



# **Elementary**

## **Student/Parent Handbook**

**2023-24**

***We Are Easton***

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## Easton School District Contact Information

**Physical Address**  
1893 Railroad Street  
Easton, WA 98925  
**Phone**  
(509)656-2317

**Mailing Address**  
PO Box 8  
Easton, WA 98925

**Fax**  
(509)656-2585

**[www.easton.wednet.edu](http://www.easton.wednet.edu)**

### **Student Expectations**

The Easton School Staff has high behavioral and academic expectations for students. We expect 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.

<p style="text-align: center;"><b><u>Student Expectations</u></b> Make good decisions Solve problems Show respect</p>
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Rules and procedures specific to various school settings (classroom, hallways, lunchroom, playground, etc.) will be taught and reviewed regularly with students to help ensure student success and maintain a positive atmosphere at Easton School. Each 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.



## **Staff Contact Information**

Name		Position	Email	Phone Ext.
Allenbaugh, Marchel		Teacher	<a href="mailto:allenbaughm@easton.wednet.edu">allenbaughm@easton.wednet.edu</a>	313
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Bufl, Joe		Counselor	<a href="mailto:bufij@easton.wednet.edu">bufij@easton.wednet.edu</a>	311
Coburn, Melissa		Teacher	<a href="mailto:coburnm@easton.wednet.edu">coburnm@easton.wednet.edu</a>	329
Penoyar, Patrick		Teacher	<a href="mailto:penoyarp@easton.wednet.edu">penoyarp@easton.wednet.edu</a>	306
Eyerly, Lisa		PreSchool	<a href="mailto:everlyl@easton.wednet.edu">everlyl@easton.wednet.edu</a>	301
Forry, Mary		Transportation	<a href="mailto:forrym@easton.wednet.edu">forrym@easton.wednet.edu</a>	na
Henderson, Rachel		Nurse	<a href="mailto:hendersonr@easton.wednet.edu">hendersonr@easton.wednet.edu</a>	324
Hickman, Kyle		Teacher	<a href="mailto:hickmank@easton.wednet.edu">hickmank@easton.wednet.edu</a>	329
Houle, Becky		Teacher	<a href="mailto:houleb@easton.wednet.edu">houleb@easton.wednet.edu</a>	304
Jensen, Steve		Maintenance/Transportation	<a href="mailto:jensens@easton.wednet.edu">jensens@easton.wednet.edu</a>	330
Jensen, Jenny		Maintenance	<a href="mailto:jensenj@easton.wednet.edu">jensenj@easton.wednet.edu</a>	308
Kombol, Aaron	Superintendent	Superintendent	<a href="mailto:superintendent@easton.wednet.edu">superintendent@easton.wednet.edu</a>	317
Lewis, Jessica		Teacher	<a href="mailto:lewisj@easton.wednet.edu">lewisj@easton.wednet.edu</a>	331
TBD		District Secretary	TBD	315
Frey, Hayley		Teacher	<a href="mailto:freyh@easton.wednet.edu">freyh@easton.wednet.edu</a>	302
Renton, Katherine	A/P/Human Resources		<a href="mailto:rentonk@easton.wednet.edu">rentonk@easton.wednet.edu</a>	316
Bielanin, Kayla		PreSchool	<a href="mailto:bielanink@easton.wednet.edu">bielanink@easton.wednet.edu</a>	301
Sandby, Melissa	Maintenance		<a href="mailto:sandbym@easton.wednet.edu">sandbym@easton.wednet.edu</a>	319
Flaig, Maddie		Teacher	<a href="mailto:flaigm@easton.wednet.edu">flaigm@easton.wednet.edu</a>	307
Tate, Jackie	Food Service		<a href="mailto:tatej@easton.wednet.edu">tatej@easton.wednet.edu</a>	320
Todd, Ofelia		Paraeducator	<a href="mailto:toddo@easton.wednet.edu">toddo@easton.wednet.edu</a>	312
Loyd, Caitlyn		Teacher	<a href="mailto:loydc@easton.wednet.edu">loydc@easton.wednet.edu</a>	332

# We are Easton

# General School Information

## Attendance Policy (Policy 3122)

Regular school attendance is vital 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 a student's grades.

### Examples of excused absences

School-sponsored activities	Illness	Family emergencies	Car broke down
Short-term suspension	Pre-approved family vacations		Religious observance

### Examples of unexcused absences:

Shopping	Getting a haircut	Skiing	Picking up someone
Overslept	Hunting		

Any absence not verified by the parent/guardian before 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

It is 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.

