



## EASTMONT SCHOOL DISTRICT

*Relationships, Relevance, Rigor, Results*

509.884.7169 • FAX: 509.884.4210 • WWW.EASTMONT206.ORG

800 EASTMONT AVE. • EAST WENATCHEE, WA 98802

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TO: Board of Directors

FROM: Garn Christensen, Superintendent

SUBJECT: Eastmont High School Student Handbook for 2021-22

DATE: June 7, 2021

### CATEGORY

Informational       Discussion Only       Discussion & Action       Action

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### BACKGROUND INFORMATION AND ADMINISTRATIVE CONSIDERATION

Enclosed is a draft Eastmont High School Student Handbook for 2020-21 for the Board to review. There are not any significant changes this year. The student handbook will be posted on the website separately.

### ATTACHMENTS

Student Handbook

### FISCAL IMPACT

None

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### RECOMMENDATION

The administration recommends the Board approve the Eastmont High School Student Handbook for 2021-22.

**EHS**  
**STUDENT HANDBOOK**  
**2021-2022**



**Eastmont High School**  
**Home of the Wildcats!**

955 3rd St. NE  
East Wenatchee, WA 98802  
Office (509) 884-6665  
FAX (509) 884-8805

**EASTMONT SCHOOL DISTRICT #206**

800 Eastmont Ave.  
East Wenatchee, WA 98802  
Office (509) 884-7169  
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**Dr. Garn Christensen, Superintendent**

**Mrs. Cindy Ulrich, Executive Director of Financial Services**

**Mr. Matt Charlton, Assistant Superintendent/Executive Director of Secondary Education**

**Mr. Spencer Taylor, Executive Director of Elementary Education**

**Mrs. Vicki Trainor, Executive Director of Human Resources**

**BOARD OF DIRECTORS**

Mr. Dave Piepel      Ms. Whitney Smith  
Ms. Annette Eggers      Ms. Cindy Wright  
Ms. Meaghan Vibbert

# MISSION AND BELIEF STATEMENTS

## EASTMONT SCHOOL DISTRICT

Relationships, Relevance, Rigor, Results



## EASTMONT HIGH SCHOOL

Lifelong learning begins here.

### WE BELIEVE

- ✓ Relationships are fundamental to reaching and teaching of students
- ✓ Students must feel safe in order to learn
- ✓ All students need to have a connection to at least one caring adult at EHS
- ✓ The staff at EHS needs to involve and communicate with parents and guardians in order to create a partnership for the benefit of our students
- ✓ All students can learn
- ✓ Each student is valued as an individual with unique intellectual, physical, social, and emotional needs
- ✓ Attendance is critical to the academic success of our students

## NON-DISCRIMINATION AND SEXUAL HARASSMENT

### DISCRIMINATION

Eastmont School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Vicki Trainor  
Executive Director of Human Resources  
800 Eastmont Avenue  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

Section 504 Compliance Officer (Students)  
Matt Charlton, Assistant Superintendent/Executive Director of Secondary Education  
Spencer Taylor, Executive Director of Elementary Education  
800 Eastmont Avenue  
East Wenatchee, WA 98802  
509-884-7169  
[charltonm@eastmont206.org](mailto:charltonm@eastmont206.org)  
[taylor@eastmont206.org](mailto:taylor@eastmont206.org)

Civil Rights Compliance Coordinator, Vicki Trainor  
Executive Director of Human Resources  
800 Eastmont Avenue  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at [www.eastmont206.org](http://www.eastmont206.org).

### SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online at: [www.eastmont206.org](http://www.eastmont206.org).

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

**Complaint to the School District*****Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of

Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## No Discriminación y Acoso Sexual

### DISCRIMINACIÓN

El Distrito Escolar de Eastmont no discrimina a ningún programa o actividad basada en sexo, raza, credo, religión, color, origen nacional, edad, veterana o militar, orientación sexual, expresión de género, identidad de género, discapacidad, o el uso de un perro guía entrenado o animal de servicio y proporciona un acceso equitativo a los Boy Scouts y otros grupos juveniles designados. Los siguientes empleados han sido designados para manejar las preguntas y quejas de supuesta discriminación:

