



# Student Handbook

## 2023-2024

### ELLENSBURG HIGH SCHOOL

1203 East Capitol Avenue | Ellensburg, WA 98926 | (509) 925-8300 | FAX: (509) 925-8305 | [www.esd401.org/ehs](http://www.esd401.org/ehs)

Ellensburg School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Section 504 Coordinator, Rhonda Schmidt, 509-925-8011, [Rhonda.Schmidt@esd401.org](mailto:Rhonda.Schmidt@esd401.org); Civil Rights Coordinator, 509-925-8007, [Alexis.Haberman@esd401.org](mailto:Alexis.Haberman@esd401.org) 1300 East Third Avenue, Ellensburg, WA 98926.

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## Directory of Student Services

ASB/Club Information .....	TBD	Illness During School .....	Nurse
ASB/Club Fees .....	Mrs. McCracken	Locker Problems .....	Mrs. Seamons
Athletic Concerns.....	Coach/Mr. Kanyer	Lost and Found .....	Mrs. Seamons/Mrs. Eslinger
Athletic Insurance.....	Mrs. McCracken	Mental Health Counselor.....	Melissa Wayman
Bus Transportation .....	Mrs. Eslinger	Progress Reports .....	Counseling Office
Change of Address .....	Mrs. Zacharias	Schedule Changes .....	Counselors
Change of Schools .....	Mrs. Zacharias	School Insurance .....	Mrs. Weyand
College Information.....	Counselors	Substance Use Counselor.....	Tyler Douglas
Dance Guest Passes .....	Mr. Musser/Mr. Hall	Transcripts .....	Mrs. Zacharias
Graduation Requirements.....	Counselors	Food Services .....	Mrs. Epstein-Solfield
Homework Requests .....	Mrs. Eslinger		

## ELLENSBURG HIGH SCHOOL GOALS

1. Continue to improve student achievement in reading, writing, mathematics and science.
2. Provide an opportunity for all students to succeed.
3. Provide a safe and supportive learning environment.
4. Continue to utilize and expand technology in the curriculum.
5. Continue to involve parents and community at Ellensburg High School.
6. Identify student interest in course offerings and provide balance and equity in assignments given to teachers.

## ***D.A.W.G.S.***

At Ellensburg High School, we have the Acronym **DAWGS!** We believe that these principles of behavior in all areas of the school are essential cornerstones of a successful and positive high school experience:

**Dedication** – Stay the course

**Acceptance** – Embrace the different

**Work Ethic** – Give it all you have

**Grit** – Push through and keep going

**Scholarship** – Life long learner

**MTSS-B at Ellensburg High School**

Ellensburg High School is committed to fostering a culture in which all students can succeed through Multi-Tiered Systems of Support for Behavior, or MTSS-B. MTSS-B is a school wide effort to promote expected behaviors for all students in settings such as the classroom, commons and community.

MTSS-B methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. MTSS-B is based on the idea that when students are taught clearly defined behavioral expectations for school as well as provided with predictable responses to their behavior, both positive and corrective, they are more successful.

On the following pages, Dedication, Acceptance, Work Ethic, Grit, and Scholarship are further explained in each area: classrooms, common areas on campus, and in the community.

<b>SCHOOL-WIDE EXPECTATIONS for Students</b>	<b>D Dedication</b> Stay the Course	<b>A Acceptance</b> Embrace the difference	<b>W Work Ethic</b> Give it all you have	<b>G Grit</b> Push through and keep going	<b>S Scholarship</b> Life-long learner
<p><b>Classroom</b></p> <ul style="list-style-type: none"> <li>• Leave it better than how you found it.</li> </ul>	<ul style="list-style-type: none"> <li>• Come to class on time</li> <li>• Engage in learning</li> <li>• Set goals and follow through</li> <li>• Dedication to graduation and beyond</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others</li> <li>• Listen with empathy</li> <li>• Be Open Minded</li> <li>• Welcome others</li> </ul>	<ul style="list-style-type: none"> <li>• Be Disciplined and work hard</li> <li>• Create value from opportunities</li> <li>• Stay focused and motivated</li> <li>• Work bell to bell</li> <li>• Challenge yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Develop tenacity</li> <li>• Mental toughness Keep trying Attempt difficult things</li> <li>• Don't be scared to work hard</li> <li>• Accept the challenge to change</li> <li>• Embrace the challenge to change</li> </ul>	<ul style="list-style-type: none"> <li>• Do your own work</li> <li>• Participate in discussions</li> <li>• Provide valuable input</li> <li>• Give your best effort in the class</li> <li>• Seek appropriate challenges</li> </ul>

SCHOOL-WIDE EXPECTATIONS for Students	<b>D</b> <b>Dedication</b> Stay the Course	<b>A</b> <b>Acceptance</b> Embrace the difference	<b>W</b> <b>Work Ethic</b> Give it all you have	<b>G</b> <b>Grit</b> Push through and keep going	<b>S</b> <b>Scholarship</b> Life-long learner
<b>Common Areas and Hallway</b> <ul style="list-style-type: none"> <li>● Take pride in your school</li> <li>● Make EHS look good</li> <li>● Stand up and speak out (for others)</li> <li>● Do what is right even when no one is looking</li> </ul>	<ul style="list-style-type: none"> <li>● Lead by example</li> <li>● Report problems or concerns</li> <li>● Make use of extra time to complete school work</li> </ul>	<ul style="list-style-type: none"> <li>● Be a role model</li> <li>● Be open to meeting new students</li> <li>● Use respectful language</li> <li>● Foster respect and tolerance</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself and others you sit with</li> <li>● Demonstrate personal responsibility and self management</li> <li>● Do what is right even if it is difficult</li> </ul>	<ul style="list-style-type: none"> <li>● Do what is right, not what is easy</li> <li>● Be patient in line</li> <li>● Own your space</li> </ul>	<ul style="list-style-type: none"> <li>● Have academic purpose in all areas of study.</li> <li>● Demonstrate a workplace demeanor and attitude</li> <li>● Know the expectations</li> <li>● Be the exception</li> </ul>

SCHOOL-WIDE EXPECTATIONS for Students	<b>D</b> <b>Dedication</b> Stay the Course	<b>A</b> <b>Acceptance</b> Embrace the difference	<b>W</b> <b>Work Ethic</b> Give it all you have	<b>G</b> <b>Grit</b> Push through and keep going	<b>S</b> <b>Scholarship</b> Life-long learner
<b>Public &amp; Community</b> <ul style="list-style-type: none"> <li>● Represent (EHS well)</li> </ul>	<ul style="list-style-type: none"> <li>● Serve and positively influence your neighbors and community</li> <li>● Make smart life choices</li> <li>● Keep trying even if you make mistakes</li> <li>● Obey the law</li> </ul>	<ul style="list-style-type: none"> <li>● Be a role Model</li> <li>● Stretch comfort zone</li> <li>● Embrace cultural differences and identities</li> </ul>	<ul style="list-style-type: none"> <li>● Give it your best</li> <li>● Take pride in your efforts</li> <li>● Define excellence</li> <li>● Work productively and efficiently until the job is done</li> </ul>	<ul style="list-style-type: none"> <li>● Put forth your best effort, regardless of circumstances</li> <li>● If you say you are going to do something, do it until done</li> <li>● Develop solutions to complex problems</li> <li>● Do what is right not what is easy</li> </ul>	<ul style="list-style-type: none"> <li>● Be willing to seek help and guidance</li> <li>● Carry oneself with respect and dignity</li> <li>● Share your knowledge and experience</li> <li>● Make positive connections through collaboration</li> </ul>

<b>SCHOOL-WIDE EXPECTATIONS for Students</b>	<b>D Dedication</b> Stay the Course	<b>A Acceptance</b> Embrace the difference	<b>W Work Ethic</b> Give it all you have	<b>G Grit</b> Push through and keep going	<b>S Scholarship</b> Life-long learner
<p><b>Parking Lot</b></p> <ul style="list-style-type: none"> <li>● Drive in the right direction</li> <li>● Normal driving rules apply even when in the parking lot</li> <li>● Report accidents</li> </ul>	<ul style="list-style-type: none"> <li>● Park in the center of your space</li> <li>● Slow and steady wins the race</li> </ul>	<ul style="list-style-type: none"> <li>● Park in designated areas</li> <li>● Follow traffic patterns</li> <li>● Respect others' vehicles</li> <li>● Obey speed limits</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself.</li> <li>● Obtain and display your parking permit</li> </ul>	<ul style="list-style-type: none"> <li>● Be safe not sorry</li> <li>● Clean up after others</li> </ul>	<ul style="list-style-type: none"> <li>● Understand the expectations and abide by them</li> <li>● Use turn signals</li> </ul>

## EHS Bell Schedules

# Ellensburg High School Bell Schedule



### A. Daily Schedule: Monday, Tuesday, Thursday & Friday

<b>TB</b>	<b>Zero Period</b>	<b>6:50 - 7:45 am or 6:40 - 7:35 am</b>
	<b>1st Period</b>	<b>7:50 - 8:40 am</b>
	<b>2nd Period</b>	<b>8:45 - 9:35 am</b>
	<b>Advisory</b>	<b>9:40-10:05 am</b>
	<b>3rd Period</b>	<b>10:10 am - 11:00 am</b>
	<b>1st Lunch 4th Period</b>	<b>11:05 am - 11:35 am 11:40 am - 12:30 pm</b>
	<b>4th Period 2nd Lunch</b>	<b>11:05 am - 11:55 am 12:00 pm - 12:30 pm</b>
	<b>5th Period</b>	<b>12:35 - 1:25 pm</b>
	<b>6th Period</b>	<b>1:30 - 2:20 pm</b>

**1st Lunch:** Arlt, Burton, Davis, Harris, Matthews, M. Nelson, S. Nelson, Nylund, O’Brion, Rollins, Russell, Sims, Stueckle, Weber, K. Wilson, Zenisek, Zentner

**2nd Lunch:** Bannister, Barlow, Barrera, Bicchieri, Chaney, Fahey, Gray, Irvin, Majsterek, Murray, Ogburn, Smith, Stevenson, Sutherland, Tharp, Treadwell, Tucker, Yeckel, Walter, Wright

**B: PLC: Wednesday**

<b>TB</b>	<b>Zero Period</b>	<b>7:10 - 7:45 am or 7:00 - 7:35 am</b>
	<b>1st Period</b>	<b>7:50 - 8:30 am</b>
	<b>2nd Period</b>	<b>8:35 - 9:20 am</b>
	<b>3rd Period</b>	<b>9:25 - 10:05 am</b>
	<b>4th Period</b>	<b>10:10 - 10:50 am</b>
	<b>5th Period</b>	<b>10:55 - 11:35 am</b>
	<b>6th Period</b>	<b>11:40 - 12:20 pm</b>
	<b>Lunch</b>	<b>12:20 - 12:50 pm</b>



## C: Assembly Schedule (No Advisory)

<b>TB</b>	<b>Zero Period</b>	<b>6:50 - 7:45 am</b> <b>or</b> <b>6:40 - 7:35 am</b>
	<b>1st Period</b>	<b>7:50 - 8:35 am</b>
	<b>2nd Period</b>	<b>8:40 - 9:25 am</b>
	<b>Assembly</b>	<b>9:30-10:25 am</b>
	<b>3rd Period</b>	<b>10:30 am - 11:15 am</b>
	<b>1st Lunch</b>	<b>11:20 am - 11:50 am</b>
	<b>4th Period</b>	<b>11:55 am - 12:40 pm</b>
	<b>4th Period</b> <b>2nd Lunch</b>	<b>11:20 am - 12:05 pm</b> <b>12:10 pm - 12:40 pm</b>
	<b>5th</b>	<b>12:45 - 1:30 pm</b>
<b>6th</b>	<b>1:35 - 2:20 pm</b>	

