

**ELLENSBURG
HIGH SCHOOL**

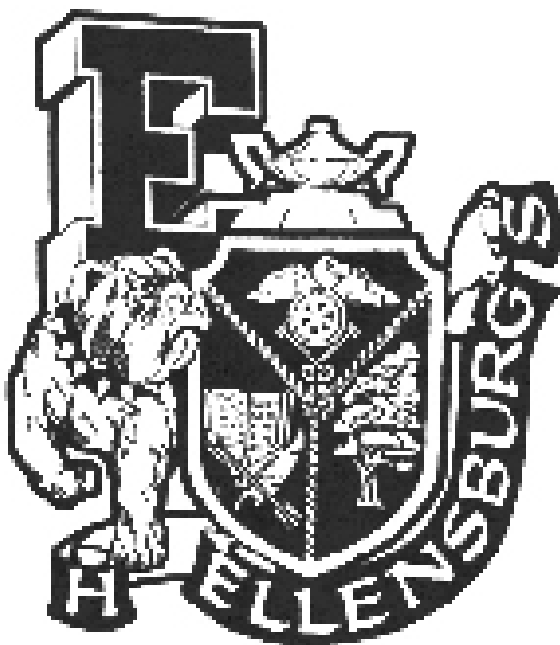


**STUDENT HANDBOOK & PLANNER
2015-2016**

ELLENSBURG HIGH SCHOOL

Student Handbook & Planner

2016-2017



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

Block Letter 'E':

Stands for Pride and Competitiveness in
Athletic and Extra-Curricular Activities

ELLENSBURG HIGH SCHOOL

1203 East Capitol Avenue • Ellensburg, Washington 98926

PHONE: (509) 925-8300 • FAX: (509) 925-8305

WEBSITE: <http://ellensburg.ehs.schoolfusion.us>

Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Homeroom Teacher: _____

Room #: _____

ELLENSBURG EIGHT

At Ellensburg High School we have eight principles of behavior that we believe are the cornerstones of a successful high school experience:

- | | |
|--|---|
| <p>1 Be on time and prepared to succeed.</p> <p>2 Be honest.</p> <p>3 Treat other people as you would like to be treated by them.</p> <p>4 Respect and encourage the right to teach and the right to learn at all times.</p> | <p>5 Be responsible for your choices.</p> <p>6 Maintain appropriate behavior.</p> <p>7 Work to be the best individual and community member possible.</p> <p>8 Positive attitudes and efforts are the expectations in all endeavors.</p> |
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EHS BELL SCHEDULES

A: Daily Schedule: (Tuesday-Friday)

1st Period	8:25– 9:15
2nd Period	9:20-10:10
Advisory	10:15-10:40 (home room)
3rd Period	10:45-11:35
Lunch	11:35-12:15
4th Period	12:20 –1:10
5th Period	1:15 – 2:05
6th Period	2:10 – 3:00

B: Monday PLC Schedule

PLC	7:55 – 8:45
1st Period	9:15 -10:00
2nd Period	10:05-10:50
3rd Period	10:55-11:40
Lunch	11:45-12:30
4th Period	12:35 –1:20
5th Period	1:25 – 2:10
6th Period	2:15 – 3:00

C: Extended Periods/Finals

1st/2nd Period	8:25 -10:15
3rd/4th Period	10:25-12:15
Lunch	12:20 –1:05
5th/6th Period	1:10 – 3:00

D: Early Release (Nov. 23 & Dec 16)

1st Period	8:25 –9:00
2nd Period	9:05 –9:40
3rd Period	9:45-10:20
4th Period	10:25-11:00
Lunch	11:05-11:40
5th Period	11:45-12:20
6th Period	12:25 –1:00

E: Extended Periods

DAY 1:

1st Period	8:25 – 9:55
Nutrition	10:00–10:15
Advisory	10:20 -10:45
3rd Period	10:50 -12:20
Lunch	12:25 – 1:25
5th Period	1:30 – 3:00

DAY 2 (with Assembly)

2nd Period	8:25 –9:55
Assembly	10:00 -10:55
Lunch	11:00 –11:50
4th Period	11:55 – 1:25
6th Period	1:30 – 3:00

F: Conferences Nov. 17 & 18

1st/ 2nd Period	8:25 – 9:35
3rd/ 4th Period	9:40 -10:50
Lunch	10:55–11:45
5th/ 6th Period	11:50 – 1:00

G: 1st Day of School – Sept. 7

Assembly	8:25 – 9:20
1st Period	9:25–10:10
2nd Period	10:15 -11:05
3rd Period	11:10 –11:55
Lunch	12:00 -12:30
4th Period	12:35 – 1:20
5th Period	1:25 – 2:10
6th Period	2:15 – 3:00

EHS WEBSITE:
<http://ellensburg.ehs.schoolfusion.us>

DIRECTORY OF STUDENT SERVICES

ASB/Club Information	Mrs. Burfeind	Graduation Requirements	Counselors
ASB/Club Fees	Mrs. Weyand	Homework Requests	Mrs. McCracken
Athletic Concerns	Coach/Cole Kanyer/Mrs. Weyand	Illness During School	Monica Aparicio/Tiffany Beardsley
Athletic Insurance	Mrs. Weyand	Locker Problems	Cee Szombathy
Bus Transportation	Mr. Snow	Lost and Found	Cee Szombathy
Change of Address	Mrs. Zacharias	Progress Reports	Counseling Office
Change of Schools	Mrs. Zacharias	Schedule Changes	Counselors
College Information	Counselors	School Insurance	Mrs. Sparling
Dance Guest Passes	Mrs. Sparling/Mr. Snow	Transcripts	Mrs. Zacharias
District Printing	Lyle Hancock	Visitor's Pass	Mrs. McCracken/Mrs. Sparling

ELLENSBURG HIGH SCHOOL STAFF

Acheson, Charlie	History	Manderslott, Cindy	Food Services
Affholter, Randy	Physical Education	Malone, Lita ..	Family & Consumer Science Parapro
Allen, Yoko	Foreign Language	Matthews, Marcy	Business Education
Anderson, Carrie	Food Services	May, Don	Band
Aparicio, Monica	Nurse	McClintick, Jon	English
Arlt, John	Science	McCracken, Melissa	Attendance
Bannister, Andrea	Mathematics	Morse, Debra	Food Services
Bannister, Signe	Data Specialist	Musser, Neil	CTE Director
Barlow, Lorraine	English	Naboychik, Haley	EXCEL
Beardsley, Tiffany	Nurse	Nelson, Mike	Technology Education
Bicchieri, Marco	History	Nelson, Sam ...	Family & Consumer Science/Health
Brinkerhoff, Paula	Special Services Parapro	Nicolai, Judi	Foreign Language
Blazina, Rob	Technology Education	Nielsen, Susan	Special Services Parapro
Brennan, Kathy	Special Services Parapro	Olson, Lisa	Custodian
Briggs, Cathy	English	Ott, Gay	Choir
Burfeind, Heather	Activities Coordinator/ASB	Owen, Cheryl	Special Services Parapro
Carolan, Lana	Physical Education	Panattoni, Shannon	Business Education
Crume, Steve	Courier	Rivard, Megan	Science
Czapiewski, Jane	Library Parapro	Rogers, Mike	Head Custodian
Davis, Camis ...	Family & Consumer Science/Health	Russell, Steve	Agriculture Education
Day, Cathie	Librarian	Salinas, Bob	School Resource Officer
Days, Bev	Food Services	Schrader, Courtney	Counselor
Dean, Larry	Technology Education Parapro	Sharon, Lainie	Special Services Parapro
Dees, Sandy	Food Services	Smedley, Megan	Mathematics
Garmong, Patrick	Food Services Director	Snell, Deidre	Mathematics
Ellersick, Jeff	Principal	Snow, Beau	Assistant Principal
Enders, Del	English	Sparling, Kristin	Principal's Secretary
Fahey, Kerri	Mathematics	Stevenson, Jason	History
Fewel, Helen	Special Services Parapro	Stockman, Sherri	Counselor
Gasper, Sally	History	Stueckle, Jesse	English
Goodrich, Kathy	Food Services	Szombathy, Cee	Office Aide/Attendance
Gray, Burton	Mathematics	Teasley, Levi	Physical Education
Gurnard, Jason	Custodian	Tharp, Kim	Foreign Language
Hagbo, Brian	Physical Education	Tipton, Pam	Special Services
Hashimoto, Jeff	Science	Treadwell, Sarah Jane	English
Harris, Garrett	Special Services	Tucker, Nip	History
Hodges, Dave	Science	Walter, Darrin	Art
Hume, Roger	Science	Weidenback, Chris	Custodian
Hunnicuttt, Kara	Orchestra	Weidenback, Joetta	Custodian
Johansen, Michael	Counselor	Weyand, Shirley	ASB/Athletic & Activity Secretary
Kanyer, Cole	Athletic Director	Whitehead, Gary	Custodian
Kindervag, Mark	Night Lead Custodian	Whitaker, Brittanie	English
Knackstedt, Shanalyn	English	Williams, Roxanne	Food Services
Lillquist, Susan	Special Services	Zacharias, Berna	Counseling Secretary/Registrar
Majsterek, Nick	Foreign Language	Zentner, Liz	Science