Coordinadora del Título IX, Vicki Trainor  
Directora Ejecutiva de Recursos Humanos  
800 Eastmont Avenida  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

Sección 504 de Oficial de Cumplimiento (Estudiantes)  
Matt Charlton, Director Ejecutivo de Educación Secundaria  
Spencer Taylor, Director Ejecutivo de Educación Primaria  
800 Eastmont Avenida  
East Wenatchee, WA 98802  
509-884-7169  
[charltonm@eastmont206.org](mailto:charltonm@eastmont206.org)  
[taylors@eastmont206.org](mailto:taylors@eastmont206.org)

Coordinadora de Cumplimiento de Derechos Civiles, Vicki Trainor  
Directora Ejecutiva de Recursos Humanos  
800 Eastmont Avenida  
East Wenatchee, WA 98802  
509-884-7169  
[trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

**Puede informar de la discriminación y el acoso discriminatorio** a cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, que aparece arriba. Usted también tiene el derecho de presentar una queja (véase más adelante). Para obtener una copia de la política de no discriminación de su distrito y el procedimiento, póngase en contacto con su oficina escolar o distrito o verlo en línea en [www.eastmont206.org](http://www.eastmont206.org).

### ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual por parte de cualquier persona en cualquier programa o actividad de la escuela, incluyendo en el campus de la escuela, en el autobús escolar, o fuera de la escuela durante una actividad patrocinada por la escuela.

**El acoso sexual es una conducta no deseada o comunicación que sea de naturaleza sexual cuando:**

- Un estudiante o empleado se le hace creer que él o ella debe someterse a la conducta sexual no deseada o las comunicaciones con el fin de obtener algo a cambio, como un grado, una promoción, un lugar en un equipo deportivo, o cualquier decisión educativa o de empleo, o

- La conducta interfiere sustancialmente con el rendimiento académico del estudiante, o crea un ambiente educativo o laboral intimidatorio u hostil.

#### **Ejemplos de acoso sexual:**

- Presionar a una persona para favores sexuales
- Contacto físico no deseado de índole sexual
- La escritura de graffiti de naturaleza sexual
- Difusión de los textos sexualmente explícitos, e-mails, o imágenes
- Hacer chistes sexuales, rumores o comentarios sugestivos
- La violencia física, incluida la violación y el asalto sexual

**Puede informar de acoso sexual** a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, de la lista anterior. Usted también tiene el derecho de presentar una queja (véase más adelante). Para obtener una copia de la política de acoso sexual de su distrito y los procedimientos, contacte a su oficina escolar o distrito, o verlo en línea en: [www.eastmont206.org](http://www.eastmont206.org)

#### **VIAS DE RECLAMACION: DISCRIMINACIÓN Y ACOSO SEXUAL**

Si cree que usted o su hijo ha experimentado discriminación ilegal, acoso discriminatorio, o acoso sexual en la escuela, usted tiene el derecho de presentar una queja.

Antes de presentar una queja, puede discutir sus preocupaciones con el director de su hijo o con el Coordinador de la Sección 504 del distrito escolar, el Oficial del Título IX, o el Coordinador de Derechos Civiles, que están en la lista anterior. Esto es a menudo la manera más rápida a resolver sus preocupaciones.

#### **Queja al Distrito Escolar**

##### **Paso 1:** Escriba Su Queja

En la mayoría de los casos, las quejas deben ser presentadas dentro de un año desde la fecha del incidente o conducta que es objeto de la queja. Una queja debe ser por escrito. Asegúrese de describir la conducta o incidente, explique por qué cree que discriminación, acoso discriminatorio, o acoso sexual ha tenido lugar, y describa las acciones que cree que el distrito debe tomar para resolver el problema. Envíe su queja por correo, fax, correo electrónico o entregue a mano-al superintendente de distrito o al coordinador cumplimiento de los derechos civiles.