**1st Lunch:** Arlt, Burton, Davis, Harris, Matthews, M. Nelson, S. Nelson, Nylund, O’Brion, Rollins, Russell, Sims, Stueckle, Weber, K. Wilson, Zenisek, Zentner

**2nd Lunch:** Bannister, Barlow, Barrera, Bicchieri, Chaney, Fahey, Gray, Irvin, Majsterek, Murray, Ogburn, Smith, Stevenson, Sutherland, Tharp, Treadwell, Tucker, Yeckel, Walter, Wright

## D: 2 Hour Delayed Start

<b>TB</b>	<b>Zero Period</b>	<b>9:10 - 9:45 am or 9:00 - 9:35 am</b>
	<b>1st Period</b>	<b>9:50 - 10:25 am</b>
	<b>2nd Period</b>	<b>10:30 - 11:05 am</b>
	<b>3rd Period</b>	<b>11:10 am - 11:45 am</b>
	<b>1st Lunch 4th Period</b>	<b>11:50 am - 12:20 pm 12:25 am - 1:00 pm</b>
	<b>4th Period 2nd Lunch</b>	<b>11:50 am - 12:25 pm 12:30 pm - 1:00 pm</b>
	<b>5th Period</b>	<b>1:05 - 1:40 pm</b>
	<b>6th Period</b>	<b>1:45 - 2:20 pm</b>

**1st Lunch:** Arlt, Burton, Davis, Harris, Matthews, M. Nelson, S. Nelson, Nylund, O’Brion, Rollins, Russell, Sims, Stueckle, Weber, K. Wilson, Zenisek, Zentner

**2nd Lunch:** Bannister, Barlow, Barrera, Bicchieri, Chaney, Fahey, Gray, Irvin, Majsterek, Murray, Ogburn, Smith, Stevenson, Sutherland, Tharp, Treadwell, Tucker, Yeckel, Walter, Wright

## First Day Schedule:

<b>TB</b>	<b>Zero Period</b>	<b>7:00 - 7:45 am or 6:50 - 7:35 am</b>
	<b>Assembly</b>	<b>7:50 - 8:40</b>
	<b>1st Period</b>	<b>8:45 - 9:30 am</b>
	<b>2nd Period</b>	<b>9:35 - 10:20 am</b>
	<b>3rd Period</b>	<b>10:25 am - 11:10 am</b>
	<b>1st Lunch 4th Period</b>	<b>11:15 - 11:50 am 11:55 - 12:40 pm</b>
	<b>4th Period 2nd Lunch</b>	<b>11:15 - 12:00 pm 12:05 - 12:40 pm</b>
	<b>5th Period</b>	<b>12:45 - 1:30 pm</b>
	<b>6th Period</b>	<b>1:35 - 2:20 pm</b>

**1st Lunch:** Arlt, Burton, Davis, Harris, Matthews, M. Nelson, S. Nelson, Nylund, O’Brion, Rollins, Russell, Sims, Stueckle, Weber, K. Wilson, Zenisek, Zentner

**2nd Lunch:** Bannister, Barlow, Barrera, Bicchieri, Chaney, Fahey, Gray, Irvin, Majsterek, Murray, Ogburn, Smith, Stevenson, Sutherland, Tharp, Treadwell, Tucker, Yeckel, Walter, Wright (**Stueckle**

**K. Wilson, Zenisek, *\*Will only have 2nd Lunch on the first day to accommodate the picture schedule.\****)

## Ellensburg High School Staff

Beau Snow .....Principal  
 Ole Hall .....Assistant Principal  
 Neil Musser.....Assistant Principal  
 Cole Kanyer.....Athletic Director/Asst. Prin.  
 Rhonda Schmidt.....Excel Principal  
**TBD**.....Activities Director  
 Shannon Panattoni.....CTE Director  
 Kyoko Cleveland.....Counselor (A-F)  
 Rachael Crosby.. .....Counselor (G-N)  
 Jesse Holsworth.....Counselor (O-Z)  
 Lucas Anderson.....SRO  
 Charlie Acheson.....Social Studies  
 John Artl.....Science  
 Andrea Bannister.....Math  
 Lorraine Barlow.....Language Arts  
 Daniel Barrera.....Math  
 Marco Bicchieri.....Social Studies  
 Alenda Burton.....Science  
 Lana Carolan.....Physical Ed./Health  
 Lynda Chaney.....ELL  
 Camis Davis.....Family & Consumer (CTE)  
 Kevin Dwight.....Science  
 Kerri Fahey.....Math  
 Burton Gray.....Math  
 Garrett Harris .....Resource Room  
 Ryan Hastings.....Resource Room  
 Jeff Hashimoto.....Science  
 Kara Hunnicutt.....Orchestra  
 Savannah Irvin.....Resource Room  
 Nick Majsterek.....Foreign Language  
 Marcy Matthews....Business & Marketing (CTE)  
 Warren Murray.....Band  
 Mike Nelson.....Skilled & Technical (CTE)  
 Samantha Nelson.....Health  
 Lynnette Nylund.....Science  
 Samantha O’Brion...Family & Consumer (CTE)  
 Deborah Ogburn.....Foreign Language  
 Gay Ott.....Choir  
 Maddison Petre.....Life Skills  
 Tiffany Price.....Computer Science (CTE)  
 Jarod Rollins.....Business & Marketing (CTE)  
 Christine Roux.....English  
 Steve Russell.....Agriculture (CTE)  
 Sami Jo Sims.....Agriculture (CTE)  
 Donovan Smith.....Math  
 Jason Stevenson.....Social Studies  
 Jesse Stueckle.....Language Arts

Amy Sutherland.....Language Arts  
 Kim Tharp.....Foreign Language  
 Sara June Treadwell.....Language Arts  
 Nip Tucker.....Social Studies  
 Darrin Walter.....Art  
 Laurel Weber.....Resource Room  
 Eric Wickwire.....Social Studies  
 Taylor Wilson.....Skilled & Technical (CTE)  
 Karissa Wilson.....Physical Education  
 Brittanie Wyler.....English  
 Shanalyn Yeckel.....English  
 Liz Zentner.....Science  
 Jeff Zenisek.....Physical Education  
 .....Nurse  
 Jane Czapiewski.....Counseling Office Aide  
 Tyler Douglas.....Drug/Alcohol Counselor  
 Sarah Eslinger.....Attendance Secretary  
 Melissa McCracken.....ASB/Athletic Secretary  
 Alison Mattson.....Counseling Secretary  
 Steve McHargue.....Special Education  
 Nicole Ross.....Special Education Aide  
 Bonnie Schoos...Family & Consumer (CTE) Aide  
 Amanda Sealy.....Special Education Aide  
 Kari Seamons.....Attendance Secretary  
 Lainie Sharon.....Special Education Aide  
 Cee Szombathy.....CTE/EXCEL Secretary  
 Melissa Wayman.....Mental Health Specialist  
 Shirley Weyand.....Principal’s Secretary  
 .....Psychologist  
 Berna Zacharias.....Counseling Secretary  
 Ray Hawk.....Custodian  
 Mark Kindervag.....Head Custodian  
 Joetta Weidenbach.....Custodian  
 Jason Gurnard .....Custodian  
 Steve Crume.....Delivery  
 Alexandria Epstein-Solfield.....Food Srv Dir  
 Heather Lombardi.....Kitchen Manager  
 Cindy Mandersloot.....Baker  
 Denica Seed.....Server  
Excel High School: Haley Naboychik, Jeff  
 Treadwell, Deanne Varnum, Sarah Bicchieri,  
 Cee Szombathy

Technology Support: Mike Welch, June Cross,  
 Diego Sosa-Dagdagan, Christian Magana

## DAILY STUDENT LIFE

### **Lockers:**

Each student will be issued a locker. This locker is for your personal use. The school officials reserve the right to inspect the contents of your 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 employees' welfare. All student installed padlocks will be removed without student notification. Inappropriate writing will be removed by the student and materials confiscated by school personnel. Lockers are school property and any damage will be repaired at student expense. **Those students who don't plan on using a locker do not need to check a locker out. Locks are provided for all physical education students and varsity lockers will be cleaned out at the end of each sports season. The use of locks for security purposes is the responsibility of each student.**

### **Textbooks:**

Basic texts 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 and your grade are written on the book labels in case the books are misplaced. A fine will be imposed based on the teacher's judgment of abuse, damage, misuse, or lost books.

### **Lost and Found:**

Students who find lost articles are asked to take them to the attendance office where they can be claimed by the owner.

### **Restroom/Bathroom use:**

Students are encouraged to use the restroom before/after school, during passing time or lunch. Students are required to create a Smart Pass when they need to use the restroom during class time.

- *Multiple students may not occupy the same restroom stall. Failure to adhere to this expectation will result in progressive disciplinary action.*

### **Visitors:**

The school policy is to accept only those visitors who have legitimate business at the school. ALL guests, parents and visitors must register and get a visitor identification badge in the office. We discourage student visitations because of the disruption and limited space available in some classes.

### **Office Phone:**

A phone for student use is located in the office area. You are welcome to use it to make necessary calls (parents, attendance, emergency, etc.) before/after school, during passing time or lunch. **The phone will not be in service during class time unless it is an emergency discussed with the main office.**

### **Bus Regulations:**

All school rules and regulations apply on the bus and at the bus stop. Specific Ellensburg School District bus riding rules and bus discipline information may be obtained from the director of transportation at 925-8100.

**Nurse:**

A nurse is on staff at Ellensburg High School every day. A schedule of the nurse's hours is in the office.

**Insurance:**

Insurance is available at a nominal cost and is optional. When a student is injured and is covered by the "school plan," the student is to pick up a Claim Form from the Principal's Office. This form must be completed by your parents, the doctor or hospital, and returned to the insurance company. The school merely acts as a medium in supplying insurance forms. It assumes no liability, either for the injury or the subsequent negotiations with the company.

**Daily Bulletin:**

All student announcements must be signed by a faculty member and approved by an administrator. Emergency or special announcements will be made over the public address system with administrative approval.

**Emergency Procedures:**

At all times, in case of an emergency ALL students and staff MUST follow procedures related to the safety concerns.

**Inclement Weather:**

When the weather is inclement prior to school opening, notification of cancellation or change of schedule will be made via Blackboard.

**Open Containers:**

Students who have open containers at school or at school-sponsored activities may have them checked, confiscated, or removed at the discretion of EHS staff.

**Passes/Passing Periods/Tardy:**

Students must have a pass signed by a faculty member when arriving past the allotted time. Students in the hallways during class periods must have an active Smart Pass.

**Library:**

The EHS Library is open to students during the school day. Enrollment in EHS automatically gives you the privilege of checking out library materials.

1. A book may be checked out for one month and renewed, unless there is a reservation for another person on this book. Overdue books must be returned before other materials are checked out.
2. Most reference books may be checked out at the end of the school day for overnight use.
3. Back issues of magazines may be checked out for overnight use.
4. A charge is made for damaged or lost materials.
5. Noise is kept at a low level. Students are expected to work independently.
6. If you are enrolled in a class and request permission to come to the library during class you must have a hall pass from that teacher.

**Closed/Open Campus Policy:**

Ellensburg High School is a closed campus during class hours including assembly and special schedules. Students may leave campus without prior permission **only** during the lunch hour. **During the rest of the day, students may not leave campus without checking out through the attendance office. Failure to contact the office prior to the student's departure will be treated as an unexcused absence and may receive detention and or suspension. Students with excessive attendance and/or disciplinary issues may have their open campus privilege revoked.**

**Cell Phones/Electronic Devices in Classrooms:**

Cell phones can be brought to school but must remain off or on silent and be out of view during all class periods. Any phone that is out, in use, or in view during class time may be confiscated and sent to the main office. The cell phone/electronic device will be held in the office until the end of the students regularly scheduled school day, at which point the device can be collected by the student or parent/guardian. Refusal to turn over the device or repeat offenders will receive additional behavioral support.

