



# **Secondary**

## **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)

### Class/Bell Schedules

#### Monday - Thursday

1st Period

8:25 - 9:15 am

2nd Period

9:18 - 10:08 am

3rd Period

10:13 - 11:03 am

4th Period

11:06 - 11:56 am

Lunch 11:56 - 12:26 pm

5th Period

12:29 - 1:19 pm

6th Period

1:22 - 2:12 pm

7th Period

2:15 - 3:05 pm

#### Purple Friday (1:00 pm Dismissal)

1st Period

9:15 am

2nd Period

3rd Period

11:03 am

#### Gold Friday (1:00 pm Dismissal)

8:25 - 9:15 am

5th Period 8:25 -

9:18 - 10:08 am

**Jag Time** (Advisory)

9:18 - 10:08 am

10:13 - 11:03 am

6th Period 10:13 -

4th Period

11:06 - 1:00 pm  
7th Period 11:06 -

1:00 pm

**2 Hour Delay Start**

1st Period  
2nd Period  
3rd Period

10:25 - 11:00 am  
11:03 - 11:36 am  
11:39 - 12:12 pm

**Lunch**

12:12 - 12:45 pm

4th Period  
5th Period  
6th Period  
7th Period

12:48 - 1:21 pm  
1:24 - 1:57 pm  
2:00 - 2:33 pm  
2:36 - 3:05 pm

**12:00 pm Dismissal  
Dismissal**

**10:30 am**

1st Period

8:25 - 8:53 am  
1st Period 8:25

- 8:41 am  
2nd Period

8:56 - 9:24 am  
2nd Period 8:43

- 8:59 am  
3rd Period

9:27 - 9:55 am  
3rd Period 9:01

- 9:17 am  
4th Period

9:58 - 10:26 am  
4th Period 9:19

- 9:35 am  
5th Period

10:29 - 10:57 am  
5th Period 9:37

- 9:53 am  
6th Period

11:00 - 11:28 am  
6th Period 9:55

- 10:11 am  
7th Period

11:31 - 12:00 pm  
7th Period  
10:13 - 10:30 am



## Staff Contact Information

Name	Position	Phone Ext.	Email
Allenbaugh, Marchel	Teacher	313	<a href="mailto:allenbaughm@easton.wednet.edu">allenbaughm@easton.wednet.edu</a>
Anderson, Kristen	Teacher	303	<a href="mailto:andersonk@easton.wednet.edu">andersonk@easton.wednet.edu</a>
Bufi, Joe	Counselor	311	<a href="mailto:bufij@easton.wednet.edu">bufij@easton.wednet.edu</a>
Coburn, Melissa	Teacher	329	<a href="mailto:coburnm@easton.wednet.edu">coburnm@easton.wednet.edu</a>
Penoyar, Patrick	Teacher	306	<a href="mailto:penoyarp@easton.wednet.edu">penoyarp@easton.wednet.edu</a>
Eyerly, Lisa	PreSchool	301	<a href="mailto:eyerlyl@easton.wednet.edu">eyerlyl@easton.wednet.edu</a>
Forry, Mary	Transportation	na	<a href="mailto:forrym@easton.wednet.edu">forrym@easton.wednet.edu</a>
Henderson, Rachel	Nurse		<a href="mailto:hendersonr@easton.wednet.edu">hendersonr@easton.wednet.edu</a> 324
Hickman, Kyle	Teacher	329	<a href="mailto:hickmank@easton.wednet.edu">hickmank@easton.wednet.edu</a>
Houle, Becky	Teacher	304	<a href="mailto:houleb@easton.wednet.edu">houleb@easton.wednet.edu</a>
Jensen, Steve	Maintenance/Transportation		<a href="mailto:jensens@easton.wednet.edu">jensens@easton.wednet.edu</a> 330
Jensen, Jenny	Maintenance	308	<a href="mailto:jensenj@easton.wednet.edu">jensenj@easton.wednet.edu</a>
Kombol, Aaron	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	
Frey, Hayley	Teacher	315	<a href="mailto:freyh@easton.wednet.edu">freyh@easton.wednet.edu</a>
Renton, Katherine	A/P/Human Resources		<a href="mailto:rentonk@easton.wednet.edu">rentonk@easton.wednet.edu</a> 316
Bielanin, Kayla	PreSchool	301	<a href="mailto:bielanink@easton.wednet.edu">bielanink@easton.wednet.edu</a>
Sandby, Melissa	Maintenance		<a href="mailto:sandbym@easton.wednet.edu">sandbym@easton.wednet.edu</a> 319
Flaig, Maddie	Teacher	307	<a href="mailto:flaigm@easton.wednet.edu">flaigm@easton.wednet.edu</a>
Tate, Jackie	Food Service		<a href="mailto:tatej@easton.wednet.edu">tatej@easton.wednet.edu</a> 320
Todd, Ofelia	Paraeducator	312	<a href="mailto:toddo@easton.wednet.edu">toddo@easton.wednet.edu</a>
Loyd, Caitlyn	Teacher	332	<a href="mailto:loydc@easton.wednet.edu">loydc@easton.wednet.edu</a>