ELLENSBURG SCHOOL BOARD DISTRICT GOALS

VISION

All students in the Ellensburg School District will graduate from high school prepared for life's opportunities.

MISSION

To reach this vision, it is the mission of the Directors of the Ellensburg School District to allocate the resources and support necessary to sustain an exemplary school district as evidenced by the Nine Characteristics of High Performing Schools.

DISTRICT GOALS

1. All students will demonstrate significant improvement in reading, writing and math as identified in the building's School Improvement Plans.
 2. To improve student learning, the Ellensburg School District will strengthen parent and community involvement.
 3. To improve student learning, the Ellensburg School District will promote the use of technology within the curriculum.
 4. To improve student learning, the Ellensburg School District will provide embedded professional development opportunities for teachers in support of the curriculum.
 5. The Ellensburg School District will provide a safe, supportive learning environment for all students and staff.
-

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.

EHS GRADUATION REQUIREMENTS

1. Eight semesters of attendance as a full time student are required for graduation from EHS. A full time student is enrolled in at least **five** classes each semester.
2. 22 credits earned in high school are required for graduation (.5 credit per class is earned by the satisfactory completion of one semester's work).
3. The following courses are required of all Ellensburg High School students:
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.
5. High School and Beyond Plan & 10 Community Service hours per academic year.
6. 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 Sophs.)
 - 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 |
| Algebra A | Algebra - B |
| Geometry | Accounting |
| AP Calculus | Pre-Calculus |
| Geometry Honors | Algebra-Trig Honor |

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 — 2 credits

- 1 credit - Systems of the Earth or Ag. Science
- 1 credit - Biology (lab science)

Consumer & Family Science — .5 credit

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

Occupational Education — 1 credit

Programs fulfilling this requirement include classes in Agriculture, Business, Family & Consumer Science and Technology 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.

Elective Credits

5.0 credits

Student chosen classes towards graduation requirements.

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

Freshmen/Sophomores:

1. All freshmen and sophomores must take six classes. 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
 - HSPE and MSP scoresIf the student or the parents feel uncertain about the placement, they should contact the math department.

Class Standings:

Class standings are determined by the number of credits a student earns, not by the number of years he/she has attended. In order that a student be a ninth grader, he/she must have graduated or been promoted from an eighth grade class in a state-accredited school. To be a sophomore, a student must have earned a minimum of five (5) credits in their freshman year. To be registered as a junior, a student must have earned a minimum of ten (10) credits. To be a senior, a student must have earned a minimum of sixteen (16) credits.

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.

Off-Campus Teacher Aide:

One-semester course (.5 credit per semester); Prereq: Sophomore standing and able to provide own transportation; parent permission. Students wishing to be an aide at Valley View Elementary must get an application form from the principal prior to contacting staff at Valley View. In the case of all other schools, students must contact the principal at the school prior to contacting staff members.

Schedule Changes:

Schedule changes are made based on a student's post high school planning. Schedule or class changes 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. Since you are able to choose your classes, choose carefully, be prepared. If you are not prepared, your academic counselor will schedule your classes for you.

Since you are able to choose your classes, choose carefully and be prepared. If you are not prepared, your academic counselor will schedule your classes for you.

All 9th and 10th grade students must take six classes. 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 four weeks 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 1st or 6th period during the junior or senior year. The purpose of 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 open period, keep in mind that 22 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 late arrival (open 1st period) or early release (6th period), it is with the expectation that the student will be away from the Ellensburg High School campus or in the EHS Library doing school work. Students who abuse the privilege of open period will be rescheduled into classes if possible, or be assigned detention or suspension for insubordination. Students who fail to use this opportunity as intended will be scheduled into six periods or a full schedule the next semester.

Honors Open:

Junior and Senior status students, who have a 3.0 or better GPA may apply for an open period during 2nd, 3rd, 4th, or 5th period.

Study Centers:

Students who have an open period, T.A., etc., need to be in a supervised location, commons, or library, behaving in a responsible manner. Those students who fail to meet these guidelines may receive disciplinary action.

Full Time Enrollment:

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

Student Withdrawal Procedure:

1. Report to the counseling office with a written statement from your parents or guardian concerning the request to withdraw from school. If you are 18 years or older at the time you withdraw, and are emancipated, you may provide your own written statement. Included in the statement must be the following information:
 - a. The date.
 - b. Name and address of the next school you will attend.
2. Upon receiving the written statement, the Principal's secretary will give you a copy of your fee card and send you to the Counseling Office to receive a schedule card and **checkout slip**.
3. The **checkout slip** must be taken to each of your teachers during the following times only:
 - a. Before or after school or at lunch timeIt must be signed by each teacher and then returned to the Counseling Office.
4. Upon receiving the **checkout slip**, your fee refund or charge will be processed. This slip will be kept in the counseling office so that future requests for transcripts may be honored.

Academic Waiver Procedures:

The following procedures must be followed for the waiver of any course requirements:

- Must be initiated by **letter** from parent to principal.
- A conference with the parents and counselors may be arranged to review the student's curricular pattern through completion of high school graduation. (At all times the curricular pattern will remain open-ended and flexible to change when and if necessary.)
- Upon receipt of the letter, the principal will review the proposal and approve or reject it.
- Regardless of the action taken, the parents and students will be notified in writing by the principal.

Credit Retrieval:

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.**

Arranged Study:

The following rules exist for arranged study assignments:

- Credit must be arranged in advance. The study must be approved by the principal and credit arranged in advance of the study's start. One-half credit is allowed for 90 hours of class time for a study.
- Each teacher will be limited to five arranged study students each semester.
- The student must have been enrolled in a previous class from the teacher or have demonstrated the potential to handle a study.
- Each individual will be limited to two arranged studies per high school career.
- The student will be in class each day; any variation must be explained.
- The course must not be offered at EHS during the current school year.

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.

What do school counselors do?

The Ellensburg High School Counseling Department has three full-time certified counselors. Professional school counselors are an integral part of the Ellensburg High School educational team; which work to assist ALL students to be successful academically, vocationally and personally. Counselors work on behalf of students and their families to insure all school programs facilitate the educational process and offer the opportunity for school and personal success for each student.