##### **Paso 2:** El Distrito Escolar Investiga Su Queja

Una vez que el distrito recibe su queja por escrito, el coordinador le dará una copia del procedimiento de queja y se asegurará de que una investigación inmediata y exhaustiva lleva a cabo. El superintendente o persona designada responderá a usted por escrito dentro de 30 días calendarios, a menos que usted está de acuerdo en un período de tiempo diferente. Si su queja se refiere a circunstancias excepcionales que exigen una investigación más extensa, el distrito le notificará por escrito a explicar por qué el personal necesita una extensión de tiempo y la nueva fecha para su respuesta por escrito.

##### **Paso 3:** El Distrito Escolar responde la queja

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la determinación de si o no ha cumplido el distrito con las leyes de derechos civiles, la notificación de que se puede apelar esta determinación, así como las medidas necesarias para que el distrito en



conformidad con las leyes de derechos civiles. Las medidas correctivas se lleven a efecto dentro de los 30 días naturales de la fecha escrita respuesta a menos que acepte un período de tiempo diferente.

### **Apelación para el distrito escolar**

Si no está de acuerdo con la decisión del distrito escolar, puede apelar a la junta directiva del distrito escolar. Debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los 10 días calendario después de haber recibido la respuesta del distrito escolar a su queja. La junta escolar programará una audiencia dentro de los 20 días calendarios después de haber recibido su apelación, a menos que estén de acuerdo en tiempo diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días naturales después de que el distrito recibió su aviso de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una queja ante la Oficina del Superintendente de Instrucción Pública (OSPI).

### **Queja a OSPI**

Si no está de acuerdo con la decisión de la apelación del distrito escolar, la ley estatal proporciona la opción de presentar una queja formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Se trata de un proceso de quejas independiente que puede tener lugar si se ha producido una de estas dos condiciones: (1) que haya completado el proceso de quejas y apelaciones del distrito, o (2) el distrito no ha seguido el proceso de quejas y apelaciones correctamente.

Usted tiene 20 días calendarios para presentar una queja a OSPI desde el día en que recibió la decisión sobre su apelación. Puede enviar su queja por escrito a la Oficina de Derechos Civiles y equidad en OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Entrega a mano:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para más información, visite [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), o contacte a La Oficina de Derechos Civiles al 360-725-6162/TTY: 360-664-3631 por e-mail al [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Otras Opciones Para Reclamos de Discriminación**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS  
(FERPA)  
*for Elementary and Secondary Schools***

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board ; a person or company whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Eastmont Public Schools to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

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## CONTACT INFORMATION



### EASTMONT HIGH SCHOOL

<http://eastmont206.org/ehs>

#### HOURS OF OPERATION

**School Hours:** 6:45 AM – 3:30 PM  
**Main Office Hours:** 7:00 AM – 3:30 PM

#### CONTACT INFORMATION

|  |                    |
|--|--------------------|
| <b>Main Office</b>                       | 884-6665 (Press 2) |
| <b>Athletics/Student Activities</b>      | (Press 5)          |
| <b>Attendance Office</b>                 | (Press 1)          |
| <b>Bookkeeping Office</b>                | (Press 6)          |
| <b>Counseling Office</b>                 | (Press 4)          |
| <b>Career &amp; Technical Ed. Office</b> | 888-4740           |
| <b>Health Room Office/Nurse</b>          | 888-4747           |

#### EHS ADMINISTRATION

|  |             |
|--|-------------|
| <b>Mr. Lance Noell</b> , Principal                           | (Ext. 4744) |
| <b>Mr. Jim Schmutzler</b> , Assistant Principal/CTE Director | (Ext. 4742) |
| <b>Mr. Russ Waterman</b> , Athletic Director                 | (Ext. 4763) |
| <b>Ms. Stacia Hardie</b> , Assistant Principal               | (Ext. 4778) |
| <b>Mr. Tom McRae</b> , Assistant Principal                   | (Ext. 4745) |
| <b>Mr. Jon Abbott</b> , Assistant Principal                  | (Ext. 4743) |

#### GUIDANCE COUNSELORS

|   |             |
|---|-------------|
| <b>Mrs. Donna Zukowski (A-E)</b>                                    | (Ext. 4773) |
| <b>Mrs. Angela Cavanaugh (F-K)</b>                                  | (Ext. 4775) |
| <b>Ms. Victoria Hiatt (M-R)</b>                                     | (Ext. 4774) |
| <b>Mr. Scott Eaton (L, S-Z)</b>                                     | (Ext. 4776) |
| <b>Mrs. Kelsy Bendtsen</b> (Social Worker/Drug & Alcohol Counselor) | (Ext. 4758) |
| <b>Mr. Vidal Hurtado</b> (Migrant Student Advocate)                 | (Ext. 4767) |



