlled Substance                           | Suspicion of being under the influence of any controlled substance will result in disciplinary action. Possession, sale or misrepresentation of any controlled substance is a violation of the district policy. Over the counter medicines are included in this policy. | X<br><br>Referral to cessation class | X          | X         | X                             |
| Blackmail, Extortion, Coercion                          | Obtaining money, favor or property by violence or threat of property or violence towards an individual  | X                                    | X          | X         | X                             |
| Bus Offenses  | Actions or behaviors that are distracting to the bus driver or interfere with the safety of others  | X                                    | X          |           |                               |
| Criminal Acts defined by law enforcement but not listed | 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   |                                      | X          | X         | X                             |

|   |   |  |                          |   |   |
|---|---|--|--------------------------|---|---|
| <b>Disruptive Conduct/<br/>Classroom Disruption</b>       | Conduct that materially and substantially interferes with the educational process   | X  | X                        |   |   |
| <b>Driving/<br/>Parking Offense</b>                       | Defined as the inappropriate use of an automobile on school property.   | X  | X<br>(Loss of Privilege) |   |   |
| <b>Failure to Comply with Reasonable Request</b>          | This is when a student fails to comply with a teacher's or administrator's reasonable request (i.e. hand over a cell phone) | X  | X                        |   |   |
| <b>Fighting w/o Injury</b>                                | Mutual participation in an incident involving physical violence, where there is no major injury                             | X  | X                        | X |   |
| <b>Fighting with Injury</b>                               | Any incident defined by school district policy as a violent offense that includes a major injury                            |  | X                        | X | X |
| <b>Plagiarism/<br/>Academic Dishonesty</b>                | Knowingly submitting work of others represented as the student's own work. Copying assignments/tests.                       | X<br><br>(Teacher's penalties, i.e. warning, 80% on assignment, 0 on assignment, w/d from class) |                          |   |   |
| <b>School Grounds Violation</b>                           | Student leaves the school grounds or is in an off limits area without permission  | X  | X                        |   |   |
| <b>Vandalism</b>  | Intentionally damaging school property or the property of others  |  | X                        | X | X |
| <b>Gang Activity</b>                                      | Any activity involving 3 or more students who conspire and act in a criminal/unsafe manner                                  |  | X                        | X | X |
| <b>Harassment, Intimidation, Bullying<br/>Policy 3207</b> | Unwanted, aggressive behavior that involves a real or perceived power that is repeated over time.                           | X  | X                        | X | X |
| <b>Sexual Harassment<br/>Policy 3205</b>                  | Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s)                            |  | X                        | X | X |

|                                |   |  |                                      |  |   |
|--------------------------------|---|--|--------------------------------------|--|---|
|                                | and has the potential to deny or limit another student (s) ability to participate in or benefit from a school's ed. Program.        |  |                                      |  |   |
| Hazing                         | Any method of initiation into a school program, club, team that causes, or is likely to cause physical, emotional or mental harm.   |  | X                                    | X  | X                                       |
| Dress Code Violation           | Refusal to comply with changing inappropriate school attire   | Asked to change, sent home or change into school provided clothing | X                                    |  |   |
| Accumulation of Minor Events   | The accumulation of multiple offences that merits on their own would not result in suspension                                       |  | X                                    | X  | X                                       |
| Tardiness                      | Repeated violation of the school tardy program either to school or a class  | X  |                                      |  |   |
| Theft                          | Taking or knowingly being in possession of district property or property of others without permission.                              |  | X                                    | X  |   |
| Tobacco                        | Possession, use or sale of products including e-cigs or vaping products   | X<br>Referral to cessation class                                   | X                                    |  |   |
| Truancy                        | Absent from School or a class without permission  | Follow BECCA Bill and Referral to District Court                   | Referral to Court, community service | Referral to Court, Incarceration at Juvenile Detention |   |
| Violation of Technology Rules  | Violating written contract, abusing the system, installation of malware, sending inappropriate messages, downloading improper items | X<br>Warning or Suspension of Rights                               | Suspension of Technology for a Week  | Suspension of Technology for a month                   | Suspension of Privileges for a Semester |
| Sexually Inappropriate Conduct | Obscene acts or expressions, whether verbal or nonverbal.   | X  | X                                    | X  | X                                       |
|                                |   |  |                                      |  |   |

## **Appeal Process for Disciplinary Action and/or Short-Term Suspension (Refer to Board Policy 3241)**

Any parent or student that is aggrieved by a short-term discipline has the right to have an informal conference with a school administrator.