COUNSELING SERVICES

Appointments

Students at Ellensburg High School are divided up and assigned a counselor by their last name. Students are asked to meet with their academic counselor for all schedule changes, but are welcome to visit with any counselor for any other personal issues (i.e. individual counseling). Walk-in visits are welcome, but to guarantee a specific time and limit student time out of class, we recommend students make appointments ahead of time. The counselors can be reached in the counseling office from 8:00 a.m. - 3:30 p.m., Monday - Friday.

Confidentiality

The information shared between a student and a school counselor is confidential. Confidential means that, except under specified circumstances, what you tell your counselor will not be shared with others. The exceptions or conditions under which your counselor may share information about you with someone else are:

- If you ask your counselor to tell someone.
- If your counselor believes that you are in some danger from others or that you present a danger to yourself.
- If a judge orders your counselor to tell others.
- If your counselor needs to consult with someone else to provide better service (with your permission).

What is the Career Center?

The Career Center is in the EHS Counseling Office. We have many valuable resources that will help you discover who you are, where you are going, and what you need to get you there. We have the capabilities to work with students in classes, one-on-one, or within a group. Parents are always welcome, too. Begin to plan your future by visiting the Career Center.

Other Counseling Office Programs

Peer Mediation/Natural Helpers: Students are taught valuable problem-solving and communication skills and facilitate discussions with fellow students to help resolve conflicts and personal issues.

Support Groups: The following groups can be conducted (arranged by student interest): Among Friends, Anger Management, Concerned Persons, Family Matters, Stress-Management, Tobacco-Free Teens and career planning.

Prevention/Intervention Support: Group or indi-

vidual basis. The focus is helping students who are experiencing problems associated with drugs/alcohol and want to examine their behaviors and potential consequences surrounding their current or family member use.

Testing Information: Student preparation for the SAT and ACT test by providing preparation booklets, registration information and standardized testing interpretations.

Class Presentations: Counselors conduct classroom presentations throughout the year, including freshmen introductions, graduation requirements, testing information, suicide prevention and college entrance standards.

College Admissions: Access to college catalogs and important registration information to assist you in your college search.

Visits by College & Military Representatives: Inform students when visiting college and military personnel will be on campus.

Scholarship/Financial Aid Resources: Provide students with local, regional and national scholarship applications and assist students in their scholarship(s) search and the financial aid process.

Academic Guidance/Career Planning: Assist students in developing plans to meet graduation requirements, college entrance standards, military, apprenticeships, academies, etc.

Family Consultations: The counselors work closely with parents and encourage parents to be active participants in their child's education.

Referrals to Outside Services: If appropriate, EHS counselors will make referrals to outside services such as drug/alcohol treatment, medical evaluations, individual and family counseling, family planning, etc.

Running Start, AP, Cornerstone Programs: Counselors work closely with students, families and Central Washington University to assist in the coordination of these programs.

Testing Dates

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

October 19, 2016

Cost: approx. \$15

SAT—(Scholastic Aptitude Test) for College entrance.

The test is given on:

October 1, 2016

November 5, 2016

December 3, 2016

January 21, 2017

March 11, 2017

May 6, 2017

June 3, 2017

Cost: approx. \$50

ACT—(American College Test) for college entrance.

The test is given on:

September 10, 2016

October 22, 2016

December 10, 2016

February 11, 2017

April 8, 2017

June 10, 2017

Cost: approx. \$35

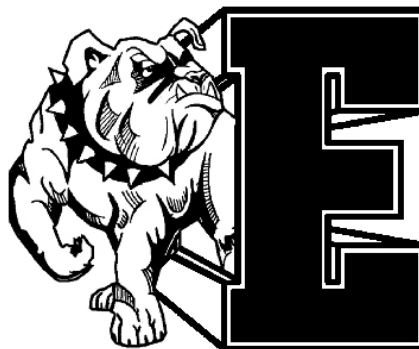
(additional approx. \$15 for optional writing test)

AP—(Advanced Placement) tests will be given:

May 1-5, 2017

May 8-12, 2017

Check with the counseling office for specific information on the testing schedule.



STUDENT RESPONSIBILITIES

The mission of Ellensburg High School is to prepare students to become educated, responsible members of society.

1. **RESPECT** the rights of others. Students have a responsibility to refrain from expressing personal prejudice toward any individual or group because of race, sex, age, handicapping condition, religion, national origin, or language. Students will not be allowed to engage in conduct which interferes with the educational pursuit of other students.
2. **ATTEND** all classes each day, on time.
3. Make a reasonable effort to **LEARN**.
4. Follow the reasonable **INSTRUCTION** of teachers.
5. Comply with the **RULES** of the district and school as stated in the student handbook or as posted in classroom.
6. Submit to reasonable corrective action or **DISCIPLINE** imposed by the district and its professional staff for violation(s).
7. **CONDUCT** yourself in a manner that will not bring discredit upon you or other members of the school community.
8. The use of foul/abusive **LANGUAGE**, or gestures on campus or at any school sponsored activities is forbidden.
9. **DRESS CODE:** Students should consider school as their "work place" and dress for their academic success. Students should be dressed appropriately in a manner that is not distracting toward learning. If your attire or lack thereof presents a disruption to the learning environment, you will be asked to make a change in your attire. Parents may be contacted and further discipline consequences may be applied. Please use common sense when picking out your outfit for the day.
 - a. Underwear must be covered - no exposed boxers or bra straps
 - b. Shorts and skirts must be at fingertip length when arms are relaxed and hanging from the shoulder.
 - c. Half shirts, tube tops, strapless shirts, spaghetti straps or other garments showing excessive skin, are not appropriate for school.
 - d. Low cut tops exposing cleavage are not appropriate
 - e. Clothing or style of dress that may provoke fear, violence, or intimidation is prohibited.
- f. Any attire that advertises or promotes drug, alcohol or tobacco is prohibited.
10. **CAFETERIA:** The serving window will be open from 7:45-8:20 a.m., 9:10-9:20 a.m. and during lunch. The kitchen will also be open on extended period days during the morning break. We expect the cafeteria to be a pleasant place to eat. Students must do their part to create a pleasant atmosphere. Students are expected to leave their tables and area around the tables clear.
11. **AFFECTIONATE BEHAVIOR:** Students are to refrain from acts of affection while on school property (*holding hands is tolerable, but hugging and kissing is not acceptable behavior*).
12. **STUDENT PROPERTY:** The school district assumes no responsibility for loss to students' personal property or for items such as (but not limited to) radios, tape recorders, digital/video cameras, CD players, electronic devices, or skateboards. Pagers, cellular phones, etc., should not create a disturbance to the learning and safety environment at EHS. Telecommunication devices are not to be used or heard during instructional time. This includes text messaging, incoming calls, rings or vibrations. Confiscation and disciplinary action will be at the discretion of the teacher, administration or its designee. ANY items that are determined to be disruptive to the learning environment and/or negatively affect the health, safety, and welfare of students and staff of EHS may be confiscated and/or disciplinary action may be pursued at the discretion of the administration.
NO USE OF ELECTRONIC DEVICES DURING CLASS TIME.
13. **HARRASSMENT:** Harassment will not be tolerated or condoned anywhere on School District property and will result in disciplinary action, may include suspension or expulsion.

**24-Hour Attendance
Phone Number
925-8310**

Driving and Parking:

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

Parent/Visitor Parking: Designated spaces in 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 north parking lot, or on Third Street.

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

Students may not park:

• ON THIRD AVENUE

• Parking lot north of student parking lot. This lot is for visitors, bus transfers and curricular needs during school day.