## OFFICE STAFF

|  |                  |             |
|--|------------------|-------------|
| <b>Office Manager/Head Secretary</b>       | Tami Scott       | (Ext. 4746) |
| <b>ASB Bookkeeper/Secretary</b>            | LeAnne Branam    | (Ext. 4756) |
| <b>ASB Bookkeeper/Secretary</b>            | Neddy Farias     | (Ext. 4755) |
| <b>Athletic &amp; Activities Secretary</b> | Debbie Wirth     | (Ext. 4753) |
| <b>Attendance Secretary</b>                | Natalie Waters   | (Ext. 4752) |
| <b>Clerical Assistant/Sub Coordinator</b>  | Lupita Torres    | (Ext. 4748) |
| <b>Counseling Secretary/Registrar</b>      | Julihanna Cortes | (Ext. 4771) |
| <b>Counseling Secretary</b>                | Claudia Campos   | (Ext. 4772) |
| <b>CTE Secretary</b>                       | Kathy Whitney    | (Ext. 4740) |
| <b>Health Room</b>                         | Erica Sanchez    | (Ext. 1206) |
| <b>Latino Parent Liaison</b>               | Yadira Luna      |             |
| <b>Migrant Achievement Specialist</b>      | Yesica Campos    | (Ext. 4768) |
| <b>Receptionist</b>                        | Marci Walker     | (Ext. 4749) |
| <b>Student Data Specialist</b>             | Jackie Babst     | (Ext. 4741) |
| <b>Tuancy/Testing/Digital Media</b>        | Colette Skadsen  | (Ext. 4753) |

## EHS LIBRARY

|                      |   |                                     |
|----------------------|---|-------------------------------------|
| <b>Library Hours</b> | Monday - Friday<br>Tuesday; Wednesday; Thursday | 6:45 AM - 3:15 PM<br>3:00 - 5:00 PM |
| <b>Librarian</b>     | Shelly Skaar                                    | (Ext. 4769)                         |

## INFORMATION & GUIDELINES

### PREFACE

The Eastmont High School Student Handbook contains the policies and procedures that govern the operation of Eastmont High School. The Student Handbook guides student success. The policies and procedures are approved by the Eastmont School District Board of Directors and meet all legal requirements for Washington State Public High Schools. Each student is responsible for knowing the contents of the handbook and for abiding by the rules and regulations outlined therein.

In the Eastmont School District, 9th Grade is not physically a part of the High School; however High School is legally defined as grades 9-12 in the State of Washington. Your transcript and High School record begin in Grade 9 and conclude with graduation. The coursework, attendance and discipline records, extracurricular activity participation, and all aspects of the 9th grade educational experience are the first year of your High School career.

### ACADEMICS

In order to participate in the Eastmont High School Commencement Ceremony, students must meet the requirements set forth in board procedure 2410P. All required classes must be taken and passed.

To earn a diploma from Eastmont High School a student must meet the above requirements, complete a High School and Beyond Plan for grades 8-12 and successfully meet the graduation pathway.

#### HIGH SCHOOL TRANSCRIPT: ADDING COURSES TAKEN PRIOR TO ATTENDING EHS

Per WAC 180-51-030, a student who has completed qualifying high school level courses with a passing grade prior to attending high school shall automatically be given credit for these courses on the transcript. These credits will be applied to fulfill graduation requirements and can be transcribed with a non-numerical grade such as "pass" or "credit". The high school must be informed before the end of the 11th grade year if any of these courses are to be removed from the transcript or if the grade designation is to be altered.