## General 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

the school building without parental or school permission. Students who are truant subject to disciplinary action. Unexcused absences can have a significant impact grades. The student will not be permitted to make up missed work or assignments.

It is an absence from from school shall be on a student's

#### ASB Cards

Students may buy an ASB card for \$25.00 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 Contact Kyle Hickman, Athletic Director, if you have questions.

## Athletics

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

- Current physical examination of the past 24 months. (Students must present a physician's written release to resume participation following an illness and/or injury that 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 acknowledgment of receipt of concussion and sudden cardiac arrest information.
- Completed informational concussion form.
- Signed activity/athletic code agreement
- A current year's ASB card (\$25.00)

## 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).



## 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 Superintendent. Support animals or those in training may be OK'd.



### Building Hours

The school building is open from 8:00 a.m. to 3:30 p.m. daily for student use. Students should only be in the building at other times under the direct supervision of a staff member or to take part 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

Once again this year, all Easton students will receive **free breakfast and free lunch this year.**

### 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

### 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 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.

### Driving and Parking

The Easton School District provides bus transportation for students. It is a privilege for high school students to park their private vehicles on school grounds. Students need to give the office the license plate of 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.

### 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. **\*\*\*Please make sure Easton School has your current contact information\*\*\***

### Emergency Procedures

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



## 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). 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 buses or until a parent is safely able to pick their student(s) up at school.

**\*\*\*Please make sure Easton School has your current contact information\*\*\***

## 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, and repeated violations may result in consequences.

## Homework

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

## Junior & Senior 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 release privilege
- Any student transporting an ineligible student during lunch will lose their release privilege
- Any student with three or more disciplinary referrals will lose his/her lunch release privilege

## 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's 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.

## Medication at School (Policy 3416)

Any prescribed or non-prescribed oral medication may be dispensed to students on a scheduled basis with written authorization from parents accompanied by written authorization and administering directions from a licensed physician or dentist. For information regarding medication at school, please contact Rachel Henderson at hendersonr@easton.wednet.edu or (509) 656-2317

## Non-Discrimination (Policy 3210)

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.

## 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.

## Search and Seizure (Policy 3230)

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.

## Student Visitors

Under certain circumstances, Easton School District will allow students from other schools/districts to visit Easton for a specific event. In order to have another student visit Easton, please complete the **Easton Student School Visitor Request form**.

This form is available in the Office and must be completed before a non-Easton student is allowed on campus. Please give yourself at least a week to complete the form. Visitors must be under the supervision of the Easton Student at all times. Easton students are allowed one visitor at a time. 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.

## Technology

Students at Easton will have access to technology both in the classroom and at home. The student will be responsible for ensuring the safe and undamaged return of any Easton School District technology equipment such as chromebooks, headphones, internet hotspots, etc. A fine will be imposed on the students' account for loss, abuse, or misuse, of technology or any other school property. If a fine is not paid, the district may withhold transcripts, report cards, and student records until the fines are paid in full.

## 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 a.m. and 3:05 p.m. 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 before 2:30 p.m.

## 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 may withhold transcripts, report cards, and student records until the fines are paid in full.

## 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:

Stay seated at all times  
Keep aisles clear  
No throwing of items

No loud noises  
Respectful behavior  
No eating or drinking except water on the bus

## 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. Only individuals authorized by the Superintendent 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 administrator and in compliance with appropriate laws.