• Staff and visitor lot in front the EHS main entrance. If parking lot is full, students may park on Willow Street.

Drop-Off & Pick-Up: Parents are encouraged to drop-off and pick-up their child on Third Avenue or at the main entrance to the school.

NO PARKING: During normal school hours (7:00 am-4:00 pm), no vehicles are allowed to be parked in the north parking lot. This area is for bus drop-off in the morning, curriculum needs during the day, and bus transfer in the afternoon.

• 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.

Parking and driving in student lots 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 place in the bottom corner of the drivers 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-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.

A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Adjacent city streets are considered an extension of the school parking lot and campus and are therefore subject to the Search and Seizure Policy when related to a possible school violation as stated in this handbook.

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. No smoking in vehicles.
5. Students should vacate the parking lot immediately after school.
6. Obey the speed limit (10 mph).
7. No double parking.
8. No littering.
9. Treat the end of each aisle like a 4-way stop.
10. No vandalism to any vehicle.*

Consequences:

1. **First Offense** -Will result in a \$10 parking citation 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.*
2. **Third Offense** -Violation of Rule #10 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:

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 well being of all staff and students.

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; i.e., once a

student arrives on school grounds, he/she may not leave without checking out **except at lunch** or at the end of his/her scheduled day. **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.**

Assemblies:

All Ellensburg High School assemblies are considered part of the educational process and high school life. All assemblies are **mandatory for students and teachers**. They are not excusable by a parent. An absent from an assembly must meet excused absence criteria.

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.

Lockers:

Each student will be issued a locker. This locker is for your personal use. There will normally be three announced locker clean outs during the school year. 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. 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, 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.

Visitors:

The school policy is to accept only those visitors who have legitimate business to attend to at the school. ALL guests, parents and visitors must register and get a visitor identification in the office.

Students wishing to bring a guest to school must obtain approval 24 hours in advance from classroom teachers and the attendance office. In addition, the student is to secure a visitor's pass from the main office. We discourage student visitations because of the disruption and limited space available in some classes. A student visitor must be an out-of-town guest and may only visit one day on campus.

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 or during passing time. **The phone will not be in service during class time unless it is an emergency discussed with the main office.** Remember: You must dial "9" to get an outside line.

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 ladder may be obtained from the director of transportation at 925-8100.

Nurse:

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.

Library:

The EHS Library is open from 7:30 a.m. to 4:00 p.m. 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 reserve for an other 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. Grade reports will be held at the end of each quarter and semester for those students with overdue library books.
7. Computers and a copy machine are available for student use.
8. 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.

Technology Use:

Students have the opportunity to use the electronic information database. Use of the Internet is an educational opportunity that requires users to act responsibly, ethically, and in accordance with the following district guidelines:

- Students are allowed to access, transmit, and publish only educational material.
- Any use of the system must be in conformity to the state and federal law, K-20 network policies, and district policy.
- System components shall not be destroyed, modified, removed, or abused.
- Access to chatrooms, games, personal e-mails, and downloading is prohibited.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any entity on the system, and/or damage the components of an entity on the network is prohibited.
- Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory

remarks, or other anti-social behaviors are expressly prohibited.

- Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Failure to abide by Ellensburg School Board Policy No. 2022 (accessible at ellensburg.schoolfusion.us) and the above mentioned guidelines may result in loss of privileges, suspensions, expulsion, and/or legal action.

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:

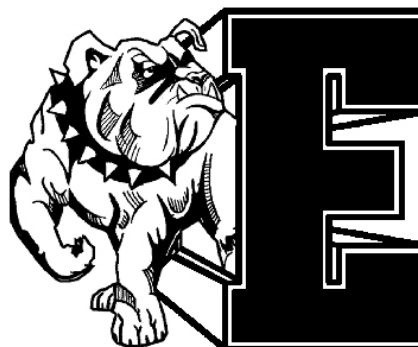
At all times, in case of an emergency ALL students and staff MUST follow procedures related to the safety concerns.

Inclement Weather:

When the weather is inclement prior to school opening, notification of cancellation or change of schedule will be broadcast on KQBE 103 FM and KXLE 95 FM as soon as possible. Please register on schoolreport.org to receive up-to-date school information.

Passes/Passing Periods/Tardy:

Students should have a pass signed by a faculty member when arriving past the allotted time or in the hallways during class periods (unless accompanied by a staff member).



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 the three 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. No credit will be given 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.

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, or during second period, 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 the EHS when their student is absent (925-8310). 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:

A tardy is defined as a student not in attendance at the beginning of an assigned class or activity. A student reporting after 5 minutes to class/activity will be considered absent.

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.

The Attendance Office will track all tardies. Consequences are as follows:

- 3 tardies = 1 hour of campus co-op
- 6 tardies = 2 hours of campus co-op
- 8 tardies = 2 hours of campus co-op plus parent conference

Compulsory Attendance Law:

The 1992 legislature enacted changes to RCW 28A.225 regarding student absenteeism. The provisions of the bill directly affect 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. The bill requires each school to:

- Inform students and parents about the compulsory attendance law each year.
- Inform a juvenile's parent/guardian in writing or by phone if the juvenile has one unexcused absence within any month during the school year.
- Schedule a conference with the parent/guardian and juvenile after two unexcused absences within any month during the current school year; if a regularly scheduled parent-teacher conference day is to take place within thirty days of the second unexcused absence, the district may schedule the conference on that day.
- Permits a school to take one of the following actions after five or more unexcused absences:
 1. Attendance officer may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent.
 2. A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent or the school attendance officer at the parent's request.

This petition authorizes the court to order the child be punished by detention or alternatives to detention such as community service hours or participation in dropout prevention programs, or referral to a community truancy board if available.



Discipline for Unexcused Absences:

Unexcused absences will be handled in the following manner:

- 1. First Offense -**
 - Conference with attendance office
 - Information recorded in student's folder,
 - Parents notified.
 - At least two hours campus co-op, or suspension.
- 2. Second Offense -**
 - Conference with attendance office
 - Information recorded in student's folder
 - Parents notified.
 - Four hours of campus co-op, Saturday school or in-school suspension.
- 3. Third Offense -**
 - Conference with Assistant Principal
 - Information recorded in student's folder
 - Parent/Vice principal conference held.
 - May receive 2 days of Saturday School or suspension
 - Student Attendance Agreement
- 4. Fourth Offense -**
 - Conference with Assistant Principal
 - Information recorded in student's folder
 - Parent/Asst. Principal Conference held
 - May receive a three to five day in or out of school suspension
- 5. Fifth Offense -**
 - Conference with the Assistant Principal
 - Information recorded on student's folder
 - Parent/Asst. Principal conference held
 - BECCA Petition filed
- 6. Sixth Offense -**
 - Conference with the Assistant Principal
 - Information recorded in the student's folder
 - Parent/Asst. Principal conference held
 - May be recommended for suspension from school with full loss of credit for the semester expulsion, alternative placement, withdrawal.

Although absences are totalled by the semester for grade/credit, unexcused absences for discipline purposes will be totalled by the year for each student.

EHS WEBSITE:
<http://ellensburg.ehs.schoolfusion.us>

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 incidences, 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.

Under the authority of WAC 180-40-205, schools have the legal authority to impose exceptional misconduct discipline when a student substantially creates distractions that inhibits learning, disrupts the learning environment, welfare, and/or general safety of the school, its students, its staff, and/or the student him- or herself when on school ground and/or at school sponsored events.

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 national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental,

or sensory handicap.

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.



DISCIPLINARY INFORMATION

School Rules and Discipline Policy:

One of the greatest challenges facing a school staff is the promoting 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.