### GRADING STANDARD

The following grading system will be used in determining credit earned and for calculating Grade Point Average (GPA). The evaluation of student achievement in each course may vary from course to course. However, teachers will assign a letter grade at the completion of each trimester. The numerical value of that letter grade will determine credit and grade point average, as follows:

| <i>Numerical Value</i> | <i>- Percentage</i> | <i>- Letter Grade</i> |
|------------------------|---------------------|-----------------------|
| 4.0                    | 93-100              | A                     |
| 3.7                    | 90-92               | A-                    |
| 3.3                    | 87-89               | B+                    |
| 3.0                    | 83-86               | B                     |
| 2.7                    | 80-82               | B-                    |
| 2.3                    | 77-79               | C+                    |
| 2.0                    | 73-76               | C                     |
| 1.7                    | 70-72               | C-                    |
| 1.3                    | 67-69               | D+                    |
| 1.0                    | 60-66               | D                     |
| .0                     | 0-59                | F                     |

#### **Grades not used in computing GPA are:**

**P** – Pass = Credit is granted

**W** – Withdraw No Grade/No Credit

**NC** – No Grade/No Credit

**I** – Incomplete

**IP** – In Progress

**CR** – Waived/No Credit

### PASS/FAIL AGREEMENT

A student may complete a pass/fail contract. A counselor can assist if more information is needed.

### REQUEST TO WITHDRAW

For class withdrawal requests made after the 5<sup>th</sup> school day of a trimester, a student who experiences extenuating circumstances may file for a Request to Withdraw. This form will be reviewed by an Appeal Board and a decision will be made to determine the next course of action which could include a:

- Meeting to discuss the Request to Withdraw form
- Pass/Fail contract (see above)
- Withdrawal from the class with a mark of “W” or “F” on the transcript
- Recommendation for the student to remain in the class
- Discussion regarding a new placement if a withdrawal is advised

### SCHEDULE CHANGES

Students and parents must be intentional about course selection during registration week. Should a schedule change be necessary, a Schedule Change Request Form must be submitted in writing that includes the reason(s) for needing a change and a parent signature. Completed forms are to be turned into the EHS Counseling Office no later than 10 school days prior to the beginning of the next trimester.

### INCOMPLETES

Students will have 10 days after the conclusion of each trimester in which to complete the work necessary to remove the incomplete status. If the student has not accomplished this step, then the incomplete will automatically convert to an F at the end of the 10<sup>th</sup> day of each trimester.

Students who earn an incomplete at the conclusion of a trimester must follow through on the plan set by their teacher or the grade will convert to an F.

### RUNNING START

Running Start is offered at EHS through WVC. Students interested in Running Start will need to meet the following requirements:

- Meet **and** maintain the status of either a Junior or Senior on track for graduation
  - Submit Running Start Enrollment Verification form to high school counselor for quarterly review and signatures.
  - A Junior year student must take two required US History and two English classes.
  - A Senior year student must take two required Sr. History and two English classes.
  - Complete High School and Beyond Plan each year and choose a **and meet the requirements for a** graduation pathway.
  - Follow the WVC Running Start guidelines for placement testing.
- 
- Beyond that, there are a variety of timelines and requirements by Wenatchee Valley College that the student will need to meet.
  - **Interested students need to meet with their counselor to begin the process.**
  - A parent/guardian will need to sign the Running Start Contract.
  - Running Start and EHS schedules and timelines sometimes do not mesh. EHS will not modify a student's schedule in order to remain in a class that cannot be regularly attended; students will be required to drop/withdraw from that EHS class, which could result in an F on the student's high school transcript.
  - Court ordered students may not attend Running Start.
  - Students must pass a 100+ level Math course **and English course** or meet one of the other graduation pathways.

### TA CLASSES

Each student is limited to one TA period per trimester.

### CHANGE OF ADDRESS

Please report a change of contact information to the Counseling Office. Proof of residence is required to update your physical address. This can be in the form of a Rental Agreement or a bill or statement that is a service to your residence that includes the address and your name.



### WITHDRAWAL FROM SCHOOL

A parent, guardian, or Power of Attorney MUST be present, WITH identification to withdraw a student from Eastmont High School. The parent, guardian or POA's signature is required on the withdrawal form and all applicable paperwork must be completed. ALL fines and fees must be paid before a transcript will be forwarded (RCW 28A.635.060).