In some instances, teachers will have an activity that may require the use of cell phone technology. If students choose to use their cell phone for any purpose outside of the classroom activity, the phone may be confiscated and sent to the main office. The cell phone/electronic device will be held in the office until the end of the students regularly scheduled school day, at which point the device can be collected by the student or parent/guardian.

**Dress Code:**

Our purpose at Ellensburg High School is to educate and ensure long term academic success, while preparing students for their successful post-secondary opportunities. Ellensburg High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Students should consider EHS their workplace. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student. A conference with the student and/or parents may be held when issues arise.

## Dress Code Guidelines:

Certain body parts must be covered for all students at all times. **Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.** All clothing worn to school, school activities or sponsored events must meet this basic guideline.

<b>MUST WEAR</b>	<b>MAY WEAR</b>	<b>MAY NOT WEAR</b>
<p style="text-align: center;"><b>A Shirt</b> with fabric in the front, back, on the sides under the arms and covering the torso</p> <p style="text-align: center;"><b>Pants/jeans/bottoms or the equivalent</b> including, a skirt, sweatpants, leggings, a dress or shorts</p> <p style="text-align: center;"><b>Shoes*</b></p> <p><i>*Select courses may have additional requirements to promote safety.</i></p>	<p style="text-align: center;"><b>Religious headwear</b> <b>Hoodie sweatshirts</b> wearing the hood overhead is allowed, but the face must be visible to school staff</p> <p style="text-align: center;"><b>Fitted pants</b> including opaque leggings, yoga pants and “skinny jeans”</p> <p style="text-align: center;"><b>Pajama pants</b></p> <p style="text-align: center;"><b>Ripped jeans</b> Underwear and buttocks can not be exposed and jeans do not violate Dress Code Guidance above</p> <p style="text-align: center;"><b>Tank tops</b> Straps need to be 1” or wider</p> <p style="text-align: center;"><b>Shorts/Skirts</b> Underwear and buttocks can not be exposed and do not violate Dress Code Guidance above <i>*Length should be between mid thigh to fingertip while arms are relaxed at the side.</i></p> <p style="text-align: center;"><b>Visible waistbands on undergarments or visible straps on undergarments worn under other clothing</b> As long as it does not violate Dress Code Guidance above</p>	<p style="text-align: center;"><b>Clothing or accessories that reasonably can be construed as producing physical harm</b> such as but not limited to sharp protruding objects, spiked jewelry, chains etc.</p> <p style="text-align: center;"><b>Clothing with images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia</b> (or any illegal item or activity).</p> <p style="text-align: center;"><b>Hate speech, profanity, pornography.</b></p> <p style="text-align: center;"><b>Clothing with images or language that creates a hostile or intimidating environment</b> based on any protected class or consistently marginalized groups.</p> <p style="text-align: center;"><b>Clothing styles that may provoke fear, violence or intimidation.</b></p> <p style="text-align: center;"><b>Transparent clothing.</b></p> <p style="text-align: center;"><b>Gang related clothing</b></p>



***\*These dress code guidelines shall apply to regular school days, summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards.***

**Our student dress code is designed to accomplish several goals:**

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology/CTE courses/etc. (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, tobacco products or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, threats to others or provoke fear.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being gang related.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

**DRIVING INFORMATION**

Parking and driving on the EHS campus is a privilege and requires each vehicle to be registered with the school through the attendance office. The parking permit must be hung from the rear view mirror or placed in the bottom corner of the driver's side windshield. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard will receive a parking violation notice and may be subject to impound/towing at owner's expense. Once parked on school grounds, students may not take cars off the premises except at lunch or at the end of their scheduled day unless they have an **off-campus premise slip** issued by the attendance office. **Under no circumstances are student vehicles to be driven or parked in the faculty parking lot or visitor parking lot.** Students are responsible for maintaining cleanliness in the parking lot areas.

**Drop-Off & Pick-Up:** Ellensburg High School will continue to use the main entrance of the school for drop off and pick up for students. We will also encourage parents to pick up their students on 3rd Street, to reduce congestion and promote physical distancing. As we prepare for this upcoming school year we ask you to honor the following:

- Directional Arrows for travel
- Maintain physical distancing and avoid gatherings
- Bus Lanes
- Handicapped Parking
- Cross walks
- Parents should remain in vehicles

**Citizenship and Safe Driving:** In an effort to encourage safe driving, we will work with local residents, the City of Ellensburg and the Ellensburg Police Department to monitor and enforce driving rules and good citizenship expectations for students. Students are expected to follow all laws and speed limits when off campus during the school day. Students who do not follow these expectations will face disciplinary consequences, including loss of off campus privileges.

**Driving and Parking:**

Parking Permits are required for all students. You can register your car and get a permit free of charge, from the Attendance Office.

**Parent/Visitor Parking:** Designated spaces in the parking lot directly south of the main entrance to the school or student parking lot.

**Staff Parking Areas:** Designated staff parking lot directly south of the main entrance to the school, designated staff parking in the north parking lot, or on Third Street.

**Student Parking:** Register your car prior to using the EHS parking lot.

**Students may not park:**

- Staff and visitor lot in front of the EHS main entrance.
- If the parking lot is full, students may park on Willow Street or 3<sup>rd</sup> street.
- Parking in designated fire lanes and handicapped spaces will result in notification of the Ellensburg Police Department/Code Enforcement.
- Areas designated by yellow curb and red curb are no parking areas.
- Vehicles parked inappropriately may be subject to citations and/or impound/towing at owner's expense.
- Students may not park in the bus loading, turn around or staff parking in the north lot.

**A search of a motor vehicle on campus may be made based on reasonable suspicion when related to a possible school violation.**

Parking Lot Rules:

1. Students will park in their designated spots.
2. No parking in Staff or Visitor spots.
3. Students may not loiter or sit in vehicles during the school day.
4. Obey the speed limit (10 mph).
5. No double parking.
6. No littering.
7. Treat the end of each aisle like a 4-way stop.
8. No vandalism to any vehicle.

Consequences:

1. **First Offense** -May result in a \$10 parking citation, warning, and/or removal of parking privileges at owner's expense.
2. **Second Offense**-Will result in the **LOSS OF PARKING PRIVILEGES**. *Privileges may be reinstated at semester with Principal's approval.*
3. **Third Offense**-Violation of Rule #8 above will result in immediate suspension of parking permit and may result in school discipline action.

**NOTE:** *EHS Administrators reserve the right to bypass steps as necessary.*

School Resource Officer: Officer Anderson

A police officer is available to answer students' questions and to work with students in matters that may require law enforcement involvement. The officer is routinely involved with the safety and wellbeing of all staff and students.

**STUDENT OPPORTUNITIES**  
**ASSOCIATE STUDENT BODY (ASB) INFORMATION**

<b>EXECUTIVE BOARD</b>		<b>JUNIOR CLASS</b>	
PRESIDENT	AVRIE NEMROW	PRESIDENT	JONATHAN ROMINGER
VICE PRESIDENT	KASE MONTGOMERY	VICE PRESIDENT	MEGAN WAGENECK
TREASURER	BRIAR WILSON	TREASURER	HAZEL MURPHY
PUBLIC RELATIONS	HALEY WALLACE	SECRETARY	COLTON WILLARD
SECRETARY	RUGER BRAITHWAITE	PUBLIC RELATIONS	ALANA MARRS
TECH COORDINATOR	LEAH LEWIS	LASC	TBD
<b>SENIOR CLASS</b>		<b>SOPHOMORE CLASS</b>	

PRESIDENT	JOHAN CALLENDER-BOHMAN	PRESIDENT	YUTONG LIANG
VICE PRESIDENT	MAREN BURNHAM	VICE PRESIDENT	KATHYA ARMENTA-MAGALLON
TREASURER	HUDSON DAVIS	TREASURER	CHAEI EMERY
SECRETARY	TBD	SECRETARY	EDEN TEASLEY
CLASS REP.	TBD	CLASS REP.	DAVID HAMMOND
LASC	TBD	LASC	TBD
<b>FRESHMEN CLASS</b>			
PRESIDENT	ANTON DUONG	VICE PRESIDENT	ANDREA KILLAN
TREASURER	TORI MITCHELL	SECRETARY	CLAIR GERMAN
CLASS REP	JAYLEEN RODRIGUEZ	<b>ASB ADVISOR</b>	<b>TBD</b>

**Follow EHS ASB**

**Instagram**

**@bestofbulldogs\_**

**YouTube**

**Best of Bulldogs**

**FACEBOOK**

**Facebook.com/EllensburgBulldogs**

**SENIOR ASB/GRADUATION FACEBOOK**

**Facebook.com/BulldogSeniors**

**EHS Clubs Facebook**

**Facebook.com/Clubs4dawgs**

**Bulldog Athletics**

**EHS\_dawgs**

**Facebook.com/EHSDawgs/**

**ASB/ID Cards:**

Students may purchase an ASB card for \$40 in the Activities Office. Since it is necessary to present the ASB/ID card for identification at most school functions, students are asked to carry the card at all times. Students participating in school athletics and activities are required to purchase an ASB.

**Student Fees**

ASB Card ..... \$40.00  
 Replacement ASB Card ..... \$6.00  
 Prom ..... \$20.00  
 Tolo Dances ..... \$10.00  
 Homecoming Dance ..... \$5.00  
 After Game Dance ..... \$5.00

Additional at the Door Dance Fee ..... \$5.00  
 Art ..... \$20.00 per semester  
 Band Instrument Rental ..... \$60.00 per year  
 Choir ..... \$ 12.50 per year  
 Conditioning (Winter & Summer) ..... \$30.00

Klahiam (Yearbook):	Photography .....	\$20.00 per semester
Before Oct 31 .....	Textbooks (Lost/Damaged) .....	Replacement Cost
Nov. 1 to March 31.....	Towel Fee .....	\$2.00 per year
After April 1.....	Chromebook Insurance.....	\$20.00
Parking Ticket .....	Chromebook Damage.....	Cost of repairs
Aquatic Ecosystems.....		\$25.00 per semester

## ACTIVITIES & CLUBS

*Interest clubs vary yearly based on advisor availability- Please check with the Activities Office to learn more.*

**ALUTANT** (Christine Roux): If you have an interest in covering and reporting on news stories, events, and activities, this club is for you! Students will attend events and write social media and news stories. Arranged study credit may be available for those who are interested.

**Art Club** (Lorraine Barlow): Is a welcoming space where students can collaborate with peers, work in various media, improve skills, and expand creativity.

**ASB (TBD)**: Elected positions only. The Associated Student Body Student Council consists of advisory class reps, activity/club reps, LASC class reps, five class officers from each grade, and the ASB Executive Board (president, vice-president, secretary, treasurer, social media coordinator, and public relations manager). Student government, leadership, service projects, and activities are developed from concept through application.

**BAND** (Warren Murray): Open to all interested students who have experience and skill in instrumental performance. Options: Symphonic Band, Wind Ensemble (by audition), Jazz Band (by tryout), Pep Band; Marching Band.

**BALLET FOLKLORICO** (Diana Wilson): Anyone who wants to learn to dance is welcome. We want to help promote the beauty and richness of Mexican traditions through music and dance. Culture will be seen in the beautiful costumes from the various regions of Mexico. Students will learn the basics of “zapateado” footwork and master the fundamentals including any skirt work, dance techniques, performance style, and choreography.

**BULLDOG LINK (TBD)**: A high school transition program that trains upper-classmen to be leaders who welcome freshmen and make them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed. The application process is in the spring.