Student Discipline:

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 the purpose of the district's student disciplinary policies:

1. Removal from Class:

- student reports to Assistant Principal's office
- parent contacted by teacher

2. Campus Co-op:

- is a program designed in lieu of detention/suspension from school.
- students will work under the supervision of school custodians or appointee either before or after school.

3. Detention:

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

4. Saturday School (S.S.):

- period of time assigned by administration
- completed on the day and placed assigned
- failure to complete first S.S. assigned with appropriate materials and behavior will result in student receiving 2 additional S. S.
- failure to complete subsequent S. S. will result in suspension

5. Suspension

- is the exclusion from school, individual classes, or school activities for a specific period of time after

which the student has a right to return. Students are not allowed to attend classes or attend school functions until suspension is completed. There are two types of out of school suspension:

- a. **short term** suspension for a period of ten consecutive days or less
- b. **long term** suspension for a period of time that exceeds ten consecutive school days.

6. Expulsion

- is the exclusion from school, individual classes, or school activities for an indefinite period.
- received based on exceptional misconduct of student.

7. "Discipline" constitutes all other forms of correction or punishment, including campus coop, brief exclusions from a class for not more than the remainder of the class or activity period. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements.

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).

EHS WEBSITE:
<http://ellensburg.ehs.schoolfusion.us>

Student Discipline Concerns:

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 coop, 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 the following:
 - 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 cause 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 reasonable be considered a weapon.
- F. Any lewd, indecent, or obscene conduct, expression, or clothing.

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.

Destruction or Stealing of Personal and/or Public Property:

The student shall pay replacement costs, participate in campus co-op, parents/guardians shall be contacted, and issued a **2 day suspension** and/or legal action may be taken.

Fights, Assaults or Battery (defined as Involvement, Instigation, or Promotion of Physical Conflict):

1st Offense: May receive **5 days** out of school suspension and have the incident reported to the authorities.

2nd Offense: Short term suspension of up to 10 days. Anger Management class may be required to remain in school.

3rd Offense: Student will receive long term suspension or expulsion.

Tobacco Products (defined as Possession or Use of Tobacco Products on School District Properties or Events):

1st Offense: Completion of the **Tabacco Intervention Packet (TIP)**.

2nd Offense: Completion of the TIP and extended detention.

3rd Offense: Completion of the TIP and extended detention.

Note: If student refuses to complete the TIP, it is viewed as another violation and lead to a short term suspension

Drug Products or Alcoholic Beverages (Transmission, Transport, Possession, Use, or Influenced by):

1st Offense: Parent/guardian and police will be contacted.

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

2nd Offense: Parent/guardian and police will be contacted.

- Expulsion which can be appealed to principal by the student.

Drug Products or Alcoholic Beverages (selling and/or distribution of):

- Parent/guardian and police will be contacted.
- Expulsion

Electronic Devices in Classrooms:

1st Offense: Item confiscated by teacher and delivered to the Assistant Principal; student may pick up the electronic device at 3:00 pm

2nd Offense: Item confiscated by the teacher and delivered to the Assistant Principal; parent may pick the electronic device up after school.

Additional Offense(s): School discipline. Refusal to turn over electronic device will result in more severe disciplinary action.

Inappropriate Internet Use:

1st Offense: School discipline

2nd Offense: In/out of school suspension

3rd Offense: In/out of school suspension and removal from class without credit.

***** 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.**

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, work coop or other consequence. There will be NO reminders sent 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.

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 the vice principal will result in more extensive discipline.

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.

Non-Discrimination Policy:

Under the provisions of Title IX of the Education Amendments of 1972 and RCW 28A.85, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or employment program or activity in the Ellensburg school system.

Students having a grievance should contact the building principal and/or the district Superintendent.

It is the policy of Ellensburg School District to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction. The Ellensburg School District does not discriminate on the basis of disability in admission, access to service, treatment, or employment in its programs or activities. Any complaints of discrimination in violation of federal or state law should be addressed through the building 504 coordinator and in accord with District Policy #3210.

Harassment Policy:

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an 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.

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.

After Harassment Reporting Procedure with Anonymous Tip Line: 509-381-2178

Students can now take an active role in reducing harassment/bullying of fellow students or themselves by anonymously informing school officials of bullying incidents.

Search and Seizure:

School officials may search students and their personal property, including that property or facility provided by the school.

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. It is legally and ethically unacceptable. Teachers will discuss with their students 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 suspension or expulsion, and legal action may be pursued based on the situation.

Chemical Defense Spray:

A student who inappropriately dispenses a chemical defense spray may be placed on suspension or emergency expulsion.

ELLENSBURG SCHOOL DISTRICT POLICY 3240 Student Conduct and Weapons:

The Board acknowledges that conduct and behavior are closely associated to 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:

1. Conform to reasonable standards of socially acceptable behavior;
2. Respect the rights, person and property of others;
3. Preserve the degree of order necessary for positive climate for learning; and,
4. Submit to the authority of staff and respond accordingly.

The Superintendent shall develop written rules which state with reasonable clarity the types of misconduct for which discipline, suspension and expulsion may be imposed. Such acts shall include, but not be limited to, those enumerated below.

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 3233)

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.

A dangerous weapon shall include, but not be limited to, the following: any knife; any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths 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 imbed 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; look alike weapons; or any other object not specifically defined in this policy, but intended to result in physical harm to another person.

STUDENT APPEAL PROCEDURES FOR LONG TERM SUSPENSION AND EXPULSION

1. The Principal or designee recommends that a student be suspended or expelled for probable cause.
 - a. Short-term suspension
 - b. Long-term suspension or expulsion
 - c. Emergency expulsion
2. Written notice by the Principal, provided in the predominate language of the student and/or parent or guardian, is delivered by certified mail or in person to the student and his/her parent or guardian; and
 - a. Shall specify charges;
 - b. Shall state recommended action, long term suspension or expulsion;
 - c. Shall notify student and parent regarding their rights to a hearing;

- d. Shall indicate that the parent must reply in writing within three school business days whether they desire a hearing, and state if they do not, and the student and his/her parent/guardian shall waive their right to a hearing, and recommended action shall take effect;
 - e. Shall indicate that if they request a hearing it will be held within three school business days of the receipt of the request;
 - f. Shall indicate to whom they should reply if they request a hearing.
3. Parental reply to the Principal's letter requesting a hearing within three school business days.
 - a. Letter is sent by the hearing authority through certified mail or in person indicating the time and location of the hearing and advising them of their rights.
 - b. The student has the right to inspect in advance of the hearing any documentary or other physical evidence which the school district intends to introduce at the hearing.
 - c. Indicate that the student will be given an opportunity to present his/her version as to the misconduct, and make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
 - d. Indicate that the student has the opportunity to be represented by counsel.
 - e. Indicate that a complete transcript of the proceedings will be made (tape recording or verbatim).
 4. Hearing authority states in writing the findings as to the facts, conclusions, and disposition of the case.
 - a. Indicates the individual's right to appeal the decision within three school business days after the date of the receipt of the Hearing Officer's ruling.
 - b. Indicate that if they do not request an appeal, the sanction will take effect on a specific date.
 5. Procedures to be followed for long term suspensions and expulsions are:

LONG TERM SUSPENSION AND EXPULSION

Appeals from decisions rendered which impose either a long term suspension or an expulsion upon a student shall be governed as follows:

1. If the case was not heard and decided by the

school district Board of Directors, the student and his or her parent(s) shall have the right to appeal the decision to the Board of Directors. Notice indicating that the student or his/her parent(s) or guardian(s) wish to appeal shall be provided to either the office of the school district Superintendent or to the office of the person who rendered the decision within three school business days after the date of receipt of the decision. The notice of appeal shall be accepted if in writing and may be accepted orally if expressly provided for and allowed by rule or policy of the district.