### HONOR ROLL CRITERIA (GRADES 10-12)

To be announced on the trimester honor roll, you must have acquired a grade point average of 3.0 to 4.0 at the end of the current trimester.

### VALEDICTORIAN/SALUTATORIAN AND ACADEMIC TOP 10 CRITERIA

Refer to Board Procedure 2410P. See your counselor for specific questions.

**Val/Sal and Top Ten candidates will hold the high cumulative GPA in the senior cohort year at the conclusion of:**

- End of Tri 2 at EHS
- Winter quarter at WVC

**Candidates must take at least:**

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Math
- 3 credits of Science
- 2 credits of Foreign Language
- .5 credit (Health) and 1 credit of P.E. (may use waiver, if applicable, but then must take additional Core)

**Candidates must take at least five of the following courses in three different disciplines:**

|                  |  |  |
|------------------|--|--|
| English          | Honors English 9<br>Honors English 10  | AP English 11<br>AP English 12   |
| Math             | Honors Algebra 8<br>Honors Geometry 9<br>Honors Algebra 2<br>Honors Pre-Calculus | Pre-Calculus<br>Pre-Calculus: CIHS<br>AP Calculus: AB<br>AP Calculus: BC       |
| Science          | Honors Biology<br>AP Biology<br>Honors Chemistry<br>AP Chemistry                 | Anatomy<br>Forensics<br>Physics<br>Animal/Plant Biology: Adv<br>Zoology/Botany |
| Social Studies   | Honors World History<br>U.S. History CIHS<br>AP Geography                        | AP U.S. History<br>AP American Government/CWP<br>AP World History              |
| Foreign Language | Honors Spanish 2<br>Spanish 3<br>Honors Spanish 3<br>AP Spanish 4                | ASL 3<br>French 3 and 4<br>German 3 and 4                                      |

**Courses do not apply if taken Pass/Fail**

## SCHOOL SERVICES

COUNSELING: (509) 884-6665, PRESS 4

Four full-time counselors, one school social worker/drug and alcohol interventionist, and one school psychologist serve the guidance needs of the students. Students are encouraged to consult a counselor when help is needed. Please make appointments in the counseling center for services.

SCHOOL SOCIAL WORKER/DRUG AND ALCOHOL INTERVENTION: (509) 888-4758

CAREER CENTER: (509) 888-4770

Eastmont School District is proud to offer a complete and up-to-date Career Center. Students and parents can feel free to browse through the extensive computerized career information systems, college catalogs, and guides in career decision making. The Career Center is located in the Library.

HEALTH SERVICES: (509) 888-4747

Eastmont High School has one nurse who shares her time between the Jr. High and High School. In the absence of the nurse, first aid will be administered as necessary through the Administrative Office where staff has been trained to respond to emergencies. If the nature of the emergency is severe and staff is unable to reach any parent or emergency contact, an ambulance will be summoned, if appropriate. Students who become ill at school are to report to the health office with a note from their teacher. Efforts will be made by the health room staff to contact parents/guardians to determine whether the child should be sent home. When students become ill, they are not to leave the school grounds until the nurse's office has given permission **and** the student has been checked out at the attendance office.

MEDICATION AT SCHOOL (PURSUANT TO BOARD POLICY 3416)

Under normal circumstances prescribed oral medication and oral over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Oral medications are administered by mouth either by swallowing or inhaling.

If a student must receive prescribed or non-prescribed medication from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

FOOD SERVICE: (509) 888-1299

Eastmont School District contracts with Sodexo for Food Service. We provide a cafeteria where Sodexo serves our students and staff. A la Carte menus, as well as federally mandated hot lunch and breakfast programs are available. Additional carts are provided to expedite the service of lunch. A variety of menu choices are provided on campus for the student's convenience and quick service.

Eastmont High School is a closed campus at lunch. Students who have met the requirements for open campus may leave campus for lunch. Students leaving campus are required to be on time for their class following lunch. Once students have left campus for lunch, they are not the responsibility of Eastmont High School. On campus there is available seating both in the cafeteria and outside in the courtyard for students who bring their lunches to school.