**CLIMBING CLUB** (Jeff Hashimoto): Open to all students who are interested in the challenging and exciting experience of rock climbing. We climb both outdoors and indoors at EHS and CWU. This club is open to both beginners and experienced climbers.

**CHEER** (Lori Leach): Participants are in grades 9-12 and are selected via a spring tryout process only. The EHS cheerleaders promote spirit and lead the crowds at games.

**CHOIR** (Gay Ott): Chamber Choir (by audition only) is an advanced ensemble. Jazz Choir (by permission of the adviser) is a performance-oriented group. Treble Choir (by audition only) is an advanced ensemble open to those who can sing in the treble register. Symphonic Choir is open to all students.

**CREATIVE WRITING CLUB** (Brittanie Wyler): A writing group open to all students, devoted to the production and sharing of poetry, short stories, and creative non-fiction.

**CONSTRUCTION CLUB (SKILLS USA)** (Taylor Wilson): Participants will learn about various structures and materials while completing community service projects, participating in competitions and doing career research.

**DECA** (Camis Davis): Open to all students interested in a leadership organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management in high schools and colleges around the globe. This organization prepares students with college and career readiness skills and provides opportunities to travel and compete against other schools in various competitions.

**DUNGEONS AND DRAGONS CLUB** (Brittanie Wyler): Open to all students who are interested in the game of Dungeons and Dragons.

**ENVIRONMENTAL CLUB** (Jeff Hashimoto): Involved in community activities to restore and maintain a healthy ecological system.

**FALL PLAY** (Jim Denison): Students may try out for the Fall Theatrical Production in September; performances are scheduled for November.

**FBLA/Future Business Leaders of America** (Marcy Matthews/Jarod Rollins): Open to all students who are currently taking or have previously taken a business education course. FBLA teaches leadership and the free enterprise system.

**FCA/Fellowship of Christian Athletes** (Lana Carolan): FCA is open to all, but focuses on the spiritual growth of athletes and coaches through fellowship.

**FCCLA-** (Samantha O'Brion)- Promotes personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of a family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

**FFA** (Steve Russell/Sammi Jo Sims): FFA is open to all students who are enrolled in agriculture courses and interested in developing their potential for premier leadership, personal growth, and career success.

**HISTORY CLUB** (Charlie Acheson) Open to all students who are excited about the interdisciplinary nature of Social Studies and are motivated to become involved as citizens at a local, regional, and international level. National History Day themes are infused into the goals and activities of the club.

**KLAHIAM** (Christine Roux): This co-curricular activity meets every day as a class to create the Klahiam yearbook. Students must commit to the year-long program.

**KNOWLEDGE BOWL** (Marco Bicchieri): Open to all interested students with expertise and skill in academic trivia. Everyone eligible can play and competition teams will be selected from the participants.

**MARINE BIOLOGY CLUB** (Lana Carolan): Open to all students who are eager and willing to learn more about and gain a better appreciation of the marine environment.

**NHS/NATIONAL HONOR SOCIETY** (TBD): Open to students in grades 10-12 with an accumulated GPA of 3.5 or better. Membership is based on invitation and fulfillment of club requirements. NHS focuses on scholarship, leadership, character, and service.

**ORCHESTRA** (Kara Hunnicutt): Open to all interested students who have experience and skill in orchestral performance.

**PEACE CLUB** (Andrea Bannister): Open to all interested students who are committed to working for peace in the world and their community. Along with community building, it is also a forum for discussing important issues.

**SEXUALITY AND GENDER ALLIANCE** (Lorraine Barlow) A group devoted to bringing a sense of awareness to EHS and helping teach others to be tolerant of differences.

**TADU** (Tyler Douglas): Open to all interested students who are committed to not using drugs or alcohol.

**THESPIAN SOCIETY** (Maddie Petre): Open to all students who are interested in all aspects of theater.

**TSA-Technology Student Association** (Tiffany Price) is Open to all students enrolled in CTE courses or who have an interest in CTE activities. Participants practice and demonstrate hands-on leadership skills from a variety of disciplines. Members can attend regional, state, and national competitions. Subgroups:

**Bulldog Bytes**— Learn to code! Learn various applications of computer programming, build games and compete in coding competitions. Bulldog Bytes also has subgroups focused on cybersecurity (**CYBERPATRIOTS**) and the **COMPUTER SCIENCE HONOR SOCIETY** which recognizes excellence in Computer Science.

**Video/Photo Club** (Mike Nelson): Learn about and work on film projects, learn photography techniques, software programs, and more in a fun and interactive environment.

**WINTER MUSICAL** (Tor Blaisdell): Auditions for this annual musical theater production are in November; performances in late February/early March on the Morgan PAC stage.

## SCHOOL DANCES

Our dances are provided as an extracurricular activity for EHS students. We want to provide an atmosphere where students can have a good time and parents and students feel secure in the type of environment and supervision provided. Thus, **attendance is a privilege rather than an automatic right**, and the following rules are set forth for all EHS dances:

1. **An EHS ASB or school ID card is required for entrance at all dances.**
2. Doors will close one hour after the start time and no one will be permitted to enter.
3. Any student or visitor who comes to a dance, tries to enter or is in the immediate area of the multipurpose room and under the influence of alcohol, drugs, smoking, chewing or fighting will be denied entrance to the dance and punished under the rule governing the type of behavior. Students suspected of being under the influence of drugs or alcohol may be questioned and/or given a spot sobriety test.
4. Random breathalyzer checks may be given at any time, inside or outside the dance.
5. Students may not leave the dance and return. Once a student leaves the dance, there is to be no loitering on school grounds.
6. Dance Cost:  
After-Game - \$5 Homecoming - \$5 Formal Tolo - \$20/couple and \$12/single  
Prom - \$25/couple and \$15/single
7. Only enrolled Ellensburg High students or non-students accompanied by an EHS student with a guest pass, issued by Assistant Principal, will be admitted.
8. Students who plan to attend EHS dances may not sit in their cars in the parking lot.
9. Dance hours are between 8:00 p.m. and 10:30 p.m. The music ends at 10:15pm, students must exit by 10:30pm.  
*\*\*Prom will be from 9:00 pm to 11:30 pm. The music ends at 11:15pm, students must exit by 11:30pm.*
10. The guest who violates an EHS dance rule loses their guest privileges permanently.

### Dance Guest Pass Procedures- Formal Dances Only:

1. All guests are reviewed by the EHS administration.
2. **NO MIDDLE SCHOOL/JUNIOR H.S.** students will be granted a guest pass.
3. Only one guest pass per student.
4. Guests will abide by all EHS rules.
5. Guests must enter with their sponsoring EHS student.
6. Notification to sponsoring student will occur by Friday. Students may pick up guest passes at 3:00 p.m. on Friday. It is the student's responsibility to check the approval of guest.

7. Students who have been suspended/expelled from EHS or any other school will be denied a Guest Pass.
8. Guests at EHS dances may not be older than **19**.
9. **Guests must provide a photo ID to be admitted.**

### Dress Appropriate Rules:

1. Please dress respectfully and keep attire tasteful.
2. Dress length no shorter than mid-thigh.
3. No pants below the buttocks.

### Dance Appropriate Rules:

1. Dance "Face to Face, Leave Some Space"
2. Be respectful of the school environment

3. No groping, i.e. touching of genitals, breasts or buttocks.
4. No prolonged public displays of affection
5. No hands and/or knees on the dance floor
6. No straddling
7. No indecent exposure
8. No couple dancing that is overtly sexual toward each other

2nd Offense: Parent contact from administration to pick-up student/notify parent. Student's dance privileges may be revoked for the remainder of the school year.

*\*Consequences for fights, drug products, alcoholic beverages, tobacco/nicotine products and weapons will be consistent as outlined in the student handbook*

**Consequences:**

1st Offense: Any violators of the rules will be warned with the cutting of bracelets/markings of hands at the dance.

**ATHLETICS**

Click the logo below to visit [www.ehsbulldogs.com](http://www.ehsbulldogs.com)



**Athletic Participation:**

In order to participate in the athletic program at Ellensburg High School, a student must:

1. Meet all current WIAA and school district requirements, including:
  - a. Be under 20 years of age on September 1 for fall sports, on December 1 for winter sports and on March 1 for spring sports (WIAA 18.4.0).
  - b. Be enrolled as a "regular member" of the school (i.e., half time or more) (WIAA 18.5.0).
  - c. Have been enrolled in and passed at least five full-time subjects in the immediately preceding semester/trimester, and passed all classes in which they were enrolled. (WIAA 18.7.0)
  - d. Be enrolled and in regular attendance within the first 15 school days of the current semester. (WIAA 18.8.0)
  - e. Have appropriate medical clearance from a medical authority. (WIAA 17.11.0)
  - f. If a transfer or foreign exchange student, meet appropriate eligibility requirements. (WIAA 18.11.0)
  - g. Be making reasonable annual progress toward graduation (ESD Policy #2151).
  - h. Maintain good citizenship records, both in and out of school (ESD Policy #2151).



2. Complete the activity clearance process through the EHS office and receive an activity clearance slip indicating that the student has processed:

- a. Current ASB membership
- b. Athletic Code agreement
- c. Appropriate medical release
- d. Clearance from athletic director or athletics secretary

**NOTE:** Clearance is now done online. Click the links for [ENGLISH](#) or [ESPANOL](#) instructions

\* No student may practice without having presented an activity clearance (blue) slip to his/her coach.

\*\*No student absent during a school day may participate in practice or competition without prior approval by administration.

### EHS SPORTS PROGRAMS

<b><u>FALL</u></b>		
<b><u>SPORT</u></b>	<b><u>TEAMS OFFERED</u></b>	<b><u>HEAD COACH</u></b>
GIRLS VOLLEYBALL	Varsity, JV, C-Team	Jesse Stueckle
BOYS' & GIRLS' X- COUNTRY	Varsity, Junior Varsity	Jeff Hashimoto
GIRLS' SOCCER	Varsity, Junior Varsity	Jim Engeland
SWIMMING	Varsity, Junior Varsity	Chezla Madson
FOOTBALL	Varsity, JV, C-Team	Jeff Zenisek
<b><u>WINTER SPORTS</u></b>		
GIRLS' BASKETBALL	Varsity, JV, C-Team	Tim Ravet
BOYS' BASKETBALL	Varsity, JV, C-Team	Garrett Hull
BOYS' & GIRLS' WRESTLING	Varsity, Junior Varsity	Jeremy Wolfenbarger
<b><u>SPRING SPORTS</u></b>		
BOYS' & GIRLS' TENNIS	Varsity, Junior Varsity	Nels Winn
BASEBALL	Varsity, JV, C-Team*	Todd Gibson
FASTPITCH	Varsity, Junior Varsity	Greg Olin
BOYS' & GIRLS' TRACK AND FIELD	Varsity, Junior Varsity	John Artt
BOYS' & GIRLS' GOLF	Varsity, Junior Varsity	Darrin Walter
BOYS' SOCCER	Varsity, Junior Varsity	Richard Opoku
<b><u>ATHLETIC STAFF</u></b>		
Athletic Director	Cole Kanyer	cole.kanyer@esd401.org

Athletic Secretary	Melissa McCracken	melissa.mccracken@esd401.org
Athletic Trainer	Zane Davies	zane.davies@esd401.org

**Seasonal Dates:**

<b><u>SEASON</u></b>	<b><u>PARENT MEETING</u></b>	<b><u>FIRST PRACTICE</u></b>
<b>FALL</b>	<b>August 14, 2023</b>	<b>FB: 8/16/23 OTHERS 8/21/23</b>
<b>WINTER</b>	<b>November 6, 2023</b>	<b>November 13, 2023</b>
<b>SPRING</b>	<b>February 20, 2024</b>	<b>February 27, 2024</b>

**Ellensburg School District Athletic Program Mission:**

The mission of the athletic program in the Ellensburg School District is to provide experiences in which students:

- Receive a positive learning experience.
- Participate and compete
  - at levels commensurate with their abilities.
  - in an environment that is healthy and safe.
  - in an environment that is fair and consistent.
- Enhance sport-specific skills and overall health.
- Exhibit fair play, good sportsmanship, and exemplary citizenship.