## 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 under the supervision of a school employee at all times. The procedures for obtaining visitation are as follows:

1. Contact the school 24 hours prior to 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 prior to 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 is 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 about Easton School Board Policy. Volunteers & Chaperones will abide by the expectations of the overseeing district employee.

# Counseling Department 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.

This handbook refers 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 and complete all high school graduation requirements mandated by the State of Washington.

The Cumulative Grade Point Average (GPA) is equal to all grade points totaled divided by all classes passed. The semester GPA, printed on the 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 for the Career & College-Ready

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

### 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.

### 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 student's responsibility to ensure they are turned in on time and approved by their senior advisor or the school counselor. Any questions regarding the High School and Beyond Plan should be directed to the school counselor.

### 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 that requires courses not offered by our schedule. Online classes for credit retrieval are at the family's expense. The student must 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. Easton School District uses a variety of platforms to provide options for online classes. Check-in with the school counselor, Mr. Bufi, to determine eligibility for online coursework.

**[Pathways to Graduation \(HB1599\)](#)** In 2019, the Washington State Legislature gave students multiple pathways to graduation by passing [House Bill \(HB\) 1599](#). [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.

### Parent/Teacher Conferences

Parent/Teacher conferences will be held in the Fall and again in the Spring. Students are released at 12:00 p.m. on conference days. Secondary conferences are located in the teacher's classroom. Conferences may be scheduled. They are open from 12:00 p.m. to 3:30 on Wednesdays and 12:00 p.m. to 6:30 p.m. on the Thursdays of conference weeks. Friday dismissals are also at 12:00 p.m. during conference weeks.

### Personalized Pathway

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

## Running Start

Running Start admission requirements have changed 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:** 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 a counselor.
- Have their parents/guardians sign the application form.
- Take the ACCUPLACER, ALEKS exam, SAT, ACT, or ACT Residual and have official scores sent to CWU.
- 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.
- 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.

## 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

## 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 during the checkout procedure. Any charges, fines, or fees must be paid when the student withdraws from school.

# Student Conduct

## Guidelines for Applying School Sanctions: K-12 (Policies 3240, 3241)

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 Discipline:

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

**Misconduct:** Usually an offense that, according to state laws, does not violate the rules of safety or civil disability.

**Exceptional Misconduct:** A severe activity that may result in police intervention.

<b>Short-Term Suspension(STS):</b>	In School or Out of School. 1-10 Days
<b>Long Term Suspension(LTS):</b>	11-90 Days
<b>Emergency Expulsion(E Exp):</b>	Immediate removal of student due to safety reasons
<b>Expulsion(Exp):</b>	Prohibited from returning to the school for up to one year.

## Offense

## Description

<b>Alcohol/Controlled Substance</b>	Suspicion of being under the influence of any controlled substance will result in disciplinary action. Possession, sale, or misrepresentation of any controlled substance violates the district Policy. Over-the-counter medicines are included in this policy. <b>Range of Sanctions:</b> Building Discipline, STS, LTS, E Exp, Exp
<b>Blackmail, Extortion, Coercion</b>	Obtaining money, favor or property by violence or threat of property or violence towards an individual <b>Range of Sanctions:</b> Building Discipline, STS, LTS, E Exp, Exp
<b>Bus Offense</b>	Actions or behaviors that are distracting to the bus driver or interfere with the safety of others <b>Range of Sanctions:</b> Building Discipline, STS
<b>Criminal Acts</b>	The District reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county or local law <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>Disruptive Conduct/ Classroom Disruption</b>	Conduct that materially and substantially interferes with the educational process <b>Range of Sanctions:</b> Building Discipline, STS
<b>Dress Code</b>	Refusal to comply with changing inappropriate school attire <b>Range of Sanctions:</b> Asked to change, sent home or school provided clothing
<b>Driving/ Parking Offense</b>	Defined as the inappropriate use of an automobile on school property. <b>Range of Sanctions:</b> Building Discipline, STS(loss of privilege)
<b>Failure to Comply with Reasonable Request</b>	Student fails to comply with staff reasonable request (i.e., hand over a cell phone) <b>Range of Sanctions:</b> Building Discipline, STS
<b>Fighting w/o Injury</b>	Mutual participation in an incident involving physical violence, where there is no major injury <b>Range of Sanctions:</b> Building Discipline, STS, LTS, E Exp, Exp
<b>Fighting with Injury</b>	Mutual participation in an incident involving physical violence, where there is major injury <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>Gang Activity</b>	Any activity involving three or more students who conspire and act in a criminal/unsafe manner <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>Harassment, Intimidation Bullying</b>	Unwanted, aggressive behavior that involves a real or perceived power that is repeated over time. <b>Range of Sanctions:</b> Building Discipline, STS, LTS, E Exp, Exp
<b>Hazing</b>	Any method of initiation into a school program, club, or team that causes, or is likely to cause physical, emotional, or mental harm. <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>Plagiarism, Knowingly Cheating</b>	Knowingly submitting work of others represented as the student's own work. Copying assignments/tests. <b>Range of Sanctions:</b> Building Discipline
<b>Repeated Violations, Accumulation of Events</b>	The accumulation of multiple offenses that merits on their own would not result in suspension <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>School Grounds Violation</b>	Student leaves the school grounds or is in an off-limits area without permission <b>Range of Sanctions:</b> Building Discipline, STS
<b>Sexual Harassment</b>	Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person person(s) and has the potential to deny or limit another student (s) ability to participate in or benefit from a school's educational Program. <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>Sexually Inappropriate Conduct</b>	Obscene acts or expressions, whether verbal or nonverbal. <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>Tardy</b>	Repeated violation of the school tardy program either to school or a class <b>Range of Sanctions:</b> Building Discipline
<b>Theft</b>	Taking or knowingly being in possession of property belonging to others without their permission <b>Range of Sanctions:</b> STS, LTS