2. If an appeal is not taken to the Board of Directors within the required three school business days period, the suspension or expulsion decided upon may be imposed as of the calendar day following expiration of the three school business day period.
3. If a timely appeal is taken to the Board of Directors, the imposition of the suspension or expulsion shall not be imposed until the appeal is decided; **provided**, that an emergency expulsion that is continued need not be either interrupted or stayed if the decision rendered included a conclusion that the student continues to pose an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.
4. An appeal from any decision of a School Board to impose or to affirm the imposition of a long term suspension or an expulsion shall be to the courts. Whether or not the decision of the School Board shall be postponed pending an appeal to superior courts shall be discretionary with the School Board except as ordered otherwise by the court.

PROCEDURES FOR APPEALS/HEARINGS BEFORE THE SCHOOL BOARD

If a notice of appeal to the school's Board of Directors is received within the required three school business days, the Board shall schedule and hold an informal conference to review the matter within ten school business days after the date of receipt for such appeal notice.

1. The purpose of the meeting shall be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeal as provided for in this section. At that

time the student or the student's parent(s) or guardian(s) or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the Board deems reasonable. The Board shall agree to one of the following procedures prior to adjournment or recess.

a. Study the hearing record or other material submitted and render its decision within ten school business days after the date of the informal conference, or

b. Schedule and hold a meeting to hear further arguments based on the record before the Board and render its decision within fifteen school business days after the date of the informal conference, or

c. Schedule and hold a meeting within ten school business days after the date of the informal conference for the purpose of hearing the case de novo.

2. In the event the Board of Directors elects to hear the appeal de novo, the following rights and procedures shall govern the proceedings:

a. The student and his or her parent(s) or guardian(s) shall have the right to:

(1) Inspect in advance of the hearing any documentary and other physical evidence which the School District intends to introduce at the hearing

(2) Question and confront witnesses

(3) Present his or her explanation of the alleged misconduct, and

(4) Make such relevant showings by way of witnesses and the introduction of any other physical evidence as he or she desires.

b. The designee(s) of the School District assigned to present the District case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the student and his or her parent(s) or guardian(s) intend to introduce at the hearing, and either a tape-recorded or verbatim record of the hearing shall be made.

SCHOOL BOARD DECISIONS

Any decision by a school board of directors pursuant to the chapter to impose or to affirm, reverse, or modify the imposition of discipline, suspension or expulsion upon a student shall be made:

1. Only by those board members who have heard

or read the evidence.

2. Only by those board members who have not acted as a witness in the matter.

3. Only at a meeting at which a quorum of the board is present and by majority vote.

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:

Three 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.

STUDENT OPPORTUNITIES

DANCES REGULATIONS:

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. No admittance to EHS dances after 10:30pm.
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. Breakage to school or personal property will result in the same punishment and include payment for breakage.
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 - \$4 with ASB; \$5 w/out ASB
Homecoming - \$5
Grub & 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 the 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 9:00 p.m. and 12:00 a.m. (midnight).
- 10. EHS students are accountable for the actions of their guests.** If your guest violates a dance rule, you will lose your guest pass privilege for the remainder of the school year.
- 11.** The guest who violates an EHS dance rule loses their guest privileges permanently.

Dance Guest Pass Procedures:

1. All guests are reviewed by 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 21.
9. **Guests must provide photo ID to be admitted.**

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

Consequences:

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

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

Dress Appropriate Rules:

1. Please dress respectfully per the EHS Dress Code. Keep dress tasteful.
2. Dress length no shorter than mid-thigh.
3. No pants below the buttocks.
4. No stomach showing.

ASSOCIATE STUDENT BODY (ASB) INFORMATION

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 \$5.00
 Prom \$25.00/couple; \$15.00/single
 Tolo Dances \$20.00/couple; \$12.00/single
 Homecoming Dance \$5.00

Art \$18.00 per semester
 Band Instrument Rental \$60.00 per year
 Choir \$12.50 per year
 Conditioning (Winter & Summer) \$30.00
 Klahiam (Yearbook):
 Without Name & Before 10/31 \$45.00
 With Name & Before 10/31 \$50.00
 No Name Allowed & After 10/31 \$50.00
 Parking Ticket \$10.00
 Photography \$18.00 per semester
 Textbooks (Lost/Damaged) Replacement Cost
 Towel Fee \$2.00 per year
 Breakfast \$2.10
 Lunch 2.85
 Reduced Lunch40

STUDENT LEADERSHIP

Associated Student Body Executive Board:

Tommy Hyatt..... President
 Elliot Hougardy..... Vice President
 Mikayla Schademan..... Secretary
 Sierra Smith..... Treasurer
 Jason Lee..... Public Relations Manager
 Heather Burfeind Adviser

Senior Class Officers:

Justin Packard..... President
 Jacob Jewett..... Vice President
 Eliza Glenn..... Secretary
 Ellory Ferris..... Treasurer
 Rosalyn Goveia..... Class Representative
 Lana Carolan..... Adviser

Junior Class Officers:

Melissa Hughes..... President
 Langdon Ernest-Beck..... Vice President
 Samantha Goveia..... Secretary
 Henry Donahue..... Treasurer
 Sidney Moore..... Class Representative
 Kim Tharp Adviser

Sophomore Class Officers:

Mark Van Epps..... President
 Dean Child..... Vice President
 Madelyn Lease..... Secretary
 Jennifer Munden..... Treasurer
 Griffyn Bellah..... Class Representative
 Brittanie Whitaker..... Adviser

Freshmen Class Officers:

Zoe Ihrke..... President
 Leah Holmgren..... Vice President
 Lorin Seamons..... Secretary
 Nicholas Gleed..... Treasurer
 Abbey Roberts..... Class Representative
 Sally Gasper..... Adviser

LASC Representatives:

Tommy Hyatt..... Class of 2017 Rep.
 Ashley Hidgon..... Class of 2018 Rep.
 Ava Stuart..... Class of 2019 Rep.
 Heather Burfeind..... Adviser

ACTIVITIES/ASB OFFICE:

Activities Coord./ASB & LASC Adviser..... Heather Burfeind
 Activities/ASB Secretary Shirley Weyand

ACTIVITIES & CLUBS

NOTE: INTEREST CLUBS VARY FROM YEAR TO YEAR –
 PLEASE LISTEN TO THE BULLETIN FOR ANNOUNCEMENTS ON CLUBS AND HOW TO GET INVOLVED.

- **ALUTANT (Del Enders):** School newspaper publication produced 16 times per year. Journalism class and permission of the instructor are required.
- **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 participants.

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

ACTIVITIES & CLUBS (continued)

- **BAND (Don May):** 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.

- **BULLDOG LINK (Heather Burfeind):** A high school transition program that trains upper-classmen to be leaders that 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. Application process is in the Spring.

- **CHEERLEADING (Pam Tipton):** Participants are in grades 9-12 and are selected via a spring tryout process only. The EHS cheerleaders promote spirit, put on pep assemblies, compete and lead the crowds at games.

- **CHOIR (Gay Ott):** Chamber Choir (by audition only) is an advanced ensemble. Jazz Choir (by permission of 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 (TBD):** A writing group open to all students, devoted to the production and sharing of poetry, short stories, and creative non-fiction.

- **EL CLUB DE ESPAÑOL (Nick Majsterek):** Open to all students who are interested in expanding their knowledge of Spanish-speaking countries and cultures.

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

- **FALL PLAY (Maria Manning):** Students may tryout for the Fall Theatrical Production in September; performances are scheduled for November in the Little Theater.