**Athletic Code**

The opportunity to participate in the interscholastic athletic program is a privilege granted to all students of the district. Participants in this voluntary program are expected to conform to specific conduct standards established by the principals and athletic coaches. A student who is found by a certificated staff member of the student’s school to be in violation of any rules is subject to removal from the team. Provision is made for a student who has allegedly violated one or more of the conduct rules to appeal a disciplinary action as specified in this code.

For a complete copy of the Ellensburg High School Athletic Code, please refer to Family ID or inquire in the Athletics Office.

**Scholastic Standards:**

1. Students will pass all classes they are enrolled in to be eligible to participate in interscholastic athletics. (minimum of 5 classes)
2. Students must be on track to graduate in 4 years.

**Grades will be checked on the following dates:**

- First Semester: 9/18, 10/9, 11/6, 11/27, 12/11, 1/8
- Second Semester: 2/5, 3/4, 4/8, 5/6

Note: Grades will also be checked at the start of each respective sport season.

**School Attendance:**

An athlete shall attend school for at least 3 periods on the day of an athletic contest. Excused absences for more than 3 periods on the day of the contest need to be pre-approved through the main/athletic office. **Penalty:** If an athlete receives an unexcused absence for any portion of the day, the athlete shall be ineligible to participate in practice or contest on that day.

**CENTRAL WASHINGTON ATHLETIC CONFERENCE SCHOOLS**

**EAST VALLEY HIGH SCHOOL:**

1900 Beaudry Rd., Yakima, WA 98901  
(509) 573-7400

**OTHELLO HIGH SCHOOL:**

340 S. 7th Ave., Othello, WA 99344  
(509) 488-3351

**ELLENSBURG HIGH SCHOOL:**

1203 E. Capitol Ave., Ellensburg, WA 98926  
(509) 925-8300

**PROSSER HIGH SCHOOL:**

1203 Prosser Ave., Prosser, WA 99350  
(509) 786-1224

**EPHRATA HIGH SCHOOL:**

333 4th Ave. N.W., Ephrata, WA 98823  
(509) 754-2043/5285

**SELAH HIGH SCHOOL:**

801 N. 1st St., Selah, WA 98942  
(509) 697-0800

**GRANDVIEW HIGH SCHOOL:**

1601 W. 5th St., Grandview, WA 98930  
(509) 882-8750

## GRADUATION REQUIREMENTS

1. Eight semesters of attendance as a full time student are required for graduation from EHS.
2. A full time student is enrolled in at least five classes each semester.
3. 24 credits earned in high school are required for graduation (.5 credit per class is earned by the satisfactory completion of one semester's work).
4. The following courses are required of all Ellensburg High School students:
5. Students need to take one full year of freshman and sophomore English and one full year of junior or senior English. They may take English electives the other years.
6. High School and Beyond Plan & 10 Community Service hours per academic year.
7. Pass STATE tests or STATE approved alternatives in reading and writing (ELA), math (algebra or geometry), and biology.

### **English — 4 credits**

#### **Social Studies — 3 credits**

1 credit — World History (Fresh. or Soph.)

1 credit — U.S. History (Juniors)

1 credit — World Affairs (Seniors)

\*Washington State History is taken at the middle school level. Students should check with their counselor for information.

#### **Mathematics — 3 credits**

At a minimum, Algebra and Geometry must be taken:

Applied Algebra

Applied Geometry

Algebra

Algebra-Trig

Geometry

Accounting

AP Calculus

Pre-Calculus

Geometry Honors

Algebra-Trig Honor

Geometry in Construction

#### **Health & Fitness — 2.5 credits**

Students may elect to take their P.E. at any time during high school. Students will be required to take one semester of Health in the 9th or 10th grade.

#### **Science — 3 credits**

1 credit - Systems of the Earth or Ag. Science

1 credit – Biology/Ag. Biology (lab science)

1 credit – Science of choice based on HS&Beyond plan

#### **Family & Consumer Science — .5 credit**

Consumer & Family Issues is taken in the 11th or 12th grade

#### **Career and Technical Education — 1 credit**

Programs fulfilling this requirement include classes in Agriculture, Business & Marketing, Computer Science, Family & Consumer Science and Skilled & Technical Science Education.

#### **Fine, Visual and/or Performing Arts — 1 credit**

Students fulfill this requirement by taking classes in the fine arts (music, art, drama, photography, wood/metal art, graphic arts, etc.). College-bound students need to check entrance requirements in relation to this area.

#### **Personal Pathway — 3 credits**

Courses related to a student's specific post-high school career or educational outcome, chosen by the student. These credits are intended to provide focus for the student's learning.

#### **Elective- 4 credits**

4.0 credits

Student chosen classes towards graduation requirements.

## All Grades General Four-Year University Requirements

*\*Subject to individual institution requirements. The Higher Education Coordinating Board (HECB) has revised minimum college entrance standards. Please see your counselor with questions.*

English	4.0
Mathematics	3.0 (a meaningful math or science class must be taken in 12th grade)
Social Studies	3.0
Fine Arts (Visual or Performing)	1.0
Science	2.0 (more if planning a science career)
Foreign Language	2.0 (same language taken consecutively)

### GENERAL ACADEMIC INFORMATION

1. All students must take **six** classes or have a full schedule. Freshmen classes should include: an English class, the math class recommended for the student, as agreed upon by your math teacher and the EHS math department, and science.
2. The math placements are based on the following factors:
  - Eighth grade teacher's recommendation
  - Last two math grades
  - Assessment scores

*If the student or the parents feel uncertain about the placement, they should contact the math department.*

#### **Honor Roll:**

To be eligible for the honor roll, a student must meet the following criteria:

- Must have at least 4 letter grades. (Three A's and one P or S does not qualify.)
- Must have at least a "B" (3.0) grade point average.
- Must not have any "D" or "F" grades.
- Must have no Incompletes.

The honor roll is published at the end of each semester. It is based on the semester grades of all classes.

#### **Schedule Changes:**

Schedule changes are made based on a student's post high school planning. Schedule or class change requests will be considered on an individual basis during the first three (3) days of first semester and the last 4 days of first semester for second semester class changes. Schedule changes will not be made based on teacher preference.

All students must take six classes or full schedule. If this is not possible, the student will be placed on a shortened school day - this may require a complete schedule change and Principal's approval.

Students dropping a class after the first quarter (or 3rd quarter) of a semester will receive an "F" on his/her transcript. Any exceptions must be appealed through the Principal.

**Open Period:**

Open periods are only allowed if a student takes a zero period and has a full schedule. The purpose of an open period is to provide students with an opportunity to substitute a portion of the regular class time with employment, or an identified personal need. As NO CREDIT is offered for the open period, keep in mind that 24 credits is the minimum requirement for graduation. Students must be on schedule to graduate in order to have an open period. The administration and staff at EHS recognizes that some students can benefit from less than a full schedule, but we feel that the release time activity should provide the student with a meaningful learning opportunity.

**When a student is granted an open period, it is with the expectation that the student will be away from the Ellensburg High School campus.** Students who fail to use this opportunity as intended will be scheduled into six periods or a full schedule the next semester.

**Full Time Enrollment:**

All students (9th through 12th) must be enrolled in a minimum of six classes for full time status.

**Incomplete Contracts:**

A written agreement will be signed by the student and teacher as to the extension of time granted for incomplete grades at semester. An appeal may be initiated by the student and a conference held with the teacher and counselor if additional time is needed.

**Final Exams:**

Final exams will be given at the end of each semester in all classes. **Students must take the final exam/project in order to get credit for the class.**

**Pass/Fail:**

Elective classes may be taken for a pass/fail grade with teacher permission prior to 2nd/4th quarter. Required classes taken pass/fail must have the approval of both the teacher and the principal. No more than 1 class per semester may be taken pass/fail.

## **Testing Dates**

**PSAT/NMSQT**—(Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is used to determine Merit Scholars. The test is given:

**Wednesday, October 11, 2023**

**Registration Deadline: Friday, September 4, 2023**

**Cost: \$18**

**School Day SAT**—(Scholastic Aptitude Test) for College entrance. The test is given on:

**Wednesday, October 11, 2023**

**Registration Deadline: Friday, September 4, 2023**

**Cost: \$60**

**Wednesday, April 12, 2023**

**Registration Deadline: Friday, March 3**

**Cost: \$60**

**AP**—(Advanced Placement)

[2024 AP Exam Date](#)

## **Attendance - MUST BE PRESENT TO WIN**

We believe regular class attendance is paramount to the educational process. Participation in class activities and interaction among students and teachers is vital to the learning process. Tests, homework, and assignments are only some of the criteria for earning credit.

- All student absences may hinder mastery, achievement, and participation.
- Involvement in school activities is a choice. It is the responsibility of the student to be aware of his/her choices and prepare to make accommodations with teachers to be successful in class.

### **Attendance Policy:**

The following are types of absences recognized by Ellensburg High School:

- 1. Excused Absence**—Work may be made up for full credit and faculty assistance will be available where needed.
  - a. illness or a health condition
  - b. medical and dental appointments
  - c. death in immediate family
  - d. other designated by principal
  - e. suspension from school
- 2. Prior Approval**—Work may be made up for full credit and faculty assistance will be available where needed but the absence must be prearranged. Prearranged absence forms available from the Attendance Office and must be signed by parent and teachers and returned to the Attendance Office prior to the absence.
  - a. school approved activities
  - b. other designated by principal
- 3. Unexcused Absences**—The School District and staff are released of all responsibility to the student. Credit may not be granted for makeup work.
  - a. Truancy — non-attendance in any portion of a class or more without prior permission of parent, guardian, or school personnel.
  - b. Leaving school without checking through the Attendance Office, except at lunch time.
  - c. Students that are in the building, but not in their assigned class, will be considered unexcused from class.
  - d. Arriving five or more minutes late to a scheduled class will be considered as an unexcused absence.

### **Assemblies:**

All Ellensburg High School assemblies are considered part of the educational process and are **mandatory for students and teachers**. An absence from an assembly must meet excused absence criteria.

### **Clearing an Absence:**

When you have an unexcused absence from class your name will appear on a Daily Attendance Report. When this occurs you must clear the absence **within three days** with the Attendance Office by parental phone call/note. This may be done before or after school, and is the student's responsibility.

1. ***If you leave during the school day you must check out through the Attendance Office. Failure to do so may result in an unexcused absence regardless of reason (this absence may not be cleared by a parent).***
2. In the event that a student is absent, parents are encouraged to call the Attendance Office on each and every day of absence.

### **Attendance Reporting Procedures:**

It is important that parents contact EHS when their student is absent (**509-925-8303 or 509-933-7609**). In the event that the student/ parent does not abide by EHS policies regarding the reporting of absenteeism and truancy, an absence may be considered unexcused if it is not cleared within 3 days of its occurrence unless it is extenuating circumstances as determined by the Assistant Principal.