In the case of a long term appeal conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

## **Appeal Process for Long-Term Suspension or Expulsion**

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within 10 school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
- C. Hear and try the case DE novo before the council within 10 school business days.

Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

- A. Those council members who have heard or read the evidence,
- B. Those council members who have not acted as a witness in the matter, and
- C. A majority vote at a meeting at which a quorum of the council is present.

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

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

### **First Offense: Alcohol and/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 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 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 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 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/Vaping Products**

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

### **First Offense: Tobacco and Vaping Products**

- Confiscation of tobacco and Vaping 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.
- 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 and Vaping Products (same school year)**

- Confiscation of tobacco and Vaping 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.
- 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 and Vaping 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 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.

## **ACADEMIC INFORMATION**

### **Explanation of Terms**

Our school year is divided into two semesters. Each semester consists of two terms and lasts approximately 18 weeks. Each term is graded and report cards are distributed at the end of

each term. A final semester grade is assigned at the end of each semester and is the only transcript grade.

Throughout this handbook, we refer to classes that are .50 credits (1 semester) or 1.00 credits (2 semesters). For a student to graduate from high school, they must successfully pass all required classes. The Cumulative Grade Point Average (GPA) is equal to all grade points totaled divided by all classes passed. The semester GPA, printed on semester report card, represents the semester grades only. Since the semester grades are the transcript grades, it is these class grades totaled that are used in the Cumulative GPA. Grades are A, A-, B+, B, B-, C+, C, C-, D+, D and F. The grades A+ and D- are not used. Pass/fail credits may be given, but not calculated into your cumulative GPA.

Grade changes must be requested within one month of being posted to the transcript.

## Graduation Requirements

### Distribution Requirements for the Career & College-Ready

|  |                     |
|--|---------------------|
| English  | 4                   |
| Math   | 3                   |
| Science  | 3 (2 lab)           |
| Social Studies                                   | 3                   |
| Career & Technical Education                     | 1                   |
| Health and Fitness                               | 2                   |
| Arts   | 2 (can be 1 PPR)    |
| General Electives                                | 4                   |
| World Language (or)<br>Personalized Pathway Req. | 2 (Both can be PPR) |
| <b>Total</b>                                     | <b>24</b>           |

## Parent/Teacher Conferences

Parent/Teacher conferences will be held October 27-30, 2021 and March 29, 30 and April 1, 2021. Students are released at 12:00 PM on conference days. Secondary conferences are located in the teacher's classroom. Conferences may be scheduled. They are open from 12:00PM to 3:30 on the Wednesdays and 12:00 PM to 6:30 PM on the Thursdays of conference weeks. Friday dismissals are also at 12:00 PM during conference weeks.

**Personalized Pathway Requirement** are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the students' interest and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a personalized focus for the student's learning.

Credits and Requirements are subject to change due to legislature. The District will notify students of changes through updating the student handbook annually.

## High School and Beyond Plan

Students develop a plan for meeting the high school graduation requirements and connecting successfully to their next steps in life. A student's plan should include the classes needed in preparation for a two or four-year college, vocational or technical school, certificate program,

military or the workforce. Lessons for developing this plan are taught in the student's advisory class; however, it is the responsibility of the student to make sure they are turned in on time and approved by their senior advisor.

## Graduation Requirements

In recent years, the need to ensure that all students graduate ready for career, college and civic engagement has resulted in increased focus on graduation requirements. This webpage links to specific details about credit requirements, Graduation Pathways (for the Class of 2020 and on), and the High School and Beyond Plan.

## Multiple Pathways to Graduation (HB1599)

In 2019, the Washington State Legislature provided students with multiple pathways to graduation by passing [House Bill \(HB\) 1599 \(link is external\)](#). This webpage includes links to a FAQ, training slide deck, bill report and other resources to support students' pathways to meeting graduation requirements and preparing for a meaningful first step after high school.

## Running Start

Running Start admission requirements have changed in order to ensure that Running Start students are held to the "generally applicable admission and enrollment requirements..." of CWU (see WAC 392-169-045-C).