- **FBLA/Future Business Leaders of America (Marcy Matthews):** 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 (Levi Teasley):** FCA is open to all, but focuses on the spiritual growth of athletes and coaches through fellowship.

- **FFA (Steve Russell):** 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.

- **GAY STRAIGHT ALLIANCE (Cathie Day):** A group devoted to bringing a sense of awareness to EHS and to help teach others to be tolerant of differences.

- **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.

- **INTRAMURAL BASKETBALL & VOLLEYBALL (Levi Teasley & Del Enders):** In the winter, basketball is offered to both boys and girls. In the spring, volleyball is played and teams may be of any mix. Intramurals are played on Monday evenings.

- **KEY CLUB (Brian Hagbo):** Open to all students. The group is devoted to the betterment of the community and school leadership. Sponsored by Rodeo City Kiwanis.

- **KLAHIAM (Del Enders):** This co-curricular activity meets everyday as a class to create the Klahiam yearbook. Students must commit to the year-long program. The class earns an English credit.

- **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.

- **MEChA/Movimiento Estudiantil Chicana/o de Aztlan (Michael Johansen):** Open to all interested students who are genuinely interested in promoting Chicana/o studies, support, unity, respect, awareness of social issues and educational resources.

- **NHS/NATIONAL HONOR SOCIETY (Courtney Schrader):** 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.

EHS WEBSITE:
<http://ellensburg.ehs.schoolfusion.us>

ACTIVITIES & CLUBS (continued)

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

• **SKILLS CLUB USA (Rob Blazina & Mike Nelson)** Open to all students enrolled in CTE course or 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.

• **THESPIAN SOCIETY (John Mounsey & Maria Manning)**: EHS's International Thespian Society club is open to all students involved in the theatre arts. Activities and events will encourage students to be patrons of theatre.

• **WINTER MUSICAL (John Mounsey & Annalise Childress)**: Auditions for this annual musical theater production are in November; performances in late February/early March on the Morgan PAC stage.

ATHLETICS

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 passed at least five full-time subjects in the immediately preceding semester/trimester. (WIAA 18.6)
 - 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 #2152).
 - h. Maintain good citizenship records, both in and out of school (ESD Policy #2152).
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. Insurance coverage statement
- d. Notarized medical consent form
- e. Appropriate medical release
- f. Clearance from coach of previous sport
- g. Clearance from athletic director or his secretary

NOTE: Clearance is now done online.

* 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

Boys	Girls
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Fall Sports

Football (C, JV, V)	Volleyball (C, JV, V)
Cross Country (JV, V)	Cross Country (JV, V)
	Soccer (JV, V)
	Swimming (JV, V)

Winter Sports

Basketball (C, JV, V)	Basketball (C, JV, V)
Wrestling (JV, V)	Bowling (JV, V)

Spring Sports

Tennis (JV, V)	Tennis (JV, V)
Track (JV, V)	Track (JV, V)
Golf (JV, V)	Golf (JV, V)
Baseball (C, JV, V)	Fastpitch (JV, V)
Soccer (JV, V)	

ATHLETICS (continued)

Athletic Administration:

Athletic Director Cole Kanyer
 Athletic Secretary Shirley Weyand

Coaching Staff:

Head Football Coach Randy Affholter
 Head Volleyball Coach Debbie Landrie
 Head Girls' Soccer Coach Kyle Hatch
 Head Cross-Country Coach Jeff Hashimoto
 Head Swimming Coach Gerald Malella
 Head Boys' Basketball Coach TBD
 Head Girls' Basketball Coach Kerri Fahey
 Head Girls' Bowling Coach Andrea Bannister
 Head Wrestling Coach Jason Stevenson
 Head Tennis Coach Megan Smedley
 Head Track Coach John Arlt
 Head Golf Coach Darrin Walter
 Head Baseball Coach Todd Gibson
 Head Fast Pitch Coach Scott Gant
 Head Boys' Soccer Levi Teasley

Seasonal Dates:

<u>Season</u>	<u>Parent Meeting</u>	<u>First Practice</u>
*FALL	Aug. 15 @ 7:00 PM	Mon., Aug. 22 Football Aug. 17
WINTER	Nov. 7 @ 7:00 PM	Mon., Nov. 14 Bowling Nov 1
SPRING	Feb. 20 @ 7:00 PM	Mon., Feb. 27

The Fall Meeting will be for all Sports. Winter & Spring meetings will be team meetings only.

Parent meetings are held in the EHS Commons/Little Theater

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.

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: 9/21/16, 10/12/16, 11/9/16, 11/30/16, 12/14/16 and 1/18/17
 - Second Semester: 2/8/17, 3/8/17, 4/12/17 and 5/10/17

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

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

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 contest on that day.



CENTRAL WASHINGTON ATHLETIC CONFERENCE SCHOOLS

EAST VALLEY HIGH SCHOOL:

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

PROSSER HIGH SCHOOL:

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

ELLENSBURG HIGH SCHOOL:

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

QUINCY

16 6th Ave. S.E., Quincy, WA 98848
(509) 787-3501

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

TOPPENISH HIGH SCHOOL:

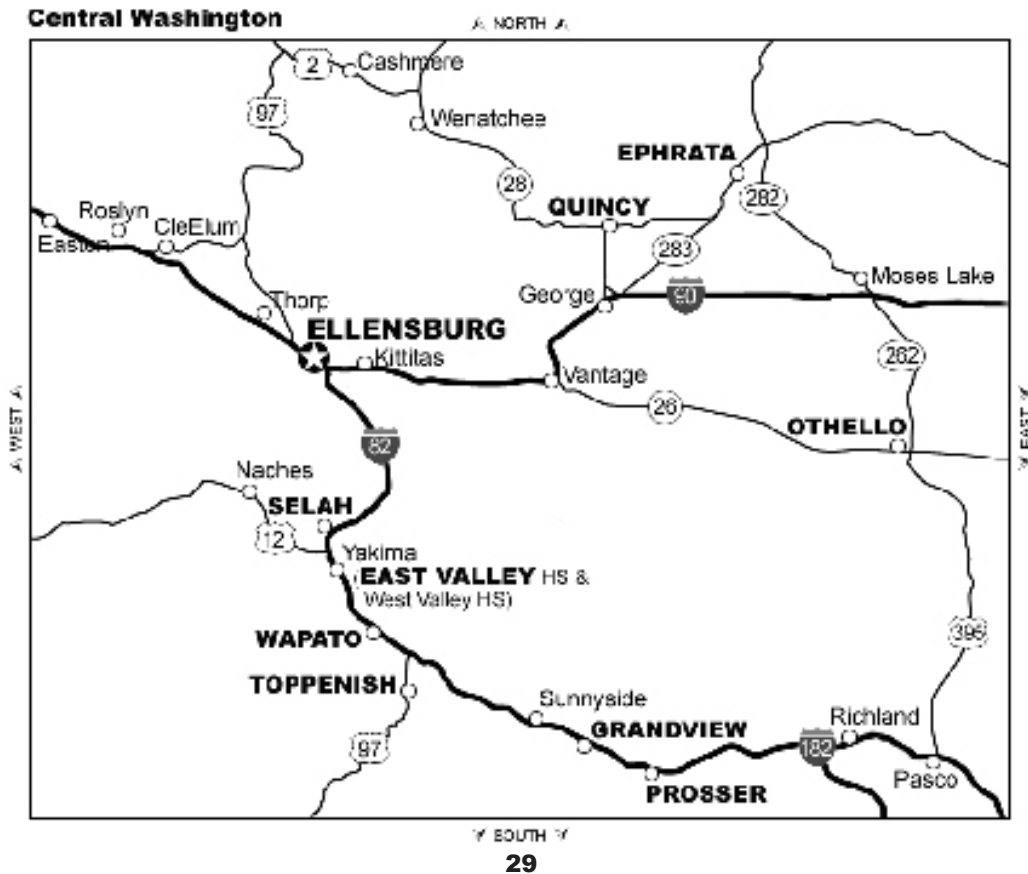
141 Ward Rd., Toppenish, WA 98948
(509) 865-3370

OTHELLO HIGH SCHOOL:

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

WAPATO HIGH SCHOOL:

1103 S. Wasco Ave., Wapato, WA 98951
(509) 877-3138



WORKS CITED GUIDELINES

Any time a book, journal article, or encyclopedia is used for any written material, complete bibliographic information is necessary. The following examples utilize the MLA style (Modern Language Association) as the guide to listing references. This list is meant as a guide and is a representative sampling of sources you may encounter in your research. Check the [MLA Handbook for Writers of Research Papers](#) if you have a question that this guide doesn't answer. See the Librarian or your English teacher for a copy.