# STUDENT GOVERNMENT, ACTIVITIES & ATHLETICS

## ASSOCIATED STUDENT BODY CARD

The A.S.B. Card allows free admission to most all home athletic events and participation in all school groups that belong to ASB. Any student who is a member of, or participates in, an athletic team sport, an activity including band, choir, journalism and yearbook and/or ASB club(s) is required to purchase an ASB card.

## ASB CLUBS AND ORGANIZATIONS

The following extra-curricular activities are available to students:

|            |                    |                        |                        |                 |
|------------|--------------------|------------------------|------------------------|-----------------|
| Art Club   | Drama Club         | International Language | Natural Helpers        | Skills USA      |
| A.S.L Club | Environmental Club | Journalism             | Outdoor Adventure Club | Smash Club      |
| Band       | F.B.L.A            | Key Club               | Power of Youth / TATU  | Student Council |
| Book Club  | F.C.A              | Knowledge Bowl         | QSA                    | Unified Club    |
| Chess Club | F.C.C.L.A          | Link Crew              | Red Zone               | Yearbook        |
| Choir      | F.F.A              | Mariachi               | Science Club           |                 |
| Debate     | Honor Society      | MEChA Club             | Scratching Post        |                 |

## School Dances

### ADMISSION

- 1) The three (3) annual dances are: Homecoming, Spring Fling, and Prom.
- 2) Any Student who wishes to bring a guest to an EHS dance must obtain a dance pass through the EHS Activities Office. Guest passes are due the Wednesday prior to the dance. Guest passes are limited to one guest per student and are issued for Homecoming, Spring Fling and Prom only. It is up to the discretion of the Eastmont Administration to deny a dance pass at any time. All dance passes must follow the policy already in place.
- 3) Every guest who attends the dance will be required to show an I.D. card to an Administrator or designee. Guests must show and leave at the door an I.D. card, A.S.B. card, or driver's license.

### HOURS

All dances will begin at 8:30 PM and end at 11:00 PM. Once a person has left any dance, he/she shall not be readmitted. No one will be admitted after 10:00 PM.

## EASTMONT SCHOOL DISTRICT NO. 206

### STUDENT RIGHTS

As citizens of the United States students have certain constitutional rights. The school system cannot unduly infringe on those rights. The school may, however, set reasonable limits on those rights in order to meet the district's obligations to educate.

- 1) The Eastmont School District shall not deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic, status or sex. Furthermore, no pupil shall be denied such opportunity solely because of pregnancy, marital status, previous arrest, previous incarceration or a physical, mental sensory handicap.
- 2) Pupils shall have the right of freedom of speech and of the press; to the degree courts have applied it within the public schools. This means that the right is subject to limitation in official publications and in compliance with legitimate instructional concerns.
- 3) Pupils have the right to peaceably assemble their government subject to the right of the school to regulate the time, place, and manner of the exercise of the right.
- 4) Pupils have the right to the free exercise of religion and to have their school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
- 5) Pupils shall have the right to be secure in their persons, papers and effects against unreasonable searches and seizures, recognizing that no right of privacy exists as to lockers issued for student use.
- 6) No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.
- 7) Pupils shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of the school district.
- 8) The Eastmont School District affirms the protections under Title IX of the Civil Rights Act to provide equitable participation opportunities in interscholastic activities.
- 9) Pupils have the right to be involved in school activities provided that they meet the reasonable qualifications of the sponsoring activity.
- 10) Pupils have the right to know the requirements of all courses of study and to know on what basis the grade will be determined.
- 11) All pupils have the right to consult with teachers, counselors, administrators, and other school personnel.
- 12) Pupils have the right to elect their peers to student government, and all students have the right to seek and hold office subject to the provisions of the ASB constitution.

## STUDENT RESPONSIBILITIES

In order to maintain and advance the mission of Eastmont High School, it is the responsibility and duty of each student to:

- 1) Diligently pursue a course of study which is designed to maximize his/her potential while developing the knowledge, skills and attitude necessary to become lifelong learners and responsible contributing citizens.
- 2) Attend school daily and to be on time to all classes. Check in and out of school upon late arrival or leaving early. District Policy 3241P (#53)
- 3) Be aware of, and obey all school rules.
- 4) Express opinions and ideas in a respectful manner without libel or slander.
- 5) Act in a manner that will not detract from the education of any other student.
- 6) Respect the rights of others and exercise self-discipline.
- 7) Follow established procedures in seeking changes in school rules.
- 8) Identify oneself to school staff when requested on any school property or at any school activity.
- 9) Follow the reasonable requests of school staff members.
- 10) Comply with written school rules that are adopted to carry out WAC 392-400-225 and RCW 28A.600.010.
- 11) Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.