The new Running Start admission standards and procedures are aligned with those of CWU and meet Running Start requirements set by the Washington State legislature.

### **Eligibility: In order to participate in Running Start students must:**

- Be under age 21 at the start of the academic year.
- Be an 11<sup>th</sup> or 12<sup>th</sup> grade high school student.
- Complete a Running Start Application/Registration form with the school counselor.
- Have their parent or guardian sign the application form.
- Take the SAT, ACT or ACT Residual and have official scores sent to CWU. Visit Testing Services for dates, fees and registration procedures. CWU Homepage>Student Services>Testing Services>Test List and Dates
- Achieve an Admission Index (AI) of 28 or higher. The AI is based on a student's high school GPA and SAT or ACT scores. An AI calculator can be found on the CWU Admissions webpage. CWU Homepage>Admissions>Freshman Students>Admissions Index Calculator
- If a student has an AI that is below 28, they may apply to the Running Start Program and their application will be reviewed by the Running Start Admission Committee. These students must include a personal statement and a high school counselor recommendation with their application.

Students attending running start should meet with the school counselor or principal once each quarter to review requirements for graduation and discuss their high school and beyond plan.

## Online Courses

Online courses may be available to students who need to retrieve credit, take advanced course work, or are working on a personalized pathway which requires courses not offered by our schedule. Online classes for credit retrieval are at the family's expense. It is the

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student's responsibility to follow school rules including the internet user agreement and the personal electronic device policy. Student's lack of responsibility will result in suspension from online classes. Our district uses a variety of platforms to provide options for online classes. Check in with Mr. Bufi the School Counselor to determine eligibility for online coursework.

### **Schedule Changes**

Changes to a student's schedule will be granted if there is enough room in the class and the change is in keeping with normal progress toward meeting graduation requirements. All schedule changes must take place in the first week of the semester.

## Bell Schedule

|                                  |       |          |   |          |
|----------------------------------|-------|----------|---|----------|
| Monday - Thursday Daily Schedule | 1     | 8:25 AM  | - | 9:15 AM  |
|                                  | 2     | 9:18 AM  | - | 10:08 AM |
|                                  | 3     | 10:13 AM | - | 11:03 AM |
|                                  | 4     | 11:06 AM | - | 11:56 AM |
|                                  | Lunch | 11:56 AM | - | 12:26 PM |
|                                  | 5     | 12:29 PM | - | 1:19 PM  |
|                                  | 6     | 1:22 PM  | - | 2:12 PM  |
|                                  | 7     | 2:15 PM  | - | 3:05 PM  |

|  |  |    |   |  |
|--|--|----|---|--|
|  |  | PM | - |  |
|--|--|----|---|--|

|  |          |          |         |          |
|--|----------|----------|---------|----------|
| Friday Schedule with Advisory/Assembly | 1        | 8:25 AM  | -       | 8:53 AM  |
|  | 2        | 8:56 AM  | -       | 9:24 AM  |
|  | 3        | 9:27 AM  | -       | 9:55 AM  |
|  | 4        | 9:58 AM  | -       | 10:27 AM |
|  | 5        | 10:30 AM | -       | 11:00 AM |
|  | 6        | 11:03 AM | -       | 11:33 AM |
|  | 7        | 11:36 AM | -       | 12:05 PM |
|  | Advisory | 12:08 PM | -       | 12:30 PM |
|  | Lunch    | 12:30 PM | -       | 1:00 PM  |
|  | Lunch    | 12:45 PM | -       | 1:12 PM  |
|  | 12:48 PM | -        | 1:21 PM |          |
|  | 1:24 PM  | -        | 1:57 PM |          |
|  | 2:00 PM  | -        | 2:33 PM |          |
|  | 2:36 PM  | -        | 3:05 PM |          |

## **Two Hour Delay**

### **ASSOCIATED STUDENT BODY**

#### **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 activity card for identification at most school functions, students are asked to carry the card at all times. Students participating in school activities and clubs are required to purchase an ASB card. If you are participating in sports, you must purchase an ASB card before practice begins. If you qualify for free or reduced price school meals your ASB card may be free. Contact the ASB advisor, Jenny Jensen, if you have questions.