### **Tardies:**

1. A tardy is defined as a student not in attendance at the beginning of an assigned class or activity. A student reporting more than 5 minutes late to a class/activity will result in disciplinary action equivalent to an unexcused absence.
2. Students must have a note from the office to enter any classroom late. Disciplinary action and parent notification will occur from the Assistant Principal's office or the teacher. The teacher can require the student to perform detention in his/her classroom.
3. The Attendance Office will track all tardies. Consequences are as follows:
  - 3 tardies = 1 hour of detention
  - 6 tardies = 2 hours of detention
  - 8 tardies = 2 hours of detention and may require a parent conference

### **Consequences for Unexcused Absences:**

Consequences for unexcused absences will be handled in a progressive manner. These consequences will range from, conference with staff member, parent notification/conference, Community Engagement Board referral, detention, or truancy petition filed with juvenile courts.

*\* Students will be assigned two hours of detention for every unexcused absence. Excessive unexcused absences may result in Saturday School detention.*

### **Notification of Attendance/Discipline Infractions:**

At the time a disciplinary consequence is assigned, the student will receive a copy of the notification specifying the dates and times of the detention, Saturday School, or other consequence. There will be NO reminders sent to students; each student is responsible for fulfilling his/her disciplinary consequences on the dates assigned.

A student may NOT change the time of an assigned disciplinary action unless the request is made by a parent prior to the assigned time and the change is for exceptional circumstances.



### **Compulsory Attendance Law:**

Washington State RCW 28A.225 regarding compulsory school attendance directly affects the way schools work with absentees and their families. It is critical that all administrators and staff be aware of the new requirements as the new school year begins.

- Inform students and parents about the compulsory attendance law. Including the benefits of regular school attendance; the effects of absenteeism, excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy.
- Inform the student's parent/guardian in writing or by phone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
- Schedule a conference with the parent/guardian and student after three unexcused absences within any month during the current school year; for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be available to the family and the steps to be taken to support the student to attend.
- Between 2 and 7 unexcused cumulative absences in a school year:
  1. Apply the Washington Assessment of Risks and Needs of Students (WARNS) or other assessment.
  2. Take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results.
  3. Convene the IEP or 504 team. If the student has an individualized education program (IEP) or a 504 plan, the team must convene to consider the reasons for the absences and adjust the IEP or 504 plan as necessary. This is required and is in addition to the requirement to have a parent conference after 3 unexcused absences.
    - Not later than 7 unexcused absences in a month, District shall do one of the following: Enter into an agreement with the student and parent, Refer student to a Community Engagement Board or file a truancy petition.
    - After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year, the following will apply: 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, and school district representative and enter into an agreement.
    - Unexpected or excessive absences (for youth who are dependent pursuant to 13.34 RCW , Review unexpected or excessive absences with a youth who is dependent pursuant to chapter 13.34 RCW and adults involved with that youth to determine the cause of the absences, considering the unique circumstance of a youth who is dependent. A district employee must proactively support the youth's schoolwork, such as the required building point of contact for students who are dependent.

## DISCIPLINARY INFORMATION

### **School Rules and Discipline Policy:**

One of the greatest challenges facing a school staff is the promotion of a wholesome and supportive learning atmosphere. An effective disciplinary policy promises an orderly and safe environment, as well as the ideal that the student is deterred from repeat offenses, and at the same time is encouraged to learn self-discipline. Essential to the accomplishment of this ideal is the recognition that adult intervention and modeling, staff and parents alike, is both desirable and necessary.

EHS strives to maintain a positive and productive environment during the school day, on district properties, and at school sponsored events. We are aware that infractions of school/district policies may occur. The administration reserves the right to bypass the progressive steps outlined when appropriate and address the other issues as needed in the event that the health, safety and welfare of students and staff may be at risk. EHS may apply federal and state statutes as situations warrant. No participation in any school co-curricular activities will be permitted until all disciplinary consequences have been fulfilled. Any disciplinary action will result in parent/guardian notification.

### **Student Conduct:**

Any student who willfully violates or fails to follow district or individual school rules or regulations, or performs any act which materially interferes with or is detrimental to the orderly operation of a classroom or school, a school-sponsored activity, or any other aspect of the educational process in school, shall be subject to discipline, suspension, or expulsion. A student may be removed from a class, with loss of credit, based on continued misbehavior, proper documentation of incidents, and parent contact by the staff member. In the case of suspension, the nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has reasonably been imposed upon the student as a consequence of misconduct of the same nature. If, however, the violations of School District rules for student conduct constitutes "exceptional misconduct" as defined below, suspension may be imposed notwithstanding the fact the prior alternative corrective action or punishment has not been imposed upon the student involved.

Disciplinarians and hearing officers may grant exceptions to the suspension of students who are guilty of "exceptional misconduct" in cases involving extenuating and/or exceptional circumstances.

### **Serving Disciplinary Assignments:**

Those students who fail to complete their detention, Saturday School, or other disciplinary assignment at the time assigned or in a manner appropriate to the circumstances may receive extended disciplinary action unless cleared prior to the day of the disciplinary assignment. Failure to complete the disciplinary assignment for attendance and/or discipline issues at the assigned time or within a five-day period agreed upon by administration will result in more extensive discipline.

### **Destruction or Stealing of Personal and/or Public Property:**

The student shall pay replacement costs, parents/guardians shall be contacted, and may be issued **other disciplinary action** and/or legal action may be taken.

**Fights, Assaults or Battery** (*defined as Involvement, Instigation, video on electronic device or Promotion of Physical Conflict*): \*Career offenses will be cumulative throughout enrollment in Ellensburg High School.

**Emergency Removal or Short-term suspension:** (Substantial Disruption of the educational process)

- Administration will investigate the situation.
- Concluding the investigation, administration will apply appropriate consequences, which may include suspension. Law enforcement and or juvenile probation may be notified.

**Tobacco/Nicotine Products** (defined as Possession or Use of Tobacco Products, including Vape devices on School District Properties or Events): \*Career offenses will be cumulative throughout enrollment in Ellensburg High School..

**1st Offense:** Other school discipline will be applied by administration, as agreed upon with Parent(s)

- 4 days of lunch detention, 2 hours of after school detention
- Drug & Alcohol Intervention Classes with Ellensburg School District Intervention & Prevention Specialist

**2nd Offense:** 2 days in school suspension (ISS).

**3rd Offense:** 5 days Short-term suspension (STS).

**Drug Products or Alcoholic Beverages** (Transmission, Transport, Possession, Use, or Influenced by): \*Career offenses will be cumulative throughout enrollment in Ellensburg High School..

**1st Offense:** Parent/guardian will be contacted and law enforcement may be notified.

**Emergency Removal or Short-term suspension** (Substantial Disruption of the educational process)

- 10 day out of school suspension which can be converted to 5 days with the completion of a Professional Drug & Alcohol Assessment.
- Professional Drug & Alcohol Assessment – follow recommendations provided.
- Drug & Alcohol Intervention Classes with Ellensburg School District Intervention & Prevention Specialist may be offered

**2nd Offense:** Parent/guardian will be contacted and law enforcement may be notified.

**Emergency Removal or Short-term Suspension:** (Substantial Disruption of the educational process)

- 10 day suspension
- Professional Drug & Alcohol Assessment – follow recommendations provided
- Drug & Alcohol Intervention Classes with Ellensburg School District Intervention & Prevention Specialist may be offered

**3rd Offense:** Parent/guardian will be contacted and law enforcement may be notified.

• **Long-term Suspension**

**Drug Products or Alcoholic Beverages** (selling and/or distribution of): \*Career offenses will be cumulative throughout enrollment in Ellensburg High School..

**Emergency Removal** (Substantial Disruption of the educational process)

- Parent/guardian and Law enforcement will be contacted.
- Administration will meet with student, Parent/guardian(s) and Law enforcement to determine appropriate consequences

**Cell Phone/Electronic Devices in Classrooms:**

**1st Offense:** Item confiscated by teacher and delivered to the Assistant Principal; student may pick up the electronic device at the end of their regularly scheduled school day

**2nd Offense:** Item confiscated by the teacher and delivered to the Assistant Principal; parents may pick the electronic device up after school or give permission for their student to pick up the device at the end of their regularly scheduled school day.

**Additional Offense(s):** School discipline. **Refusal to turn over electronic device will result in additional behavioral support.**

**Inappropriate Internet Use:**

**1st Offense:** Other school discipline, Warning/conference

**2nd Offense:** Device/access restrictions or other behavioral supports

**3rd Offense:** In/out of school suspension.

**\*\*\* EHS reserves the right to bypass progressive steps at its discretion in the event that the health, safety and welfare of the students and staff may be at risk.**

**Search and Seizure:**

School officials may search students and their personal property, including that property or facility provided by the school, if reasonable suspicion exists that a student has violated school policy. This includes student lockers, and vehicles parked on school property. Property may be seized which is deemed injurious or detrimental to the safety and 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.

**Plagiarism/Cheating:**

Plagiarism is the use of another's words, ideas or writings without giving proper credit. Submitting work that is generated by Artificial Intelligence (AI) is considered plagiarism. It is legally and ethically unacceptable. Teachers will discuss with their student's appropriate techniques and skills that will minimize these situations. Consequences may include:

- zero grade for assignment
- detention and or suspension from school
- withdrawal from class with a failing grade

**Disruption of a School Event/Activity**

Any student who willfully performs any act, conduct or expression which either materially interferes with or is detrimental to the orderly operation of school, a school-sponsored activity, or any other aspect of the educational process within the Ellensburg School District shall be subject to discipline, suspension, or expulsion. Administrative discretion may be applied to each individual case. Law enforcement authorities may be informed.

**Initiations/Hazing**

Any student who is involved in the transportation, physical or verbal intimidation, or coercion of a student to perform acts against his/her will either on or originating on school district properties may receive discipline including suspension or expulsion, and legal action may be pursued based on the situation.

**Personal Protection Spray**

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

A student who inappropriately dispenses a chemical defense spray may be placed on suspension or emergency removal and law enforcement may be contacted.

**Harassment/Bullying/Intimidation**

Students are prohibited from harassing, bullying, and/or intimidating other students or staff. All HIB reports will be taken seriously, investigated immediately, and appropriate school discipline applied. Identities of victims will be protected if possible.

### **Gang/Hate Group Symbolism**

Student behavior, dress, signing, or symbolism intended to represent gang or hate group affiliation will not be tolerated on school district grounds or at school sponsored events. Violation of this policy may result in discipline, suspension, and/or expulsion. Students whose behavior is in question may be required to have a parent-administrator-student conference and/or may be required to sign an Anti-Gang Behavior Contract.

### **Insubordination**

Failure to comply with the reasonable requests of school district staff will not be tolerated. All persons, including students, must, upon request, identify themselves to school personnel in the school building, on the school grounds, or at school sponsored events. Any act of intimidation or coercion by a student directed toward any other student, teacher, administrator, or other school personnel is prohibited. Failure to comply will result in detention, Saturday School, and/or suspension.

### **Affectionate Behavior**

Students are to refrain from acts of affection that embarrass others while on school property. (For example: holding hands is acceptable, but hugging and kissing is not acceptable behavior.)

### **Committing Crimes at School:**

The following acts or commissions by a student while on school district properties or at any school district-sponsored activity or event or event off school district properties are prohibited and shall constitute cause for discipline, campus co-op, suspension, or expulsion by authorized school district authorities as well as possible legal action:

A. The commission of any criminal act under the laws of the State of Washington, including, but not limited to:

- 1) arson
- 2) vandalism to personal/public property
- 3) fights/assault/battery
- 4) burglary/theft/robbery
- 5) explosives
- 6) extortion or coercion
- 7) firearms
- 8) gambling
- 9) malicious mischief/vandalism
- 10) sale, use, influence or possession of alcoholic beverages, illegal drugs, or tobacco
- 11) trespass
- 12) threats to bomb or injure persons or properties
- 13) harassment/hazing/intimidation

B. Refusal to identify oneself; all students must, upon request, identify themselves to proper school authorities.

C. Any act of conduct directly or indirectly causes substantial or material disruption or obstruction of any school function or operation.