**Offense**

**Description**



<b>Tobacco and Vaping</b>	Possession, use or sale of products including e-cigs or vaping products <b>Range of Sanctions:</b> Building Discipline(cessation class), STS
<b>Tuancy</b>	Absent from School or a class without permission <b>Range of Sanctions:</b> Building Discipline, BECCA Bill and Referral to District Court
<b>Vandalism</b>	Intentionally damaging school property or the property of others <b>Range of Sanctions:</b> STS, LTS, E Exp, Exp
<b>Violation of Tech Agreement</b>	Violating written contract, abusing the system, installation of malware, sending inappropriate messages, downloading improper items <b>Range of Sanctions:</b> Warning or Suspension of access (increasing)

### **Appeal Process for Discipline and/or Short-Term Suspension** (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 two 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 ten 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** (Policy 3241)

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 Procedures**

### **Alcohol and/or Chemical Abuse**

#### **1st Offense**

- As the situation dictates, the superintendent 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 will notify the parent/guardian of the incident.
- The superintendent will arrange a conference with the parent/guardian within three school days.
- Student will receive a long-term suspension of 30 days in compliance with 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, the length of the suspension may be reduced to five school days depending upon the disciplinary history of 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.

## Alcohol and/or Chemical Abuse

### 2nd & Subsequent offenses during the same school year:

- As the situation dictates, the superintendent may notify the appropriate law enforcement agency in regard to the violation, and may arrange for the release of the student to custody of police.
- The superintendent will notify the parent/guardian of the incident.
- The superintendent 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, the length of the suspension may be reduced to 10 school days depending upon the disciplinary history of 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.

## 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 release of the student to the custody of the police.
- The superintendent or designee will arrange a conference with the parent/guardian within 3 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 the 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 release of the student to the custody of the police.
- The superintendent or designee will arrange a conference with the parent/guardian within 3 school days.
- Short-Term Suspension
- 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 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 release of the student to the custody of the police.
- The superintendent or designee will arrange a conference with the parent/guardian within 3 school days

- Short-term suspension
- 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.

### **Dangerous Weapons, Instruments, and Activities** (Policy 4210)

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** (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. Holes in clothes must not show pockets or undergarments
- No beachwear may be worn
- Shirts: Halter tops, half shirts, tube tops, strapless shirts, spaghetti straps, and clothing that expose the midriff are inappropriate 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.

### **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 the student at the end of the class period  
Issue and record Warning
- 2<sup>nd</sup> Offense:** Confiscate and store in office, a Phone call to parent requesting pick up end of day  
Issue and record Warning
- 3<sup>rd</sup> Offense** Confiscate PED and store in office, Release to parent after conference with admin

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

### **Search and Seizure** (Policy 3230)

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.

### **Supply/Sale of controlled substance/alcohol/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.

## **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>