#### **Dance Regulations**

Our dances are provided as an activity for Easton School students. All students attending dances at Easton School, including students who do not attend Easton School, are subject to the policies, procedures, and regulations of Easton School District while attending a school dance at Easton School.

#### **Chaperones**

Chaperones are volunteering their time to look out for the safety of the students who attend dances. Chaperones are to be treated with respect and will promptly report any concern to the Easton School staff member that is overseeing the dance. Chaperones will need to comply with all requirements listed in the section titled “Chaperones, Volunteers, and School Visitation” in this handbook. Current COVID-19 vaccinations will be required as will a state patrol background check.

#### **Age and Enrollment Requirements**

Those attending dances at Easton School must be twenty years of age, or younger, and currently enrolled at a middle school or high school. Guests must complete a guest pass up to one week in advance.

#### **Out of District Students**

Easton School District reserves the right to restrict attendance to their dances. Students attending school outside of Easton School District must be pre-approved. In order to be pre-approved, the student’s name and school they attend must be submitted to the office seven days in advance. The principal will confirm that the student is in good standing, does not have discipline issues, and does not pose a safety risk to others. Out of district students must show picture ID, including date of birth.

## **Drugs and Alcohol**

Drugs and alcohol are strictly prohibited. If a student has the odor of alcohol on his/her/their breath, they will not be allowed to attend the dance. If, in the judgment of the chaperones and the staff member overseeing the dance, a student appears to be “under the influence” of alcohol and/or drugs, they will not be permitted to attend the dance and law enforcement and/or parents will be contacted. If drugs or alcohol are found in the possession of a student, law enforcement will be contacted and normal school discipline will be followed.

## **Dress Code**

Appropriate attire must be worn. Enforcement will be according to school standards.

## **Vulgar and Obscene Language**

Inappropriate language or comments, including those sent by text message, are unacceptable. Violators will be asked to leave with no refund provided.

## **Closed Campus**

Easton School District is a closed campus and, for the safety of our students, our school dances will be treated in a similar manner. Students must stay on campus until they are ready to leave the dance. Once a student leaves the dance, they will not be permitted to return. Doors will be locked 30 minutes after the dance starts. If a student intends to arrive later than 30 minutes after the start of the dance they will need to contact the ASB Advisor to make special arrangements.

## **Permitted Areas**

During school dances, there will be pre-designated areas within the school that are chaperoned where students are permitted. At all times, students must stay within these pre-designated areas.

## **Removal from Dance**

The staff member overseeing the dance has the discretion to ask, at any time, a student (or group of students) to immediately leave the dance if they refuse to comply with the rules and regulations of Easton School District or if they pose a safety risk to others.

## **CHAPERONES, VOLUNTEERS, AND SCHOOL VISITATION**

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 a n event:

1. Fill out a Volunteer Application Packet
2. Complete background-check per the OSPI/WSP guidelines
3. Be current with COVID-19 Vaccinations (Non-vaccinated individuals will not be permitted to be with our students for everyone’s safety.)



4. Obtain permission from the classroom teacher/advisor and principal to chaperone event

All Chaperones are expected to follow the guidelines and expectations 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-to-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 background check per the OSPI/WSP guidelines
4. Be current with COVID-19 Vaccinations (Non-vaccinated individuals will not be permitted to be with our students for everyone's safety.)
5. Obtain permission from principal/superintendent

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. A visitor is defined as a one-time guest of the district. The procedures for obtaining visitation are as follows:

1. Contact school 24 hours prior to visit
2. Sign in at the office
3. Wear a mask properly at all times and honor current health department interactions with students
4. Wear visitor badge at all times
5. Stay within area of school for which your visitation is designated
6. 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, the staff of Easton School and county and state health officials. 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.

## **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. It is the option of the district to accept (with contract) the student or deny the application request.

## **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, gender identity 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 Timothy Berndt 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 ind, 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 509-656-2317. Washington State Department of Health immunization requirements can be found at

English: <https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-425-ChildcareImmReqforParents2021-2022.pdf>

Spanish: <https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-425-ChildcareImmReqforParents2021-2022-es.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 Jackie Schubert at [hendersonr@easton.wednet.edu](mailto:hendersonr@easton.wednet.edu) or (509) 656-2317

## **Nondiscrimination**

The Easton School District complies with all federal rules and regulations and does not discriminate on the basis of race, color, sexual orientation, national origin, sex, marital status, or the presence of any physical, sensory, or mental disability (Policy 3210). This holds true for all district employment and participation in educational programs, co-curricular activities, or vocational offerings.