### Accidents

If a student is injured at school, they will be administered first aid. 911 will be called if the degree of injury is serious, and then parents will be called. If the parent/guardian cannot be reached, emergency contacts provided by the parent/guardian will be called.

### Air Pollution and School Activities

## Washington Air Quality Guide for School & Child Care Activities

Vehicle exhaust, woodstove emissions, industrial emissions, wildfire smoke, windblown dust, and other sources contain fine particle pollution (PM2.5) that can seriously affect children's health. The following public health recommendations to protect children from PM2.5 are designed for school activities and can be applied to child care, before/after school programs, camp, and sports programs for children (18 years and younger) by considering the duration of outdoor activities.

Outside Air Quality Index: PM2.5					
Check current and forecast air quality at <a href="http://enviwa.ecology.wa.gov">enviwa.ecology.wa.gov</a>					
	Good (0-50)	Moderate (51-100)	Unhealthy for Sensitive Groups (101-150)	Unhealthy (151-200)	Very Unhealthy/ Hazardous (>200)
<b>Recess</b> (15 minutes)	No restrictions.	Allow children with health conditions (see below*) to stay indoors.	Keep children with health conditions indoors. Keep activity levels light for these children unless indoor PM2.5 levels are below 35.5 µg/m <sup>3</sup> (see following page).	Keep all children indoors. Keep activity levels light unless indoor PM2.5 levels are below 35.5 µg/m <sup>3</sup> .	Keep all children indoors. Keep activity levels light unless indoor air is filtered, and indoor PM2.5 levels are below 35.5 µg/m <sup>3</sup> .
<b>P.E.</b> (1 hour)	No restrictions.	Allow children with health conditions to stay indoors and monitor symptoms for those who participate. Increase rest periods for these children as needed.	Keep children with health conditions indoors. Keep activities light for these children unless indoor PM2.5 levels are below 35.5 µg/m <sup>3</sup> . For others, limit to light outdoor activities. Allow any children to stay indoors if they do not want to go	Keep all children indoors. Keep activity levels light unless indoor PM2.5 levels are below 35.5 µg/m <sup>3</sup> .	Keep all children indoors. Keep activity levels light unless indoor air is filtered, and indoor PM2.5 levels are below 35.5 µg/m <sup>3</sup> .
<b>Athletic Events and Practices</b> (Vigorous activity 2-3 hours)	No restrictions.	Allow children with health conditions to opt out and monitor symptoms for those who join. Increase rest periods for these children.	Cancel children's outdoor athletic events and practices or move them to an area with safer air quality, either indoors or to a different location.	Cancel children's outdoor athletic events and practices or move them to an area with safer air quality, either indoors or to a different location. Consider time spent in poor air quality during transit before relocating.	Cancel children's outdoor athletic events and practices or move them to an area with safer air quality, either indoors with filtered air or to a different location. Consider time spent in poor air quality during transit before relocating.

\*Health conditions include asthma and other lung disease, respiratory infection, heart disease, and diabetes. See the following page for more details about children's health, improving indoor air quality, and steps to reduce exposure.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).



## 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.

## Building Cleanliness

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

## Building Hours

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

## Cafeteria

Nutritious meals are prepared each day that conform to the USDA standards for nutrition. The district provides breakfast and lunch meal programs in cooperation 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. **All students at Easton School will receive free breakfast and free lunch during the 202.23 school year** or students may bring lunch from home

### 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 toss or throw food or drinks
- 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.

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

## Concern Resolution Process

Parents and guardians are important partners and we expect concerns to be resolved quickly and carefully. Most concerns are resolved by addressing the person closest to the situation. Concerns regarding school related issues including: instruction, discipline, athletics/activities, transportation, or building management, should first be directed at the appropriate level. Contact should be made in the following order:

<u>Classroom/School Issue</u>	<u>Athletics Issue</u>	<u>Bus/Transportation Issue</u>
1. Staff member	1. Coach	1. Driver
2. Principal/Superintendent	2. Athletic Director	2. Transportation Director
3. Board of Directors	3. Principal/Superintendent	3. Principal/Superintendent
	4. Board of Directors	4. Board of Directors

## Counseling Department

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.

## 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 of every change.

## Emergency Procedures

Easton School has prepared a Comprehensive Safe Schools Plan. A copy is available online for all staff. A different Emergency drill will be practiced each month during the school year. In most emergencies, your child will remain and be cared for at school. However, in the rare 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.