D. Failure to comply with school district policies or school rules or with the directions of staff.

E. The possession, handling, or transmission of any object that can reasonably be considered a weapon.

- F. Any lewd, indecent, or obscene conduct, expression, or clothing.

### **Student Discipline Definitions**

All students shall yield to the reasonable discipline of the superintendent or his designees, and refusal to comply with written policies, rules and regulations established for the governing of the schools shall constitute cause for further discipline and suspension; however, no student shall be disciplined, suspended or expelled except for sufficient cause.

For purposes of all disciplinary policies and procedures, the following definitions will apply:

1. **Behavioral violation:** means a student's behavior that violates the district's discipline policies.
2. **Classroom exclusion:** means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
  - (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
  - (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.
3. **Culturally responsive:** has the same meaning as "cultural competency" in RCW 28A.410.270, which states "cultural competency" includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.
4. **Discipline:** means any action taken by a school district in response to behavioral violations.

### **Detention:**

- o Period of time assigned to a student by a staff member or administrator.
- o Completed on the day and placed assigned
- o **Failure to report to detention on time with appropriate materials and proper behavior may result in suspension for insubordination**

### **Saturday School (S.S.):**

- o Period of time assigned by administration
  - o Completed on the day and placed assigned
  - o Failure to complete first S.S. assigned with appropriate materials and behavior will result in the student receiving 2 additional S. S.
  - o Failure to complete subsequent S. S. will result in suspension
5. **Disruption of the educational process:** means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
  6. **Emergency Removal:** means the removal of a student from school because the student's statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530
  7. **Expulsion:** means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480
  8. **Length of an academic term:** means the total number of school days in a single trimester or semester, as defined by the board of directors.

9. **Other forms of discipline:** means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency removal, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

The following is a list of examples, but not limited to “other forms of discipline”

- Reminder/Verbal Correction
  - Reminder/Visual
  - Parent contact (Call/Email parent to request support)
  - Parent Conference
  - Proximity
  - Private Check-In
  - 1 on 1 Conference
  - Revisit D.A.W.G.S. (Norms)
  - Reflection Time or Reflection Sheet
  - Classroom Harm Circle
  - Seat Change
  - 30 minute classroom detention
10. **Parent:** has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student’s welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the “parent” of a child or to make educational decisions on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.
11. **School board:** means the governing board of directors of the local school district.
12. **School business day:** means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent’s office for the calendar day.
13. **School day:** means any day or partial day that students are in attendance at school for instructional purposes.
14. **Suspension:** means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency removals. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
- **In-school suspension:** means a suspension in which a student is excluded from the student’s regular educational setting but remains in the student’s current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
  - **Short-term suspension:** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
  - **Long-term suspension:** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

*Ellensburg High School reserves the right to contact local and state authorities in the event that a pupil’s behavior warrants such contact or is legally necessary. The superintendent shall also designate which certificated employees have the authority to initiate or to impose suspensions or expulsions.*

**Ellensburg High School students are expected to be responsible citizens. When a student repeatedly exhibits irresponsible and disruptive behaviors and does not respond to normal disciplinary procedures, the administration reserves the right to place that student on suspension or expulsion.**

**Ellensburg High School students who attend school sponsored activities after school hours off the EHS campus are subject to the same rules that apply during the school day or on the EHS campus (e.g., dances, field trips, and athletic contests, both home and away)**

## **STUDENT RIGHTS**

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- 1.** No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of race, creed, religion, color, national origin, citizenship or immigration status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability, or honorably discharged veteran or military status.
- 2.** All students possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- 3.** All students possess the constitutional right to be secure in their persons, papers, and effects, against unreasonable searches and seizure.
- 4.** All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
- 5.** No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Washington or the rights retained by the people.

### **GENDER-INCLUSIVE SCHOOLS**

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

### **DISCRIMINATION**

Ellensburg 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:** Mrs. Alexis Haberman, alexis.haberman@esd401.org, 1300 E. Third Avenue, Ellensburg, WA 98926, and 509.925.8007

**Title IX Officer:** Mrs. Rhonda Schmidt, rhonda.Schmidt@esd401.org, 1300 E. Third Avenue, Ellensburg, WA 98926, and 509.925.8011

**Section 504 Coordinator:** Mrs. Rhonda Schmidt, rhonda.Schmidt@esd401.org, 1300 E. Third Avenue, Ellensburg, WA 98926, and 509.925.8011

**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 Policy 3205 online here:

<https://go.boarddocs.com/waesd401/Board.nsf/Private?open&login#>

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

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

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

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

##### ***Step 1. Write Out 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 our [website](#), 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) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

### **Complaints Concerning Staff or Programs**

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent that describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.
- B. The principal and staff member shall respond to the superintendent in writing or in person.
- C. The superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
- D. If the matter is still not resolved, the superintendent shall present the issue to the board. If the board deems the complaint worthy, they may choose to proceed with a hearing.
- E. A hearing date will be set. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member, unless the staff member chooses to exercise his or her rights under the open public meeting act. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

- F. Complaints against the Superintendent shall proceed directly to the Board Chair. The Board Chair shall present the complaint to the entire Board. The Board will then proceed as out-lined in step "E".

### **Student Discipline Consequences**

EHS strives to maintain a positive and productive environment during the school day, on district properties, and at school sponsored events. We are aware that infractions of school/district policies may occur. The administration reserves the right to bypass the progressive steps outlined below when appropriate and address the other issues as needed in the event that the health, safety and welfare of students and staff may be at risk. EHS may apply federal and state statutes as situations warrant. The following is a list of infractions and consequences that generally apply:

- No participation in any school co-curricular activities will be permitted until all disciplinary consequences have been fulfilled.
- Any disciplinary action will result in parent/guardian notification.

### **ELLENSBURG SCHOOL DISTRICT POLICY 3240**

#### **Student Conduct Expectations and Reasonable Sanctions**

The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Comply with district rules and regulations;
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.
- F. Comply with the guidelines listed in the Department of Health and ESD Re-Opening Schools Plan.

The board also recognizes that schools must take reasonable steps so that students who fail to adhere to the District's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

The superintendent will develop written rules of conduct that will carry out the intent of the board and establish procedures necessary to implement this policy.

The following acts by a student on school premises, at designated school bus stops, or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension or expulsion: disruptive conduct; disobedience to reasonable instructions of school authorities; immoral conduct; vulgarity or profanity; use/possession of tobacco; use or possession of alcoholic beverages, drugs or narcotics not prescribed by a physician; destruction or defacing of school property; extortion or intimidation of another student or a staff member; assault of another student or staff member; stealing; possession or use of any dangerous weapon or object as defined in RCW 9.41.250; 9.41.270; and 9.41.280; and the commission of any criminal act as defined by law. (Cross Reference-Policy 4210)

Any student in possession of a firearm(s), dangerous weapon(s) or explosive device(s) or a "look alike" on school property, at a designated bus stop or a school-sponsored event will be expelled from the Ellensburg School District. In all such cases, police authorities will be notified by the principal (or designee) of the school.

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9A.41.280 is a criminal offense.

### **Dangerous Weapons**

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
  - Any dirk or dagger;
  - Any knife with a blade longer than three inches;
  - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
  - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
  - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

### **Reporting Dangerous Weapons**

An appropriate school authority will promptly notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

### **Exceptions to State Law and this Policy**

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
3. Persons competing in school authorized firearm or air gun competitions; and
4. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

1. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

## **Appeal, Reconsideration, and Petition**

### **Optional conference with principal**

1. If a student or the parent(s) disagree with the district's decision to suspend, expel, or emergency removal the student, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The parent or student may request an informal conference orally or in writing.
2. The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent(s).
3. During the informal conference, the student and parent(s) will have the opportunity to share the student's perspective and explanation regarding the events that led to the behavioral violation. The student and parent will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion. Further, the student and parent will have the opportunity to discuss other forms of discipline that the district could administer.

An informal conference will not limit the right of the student or parent(s) to appeal the suspension or expulsion, participate in a re-engagement meeting, or petition for readmission.

### **Appeals**

#### **Requesting appeal**

The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency removal have similarities but the timelines differ.

1. A student or the parent(s) may appeal a suspension, expulsion, or emergency removal to the Superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency removal, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.
2. When an appeal for long-term suspension or expulsion is pending, the district may continue to administer the long-term suspension or expulsion during the appeal process, subject to the following requirements:
  - a. The suspension or expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;

- b. The district will apply any days of suspension or expulsion occurring before the appeal is decided to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion; and
- c. If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

**In-school and short-term suspension appeal**

- 1. For short-term and in-school suspensions, the Superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.
- 2. The Superintendent or designee must deliver a written appeal decision to the student and parent(s) in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:
  - a. The decision to affirm, reverse, or modify the suspension;
  - b. The duration and conditions of the suspension, including the beginning and ending dates;
  - c. The educational services the district will offer to the student during the suspension; and
  - d. Notice of the student and parent(s)' right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.

**Long-term suspension or expulsion and emergency removal appeal**

- 1. For long-term suspension or expulsion and emergency removals, the Superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email, within one (1) school business day after receiving the appeal request, unless the parties agree to a different timeline. Written notice will include:
  - a. The time, date, and location of the appeal hearing;
  - b. The name(s) of the official(s) presiding over the appeal;
  - c. The right of the student and parent(s) to inspect the student's education records;
  - d. The right of the student and parent(s) to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
  - e. The rights of the student and parent(s) to be represented by legal counsel; question witnesses; share the student's perspective and explanation; and introduce relevant documentary, physical, or testimonial evidence; and
  - f. Whether the district will offer a re-engagement meeting before the appeal hearing.
- 2. For long-term suspension or expulsion, the student, parent(s) and district may agree to hold a re-engagement meeting and develop a re-engagement plan before the appeal hearing. The student, parent(s), and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

**Hearings**

- 1. A hearing to appeal a long-term suspension or expulsion or emergency removal is a quasi-judicial process exempt from the Open Public Meetings Act (OPMA). To protect the privacy of student(s) and others involved, the district will hold a hearing without public notice and without public access unless the student(s) and/or the parent(s) or their counsel requests an open hearing. Regardless of whether the hearing is open or closed, the district will make reasonable efforts to comply with the Family Educational Rights and Privacy Act (FERPA) concerning confidentiality of student education records.
- 2. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:
  - a. A single hearing will not likely result in confusion; and
  - b. No student will have his/her interest substantially prejudiced by a group hearing.
- 3. If the official presiding over the hearing finds that a student's interests will be substantially prejudiced by a group hearing, the presiding official may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

4. For long-term suspension or expulsion, the district will hold an appeal hearing within three (3) school business days after the Superintendent or designee received the appeal request, unless otherwise agreed to by the student and parent(s).
5. For emergency removal, the district will hold an appeal hearing within two (2) school business days after the Superintendent or designee received the appeal request, unless the student and parent(s) agree to another time.
6. The school board may designate a discipline appeal council to hear and decide any appeals in this policy and procedure or to review and reconsider a district's appeal decisions. A discipline appeal council must consist of at least three persons appointed by the school board for fixed terms. All members of a discipline appeal council must be knowledgeable about the rules in Chapter 392-400 WAC and this policy and procedure. The school board may also designate the Superintendent or a hearing officer to hear and decide appeals. The presiding official(s) may not have been involved in the student's behavioral violation or the decision to suspend or expel the student.
7. Upon request, the student and parent(s) or their legal representative may inspect any documentary or physical evidence and a list of any witnesses that the district will introduce at the appeal hearing. The district must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing. The district may also request to inspect any documentary or physical evidence and a list of any witnesses that the student and parent(s) intend to introduce at the appeal hearing. The student and parent(s) must make this information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
8. Upon request, the student and parent(s) may review the student's education records. The district will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
9. If a witness for the district cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness' nonappearance if the district establishes that:
  - a. The district made a reasonable effort to produce the witness; and
  - b. The witness' failure to appear is excused by fear of reprisal or another compelling reason.
10. The district will record the appeal hearing by manual, electronic, or other type of recording device and upon request of the student or parent(s) provide them a copy of the recording.
11. For long-term suspension or expulsion, the presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) will provide a written decision to the student and parent(s) in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision must include:
  - a. The findings of fact;
  - b. A determination whether (i) the student's behavior violated this policy; (ii) the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and (iii) the suspension or expulsion is affirmed, reversed, or modified;
  - c. The duration and conditions of suspension or expulsion, including the beginning and ending dates;
  - d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request; and
  - e. Notice of the opportunity for a re-engagement meeting and contact information for the person who will schedule it.
12. For emergency removal, the district will provide a written decision to the student and parent(s) in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision must include:
  - a. The findings of fact;
  - b. A determination whether the student's statements or behaviors continue to pose (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process;
  - c. Whether the district will end the emergency removal or convert the emergency removal to a suspension or expulsion. If the district converts the emergency removal to a suspension or expulsion, the district will provide the student and parent(s) notice and due process consistent with the disciplinary action to which the emergency removal was converted; and

- d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request.