A copy of the District's Affirmative Action Plan (Policy 5010) can be obtained at the school district office.

## **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

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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. Contact the superintendent/principal, counselor, dean of students or a trusted adult to report any violation or concern you might have.

### **Sexual Harassment**

The Easton School District is committed to a positive and productive educational and working environment free from discrimination, including sexual harassment, intimidation or bullying. The district prohibits sexual harassment of or by students and employees of the district (Policy 3205 and Procedure 3205). Policy 3205 and Procedure 3205 identifies the steps to take to report any cases of sexual harassment. Contact the superintendent/principal, counselor, dean of students or a trusted adult to report any violation or concern you might have.

### **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 an 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. All current legal documents need to be provided often to access some student records.

### **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: Timothy Berndt

Address: PO Box 8, Easton, WA 98925

Phone Number: (509) 656-2317 E-Mail Address: [berndtt@easton.wednet.edu](mailto:berndtt@easton.wednet.edu)

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

Name: Timothy Berndt

Address: PO Box 8, Easton, WA 98925

Phone Number: (509) 656-2317

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

#### **Section 504 Coordinator**

Name: Gretchen Jenkins

Address: PO Box 8, Easton, WA 98925

Phone Number: (509) 656-2317

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

**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 revolve 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 during class hours
- 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
- 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 •  
Tampering and or adjusting computer settings without teacher authorization

**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 Chromebooks. 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.

## Chromebook User Agreement

- The Chromebook 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 Chromebook usage standards which cover procedures and requirements for using the device.
- Like textbooks and other school property, a Chromebook 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 a Chromebook, students and their parent/guardian will be asked to attend an orientation session and understand what is expected relative to the use of the Chromebook. • An agreement signed by both student and parent/guardian to comply with the District's Chromebook rules and regulations is required before a Chromebook will be issued to a student.
- The use of a Chromebook is a privilege that can be revoked. Inappropriate use or neglect of a Chromebook can result in limits to or loss of use of the Chromebook. Students may be fined for damage to the Chromebook that may be deemed as vandalism, or misuse of school property.
- Students are not permitted to sync the Chromebook 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 Chromebook unattended at any time while at school or must follow all school procedures for securing unattended Chromebooks when necessary.

Loss/theft of a Chromebook due to neglect is not a valid insurance claim and full replacement cost will be charged to the student.

- All the Chromebook 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 Technology

- Student and Parent/Guardian will be charged for any damage resulting from abuse, mishandling, or loss of a Chromebook due to neglect.
- Any loss or theft of a Chromebook must be reported to the school office immediately, so that recovery efforts can be initiated.
- Do not mark the Chromebook in any way with markers, stickers, etc. Each Chromebook is labeled with District identification.
- The Chromebook 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 Chromebook (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 Chromebook.
- Do not eat or drink near the Chromebook. There should never be any food or drink around the Chromebook. 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 Chromebook. 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 Chromebook, 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 Chromebook 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 Chromebook user privileges and/or fines.
- School discipline code will be enforced for infractions of the Network/Internet User Agreement or Chromebook User Agreement.
- Loss of privileges and access to Chromebooks will be implemented when repeated offenses occur.

### Outstanding Fines

- Fines for damage to the Chromebook 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 Chromebooks 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 Chromebook

### Use

1. I will take good care of my Chromebook
2. I will not leave my Chromebook unattended and unsecured.
3. I will not loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook with a case at all times.
9. I will use my Chromebook in ways that are appropriate and meet all Easton School District's expectations.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I understand that my Chromebook 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 Chromebook 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 Chromebook, 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 Chromebook 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.

## Network Acceptable Use Policy Acknowledgment

### Student

I understand that Network/Internet use is for educational purposes only during scheduled class hours, 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.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
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.***

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I agree and will abide by the stipulations set forth in the Chromebook 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

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

Serial Number: \_\_\_\_\_

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

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

**Return:**

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

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

Repairs Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
Student Acknowledgement

I have been provided a copy of the student handbook either in print or electronically and agree to keep all technology equipment assigned to me protected and in good working order.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I request a printed copy