## Emergency 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) and via our **School Messenger** program. 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.**

## Enrollment

Preschool students must be four years old before September 1st, and Kindergarten students must be five 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

## 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 PE equipment

## Lockers/Cubbies

Each student is assigned a locker or a cubby. Lockers/cubbies remain property of the school district and, as such, school officials reserve the right to inspect the contents of any locker/cubby 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 student and staff welfare. Lockers/cubbies are school property; any damage will be repaired at the student's expense.

## 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 ensure it is returned to the right owner. Unclaimed items in the lost and found will be donated to charity.

**Please DO NOT bring personal valuables to school**

## 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 the 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.

## Parent-Teacher Conferences

Parent/Teacher conferences will be held both Fall and Spring. Students are released at 12:00 PM on conference days and the following Friday. 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 as other parents are scheduled
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 or email the teacher directly to make an appointment.**

## 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
- Playing in/with the Snow is determined by the classroom teacher and/or the Playground supervisor
- Personal toys and electronic items are not allowed on the playground or in the gym.



- Personal sporting equipment must have prior approval from the classroom teacher.



## Playground Behavior

Students 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.

## Safety

**Safety of children is our TOP priority.** Kids must practice good safety at school, on the grounds, and 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

## 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.

## Telephones

Telephones are located in each classroom and are available for student use with the permission of the classroom teacher. A telephone is also available at the office counter located near the front entrance. Students must have the teacher's permission to use the phone between 8:30 AM and 3:05 PM. 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 cannot 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 p.m. Office staff will make sure students and teachers know about the change prior to 3:05 p.m.

## 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.

## 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

## Video Cameras

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 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 the law. 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.

## Visitors

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

1. Contact the school 24 hours before the visit
2. Sign in at the office
3. Wear a visitor badge at all times
4. Stay within the area of the school for which your visitation is designated
5. Sign out and turn in your badge before leaving school
6. Visitors are expected to comply with the rules and regulations set forth by the Easton School Board and the staff of Easton School.

## Volunteers & Chaperones

Volunteers & Chaperones are an integral part of the success of Easton School District. Easton encourages and appreciates the involvement of parents and community members who volunteer in our schools. Since the safety and welfare of our students are of primary importance, Easton School District conducts criminal history checks with the Washington State Patrol on all volunteers & chaperones. All potential Volunteers & Chaperones must complete the **Easton Volunteer Application Packet** – and once you are “cleared,” you are approved to volunteer for two years. **Easton Volunteer Application Packets** are available in the school office.

Approval of your application **can take up to two weeks**, so be sure to apply well before the activity for which you wish to volunteer. Several Easton School District policies are important for volunteers and are covered in the materials below. District volunteers are expected to follow the guidelines and expectations of the school district, including regulations pertaining to Easton School Board Policy. Volunteers & Chaperones will abide by the expectations of the overseeing district employee.

# Student Conduct

## Closed Campus

Easton School has a **closed campus** policy. Students are to remain on school property during the school day. Students are to enter the 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 before 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 must pay any replacement and/or repair costs and have the incident reported to their parents or guardians. Grades/diplomas may be held until debts are paid in full.

## Dress Code (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 the arms are relaxed and hanging from the shoulder.
- **No beachwear** may be worn
- **Shirts/tops must provide coverage** that is appropriate for school
- **Shoes** with soles must be worn at all times
- **No visible undergarments**
- **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.

## Personal Electronic Devices(PED) (Policy 3245)

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:

- Telecommunication devices will be turned on and operated only before, breaks, 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;
- 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;

### Consequences of Inappropriate personal phone during the school day

(except for emergencies or when approval by school staff is given)

- 1<sup>st</sup> Offense** Confiscate and hand back to student at the end of the class period & Issue and record Warning
- 2<sup>nd</sup> Offense** Confiscate and store in office, Phone call to parent requesting pick up at end of day & Issue and record Warning
- 3<sup>rd</sup> Offense** Confiscate and store in office, Release to parent after conference with administrator

\*Refusal to comply when requested will result in additional consequences\*

## 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.

## 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 that 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.

## **Mandatory Notices**

All mandatory notices can be found on the Easton School District website under “Public Information” or at

<https://www.easton.wednet.edu/wp/wp-content/uploads/2023/08/Easton-School-District-Mandatory-Notices-2023-24.pdf>