The Works Cited page must be placed on a separate piece of paper at the end of your work. It must list, in alphabetical order by first letter of the entry, all the sources you used in researching your paper. Begin each entry flush with the left margin; if entry runs more than a line long, the next lines should be indented five spaces, or the default TAB setting, or by paragraph formatting for a "hanging indent." Do not number the entries. Do not underline or include URLs. Use double spacing for the entire list, both between and within entries.

Print Sources:

- **For a book with one author:**
Meyer, Stephanie. *Twilight*. New York: Little, 2005. Print.
- **For a book with two or more authors:**
Hedges, Elaine, Pat Ferrero, and Julie Silber. *Hearts and Hands*. Nashville: Rutledge Hill, 1987.
- **For a book without an author but with an editor:**
Johnston, Larry, ed. *Stanley Complete Decks*. Des Moines: Meredith, 2005. Print.
- **For a Bible:**
Holy Bible: Contemporary English Version. New York: American Bible Society, 2000.
- **For a magazine article without a named author:**
"A Woman of Style and Substance." *More* Dec. 2008/Jan. 2009: 40-41. Print.
- **For a magazine article with one author:**
Zwerdling, Daniel. "A View to a Kill." *Gourmet* June 2007: 94+. Print.
- **For a magazine article with two or more authors:**
Ephron, Dan and Mark Hosenball. "Recruited for Jihad?" *Newsweek* 2 Feb. 2009: 48-49. Print.
- **For a newspaper article:**
Mohammed, Riyadh and Katherine Zoepf. "Bombs Kill 15 as Violence Rises Quickly in Baghdad." *New York Times* 5 Nov. 2008: A11. Print.

"Tony Stewart Hopes to Emulate Hero A.J. Foyt." *Daily Record [Ellensburg]* 14 Feb. 2009: B1. Print.

Woodward, Curt. "Doom & Gloom in Olympia." *Yakima Herald-Republic* 11 Jan. 2009. B1+. Print.
- **For an article in a printed encyclopedia:**
"Butterflies." *World Book Encyclopedia*, ed. 2008. Print.

WORKS CITED GUIDELINES (continued)

- **For an article or chapter with a named author in an edited collection:**
Applebee, A. N. "Literature and the English Language Arts." *Handbook of Research on Curriculum*. Ed. P. W. Jackson. New York: Macmillan, 1992. 726-748. Print.
- **For an article or piece without an author or editor in a multivolume reference** [after publisher, list total volumes, period, volume you used]:
"Construction." *Career Information Center*. New York: Macmillan, 4.1. 1996: 4-14. Print.
- **For a government publication** [government-period-agency-period-subdivision]:
United States. Department of Labor. OSHA. *Asbestos Standard for the Construction Industry*. Washington: OSHA, 2002. Print.
- **For a book or pamphlet by an association or committee:**
National Research Council. *China and Global Change: Opportunities for Collaboration*. Washington: Natl. Acad., 1992. Print.

Non-Print Sources:

- **For a VHS or DVD film:**
Iron Man. Dir. Jon Favreau. Paramount, 2008. DVD
- **For a personal interview:**
Jefferies, Steven. Personal interview. 12 Mar. 2009.

Online Sources:

- *Abbreviations you may need:*
 - If you cannot verify a copyright date, type **n.d.** (both letters lower case).
 - If no publisher name appears on the website, write **N.p.** (the N is capitalized).
 - If the information is not available elsewhere in print, to indicate no pagination, write **n.pag.** (all lower case).

WORKS CITED SAMPLE

Works Cited

- Etheredge, Sandi. "The Importance of Education in a Child's Life." *Ezine Articles*. N.p. 2009. n.pag. Web. 17 Apr. 2009.
- Fussel, James. "Skateboarding Phenomenon Soaring Across America." *Kansas City Star*. N.p. SIRS. Ellensburg High School, Ellensburg, WA. 24 Sept. 2002. n.pag. Web. 19 Dec. 2008.
- Jefferies, Steven. Personal interview. 12 Mar. 2009.
- Meyer, Stephanie. *New Moon*. New York: Little, 2006. Print.
- . *Twilight*. New York: Little, 2005. Print.
- Mohammed, Riyadh and Katherine Zoepf. "Bombs Kill 15 as Violence Rises Quickly in Baghdad." *New York Times* 5 Nov. 2008: A11. Print.
- "Molecular Cloning." *Wikipedia*. Wikimedia Foundation. 12 Feb. 2009. Web. 19 Feb. 2009.
- Robertson, Richard E. Home page. n.d. Web. 13 Feb. 2009.
- "Study: Toddlers Who Gesture Have Bigger Vocabularies." *FoxNews.com*. Fox News Network, 13 Feb. 2009. n.pag. Web. 20 Mar. 2009.
- "Tony Stewart Hopes to Emulate Hero A.J. Foyt." *Daily Record [Ellensburg]* 14 Feb. 2009: B1. Print.
- "A Woman of Style and Substance." *More* Dec. 2008/Jan. 2009: 40-41. Print.

EHS STANDARDS FOR WRITTEN WORK

Hand-written assignments will use the following:

- Legible handwriting
- Blue or black ink [pencil only with permission]
- Left and right margins of 1 inch
- Paragraph indentations of 1 inch
- No blank lines between paragraphs
- Edging from spiral notebook paper removed

Typed assignments will use the following:

- Standard font (i.e., Times New Roman)
- 12 font
- Top, bottom, left, and right margins of 1 inch (bound assignments use left margin of 1 ½ inch)
- Double spacing
- Paragraph indentations of ½ inch
- No extra spacing between paragraphs
- Italic used only for emphasis or punctuation
- Book titles and movies are italicized; story, poem, and song titles are within quotes
- Do not italicize or underline your own title

Heading (See sample on reverse side)

- Do not include a cover page (unless instructed to do so by your instructor)
- In header, align right and type your last name, leave a space, and then insert page number
- In document, on the left, double-spaced, type the following:
 - Name
 - Instructor's name
 - Course title or class period (according to teacher's preference)
 - Date in MLA format (21 Oct. 2010)

If using research, follow MLA guidelines for in-text citations and Works Cited page.

If more than one draft is turned in, staple (in upper left corner) most recent draft on top.

EHS STANDARDS FOR WRITTEN WORK: FORMAT

Smithson 1

Jack Smithson

Hodges

Chemistry

3 Feb. 2011

Radon in Drinking Water

Recently, research has suggested that high radon levels in the water we drink might lead to health risks for the individuals...

Bulldog Fight Song

On you Bulldogs, on you Bulldogs
Fight, fight, for our fame
Pass the ball around the valley
(Touchdown sure this time)
(Basket sure this 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!!!!