### **Reconsideration of appeal**

1. The student or parents may request the school board or discipline appeal council, if established by the school board, review and reconsider the district's appeal decision for long-term suspensions or expulsions and emergency removals. This request may be either oral or in writing.
2. For long-term suspension or expulsion, the student or parent(s) may request a review within ten (10) school business days from when the district provided the student and parent(s) with the written appeal decision.
3. For emergency removal, the student or parent(s) may request a review within five (5) school business days from when the district provided the student and parent(s) with the written appeal decision.
  - a. In reviewing the district's decision, the school board or discipline appeal council, if established, must consider (i) all documentary and physical evidence from the appeal hearing related to the behavioral violation; (ii) any records from the appeal hearing; (iii) relevant state law; and (iv) this policy adopted.
  - b. The school board (or discipline appeal council) may request to meet with the student and parent(s), the principal, witnesses, and/or school personnel to hear further arguments and gather additional information.
  - c. The decision of the school board (or discipline appeal council) will be made only by board or discipline council members who were not involved in (i) the behavioral violation; (ii) the decision to suspend or expel the student; or (iii) the appeal decision. If the discipline appeal council presided over the appeal hearing, the school board will conduct the review and reconsideration.
4. For long-term suspension or expulsion, the school board (or discipline appeal council) will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:
  - a. Whether the school board (or discipline appeal council) affirms, reverses, or modifies the suspension or expulsion;
  - b. The duration and conditions of the suspension or expulsion, including the beginning and ending dates of the suspension or expulsion; and

### **Annual Review:**

The Discipline Review Committee, composed of three parents, three teachers, three students and one administrator, shall meet periodically during the school year to review and/or develop statements pertaining to students' rights, conduct, corrective action, punishment and/or enforcement standards as described in the Student Handbook or the District Policy and Procedures Manual.

### **District Policies & Administrative Regulations:**

All school District policies and procedures are available for review at the Administration Building, 1300 East 3rd Avenue, and at each school library in the District.

### **Student Records, Directory Information & Student Rights & Responsibilities:**

A copy of the School District's policies and procedures pertaining to student records, directory information, and student rights and responsibilities is available for review at each school building.

### **Medication at School:**

Policy 3416 notes that prescribed oral medication may be dispensed to students on a scheduled basis upon written authority and instructions from a parent with a signed and dated verification accompanied with written directions from a licensed physician or dentist. Requests shall be valid for not more than the current school year. The prescribed medication must be properly labeled and be contained in the original prescription bottle. Copies of the authorization for Administration of Oral Medication at School, Form 3416, are available at the child's school.



**Wellness Emphasized:**

Nurses provide coverage for each of the buildings in the District. They respond to the emergency needs of students and staff, as well as the routine scoliosis tests, hearing/vision screening, immunization, first aid, and other requirements. They also assist with instruction in maturation, weight gain/loss, personal safety, HIV/AIDS, and other medical and mental health issues.

**Harassment, Intimidation or Bullying**

**Harassment at EHS and Off Campus is serious:**

If harassment, intimidation or bullying is happening via social media outside of school hours, contact the Ellensburg Police Department and notify EHS administration. Administration may become involved if the activity carries over into the school setting.

**Harassment Policy:**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, which is free from harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated on the basis of race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability is prohibited, or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

Nothing in this subsection requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, and weight.

Harassment may be discrimination when it is:

1. Based on sex, race, creed, religion, color, national origin, sexual orientation, gender expression or identity, veteran or military status, disability, or the use of a trained dog guide or service animal;
2. Sufficiently serious to create a hostile environment; and
3. Encouraged, tolerated, ignored, or not adequately addressed by school employees.

Harassing conduct may include verbal acts and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful or humiliating. **Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.**

**Harassment Reporting Procedures:**

Any person who believes he or she has been the victim of harassment by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts to the building principal or district superintendent. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the

School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

To file complaints related to harassment or to seek counsel and assistance in resolving matters of this nature, contact the school administration.

**Any report of harassment will start an investigation by the EHS administration. The investigation may include a letter being sent home, meeting with the parents/guardians and counselors, and progressive discipline**

**Harassment Reporting – use STOPit (on your chromebook or the STOPit App)**

Take an active role in reducing harassment/bullying by anonymously informing school officials of bullying incidents.



**Outside Mental Health Resources**

**Kittitas County Crisis Line**

1.888.544.9986

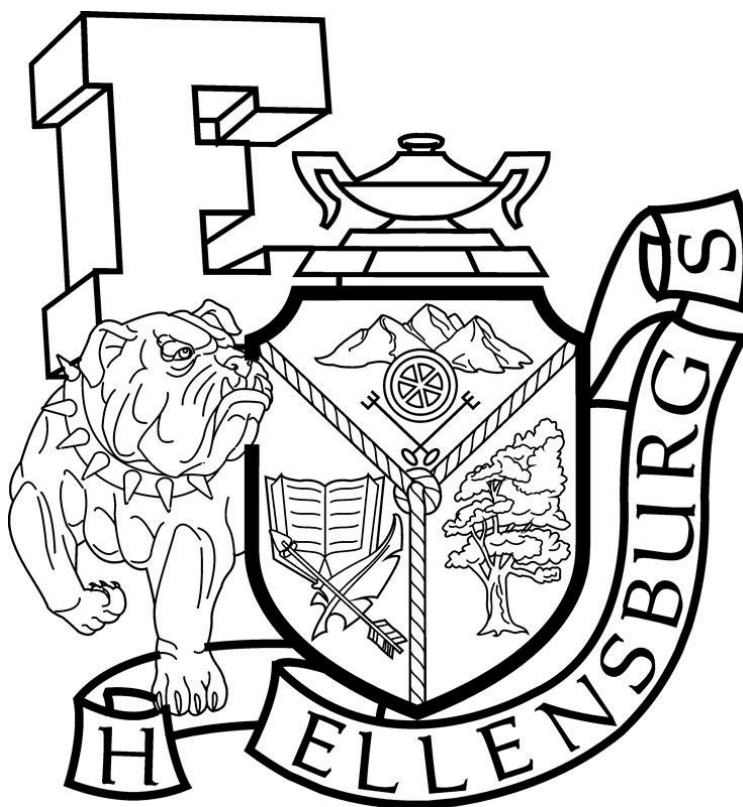
**National Suicide Crisis Line**

1.800.273.8255

Text 988



## EHS Traditions



### EHS CREST AND BLAZON

**Colors:** Navy Blue and White

**Mascot:** Bulldog

**Shield:** Strength and Protection

**Rope Divider:** Ellensburg Rodeo and Crossroads of Central Washington

**Mountains, Hills, Pioneer Wagon Wheel and Crossed Branding Irons:** Represents the Geographical Surroundings, Pioneer Heritage, Livestock Industry and Recreation Activities in the Area

**Book with Crossed Arrow and Quill:** Symbolizes Excellence in Academics, Fine Arts, and Indian Culture

**Leaning Ginko Tree:** Denotes a Prevailing Wind and symbolizes the Direction and Opportunity for knowledge presented in the Curriculum

## **Bulldog Fight Song**

On you Bulldogs, on you Bulldogs  
Fight, fight, for our fame  
Pass the ball around the valley  
(Touchdown every time)  
(Basket every time)  
On you Bulldogs, on you Bulldogs  
Fight, fight, for our fame  
So fight Bulldogs, fight, fight, fight  
To win this game  
B - U - L - L - D - O - G - S  
On you Bulldogs, on you Bulldogs  
Fight, fight, for our fame  
So fight Bulldogs, fight, fight, fight  
To win this Game!!!!



### **EHS Chromebook Expectations and Responsibilities for 1:1 Device Checkout:**

STANDARDS FOR PROPER DEVICE CARE All Chromebook must have a sticker with your name.

You are expected to follow specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device.

Loss or damage resulting in failure to abide by the details below may result in your full financial responsibility. Following the standards below will lead to a device that will run smoothly and serve as a reliable, useful, and enjoyable learning device.

#### **Your Responsibilities**

Treat this equipment with as much care as if it were your own property.

Center your device on the desk or table; do not place near an edge

Never leave your device unattended

Keep the device away from pets, friends, and other siblings

Bring the device with a charged battery to school every school day.

Charge your device fully each night (establish a routine)

Keep your device secure at all times!!!

Avoid use in situations that are conducive to loss or damage.

Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.

Adhere to ESD's procedures at all times and in all locations. When in doubt...ASK!

Never loan out my device to other individuals.

Read and follow general maintenance alerts from school technology personnel.

#### **General Care**

Do not attempt to remove or change the physical structure of the device (keys, screen cover, or casing). Doing so will void the warranty, and hold you financially responsible.

Do not remove or interfere with the serial number or any identification placed on device.

Do not do anything to the device that will permanently alter it in any way; including no stickers or decals on the device itself.

Keep the device clean.

#### **Carrying the Device**

Always completely close the lid before moving it.

Device must be placed in sleep mode or turned off before placing it into any bag or storage area.

#### **Screen Care**

The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

Do not touch screen with anything other than approved device or finger.

Clean the screen with a soft, dry, antistatic cloth.

Never leave any object on keyboard. Pens or pencils left on the keyboards are guaranteed to crack the screen when the lid is closed, and voids the warranty.

### **Battery Life and Charging**

Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.

Avoid using the charger in any situation where you or anyone else is likely to trip over the cord.

Do not charge in the classroom! Charge at home!

Don't let the battery drain below 5%. Save your work and immediately shutdown if you are unable to connect to the charger.

Close the lid of the device when it is not in use. This saves battery life and protects the screen.

### **How to Handle Problems**

Always REBOOT your device while at school first to see if the problem repeats itself. Promptly report any problem to teacher and/or technology staff. Send an email to "HELP DESK" with a description of the problem.

Do not attempt to fix issues yourself.

Do not go outside of the Ellensburg School District for repairs.

# EMERGENCY PROCEDURES

## Emergency Lockdown

- Secure students
- Lock doors
- Display Red/Green Card
- Prepare to Fortify & Defend

## Evacuation

- Grab Emergency Procedures & Class Roster
- Escort students to Soccer Field
- Take roll
- Hold up Green/Red to indicate status

## Shelter In-Place

- Gather students into your classroom
- Close & lock doors and windows
- Seal doors/windows
- Await further instructions

## Secure & Teach

- Secure students inside classroom
- Lock doors
- Prepare to "upgrade" response
- Resume teaching