# ATTENDANCE

## HIGH SCHOOL ATTENDANCE AND TRUANCY

The following procedures have been established for and substantiated by:

- 1) Eastmont School [District Policy 3122](#) states that “Students are expected to attend all assigned classes every day.” Please refer to [District Policy 3122](#), and Procedure [3122P](#) for information on Excused and Unexcused Absences.
- 2) The [Revised Code of Washington No. 28A.600.040](#) - Requires pupils to comply with rules established for the government of schools, to pursue required courses and to submit to the authority of teachers, subject to such disciplinary action as school officials shall determine.

## PROCEDURES:

- 1) **Accounting for Absences:** [Students are required to check in and out at the Attendance Office when leaving and/or returning to campus.](#) When a student is absent, the parent/guardian should phone: 888-4752 or send a note to verify the cause of the absence. When parent/guardian communication has not been received, or made, whether by note or by phone, the absence shall be declared truancy until verified by the parents or guardians. If there is no verification by the parent or guardian within three school days, the absence will be declared truant and then the student will receive disciplinary action. Any student who presents false evidence in order to wrongly qualify for an excused absence shall be declared truant and will receive disciplinary action.
- 2) **Disciplining Truancies:** Truancies will have school discipline assigned. This discipline will usually depend on the frequency of truancies and previous attendance patterns.
- 3) **Fifteen Absences:** Once a student hits 15 absences a Doctor’s note or clearance by the school nurse may be required for further absences this year.
- 4) **Make-up Work:** Students will be given a reasonable opportunity to make up work after an absence.
- 5) **Prearranged Absences – (Absences of five (5) or more school days):** Prior arrangements for these absences may require a parent/guardian teacher conference. A parent, guardian or Power of Attorney must be present with identification to submit a request for a prearranged absence. Such prearranged requests must be submitted to the Counseling office the same number of days in advance as the number of requested days to be absent, with a minimum of five (5) days advance notice. Students will take the pre arranged absence forms to teachers for their consideration and signatures. In all prearranged absence requests, academic performance, attendance record, and teacher input will have a bearing on whether the request is recommended or not recommended. Prearranged absences in excess of twenty (20) school days will result in withdrawal from school and re-enrolled upon return. Parents/Guardians and their students understand that missing school through a prearranged absence has the same negative affect to student learning and potential negative impact to the student’s grade as do all absences. The school encourages parents and students to plan accordingly and minimize all absences. By utilizing the Pre Arranged Absence provisions of EHS, the student and parent

acknowledge and willfully accept the reality of potential lost learning and a possible decline in the student's grade.

- 6) **Skip Day:** Eastmont High School does not permit a "school skip day" nor "senior skip day". Students involved in such activities will be regarded as truant from the school and subject to discipline.
- 7) **Students on Campus:** Students are to be on campus only at times they have scheduled classes or are attending a school sponsored event. Failure to follow this guideline may result in criminal trespass charges. Eastmont High School will provide supervision for students during school operational hours and school sanctioned events. Students in Running Start, ALE, or Skills Center must check in at the Attendance Office if they come to EHS during the school day, unless they arrive during the passing time preceding a class they have at EHS. They may go to the Commons or the Library; however, a library pass must be obtained from the Attendance Office prior to going to the library.
- 8) **Tardies:** Students are expected to be in class prior to the bell. If students are late to class, they are expected to go to the attendance office for a tardy pass. Students may not be admitted to class late without a pass from the attendance office.

Students tardy to class will receive automatic consequences starting with a warning and working through **discipline**. Tardies will start over each month with a warning. Students who are more than 15 minutes late, who are habitually tardy, or who fail to follow through on consequences will be referred to an administrator for discipline.

## GUIDELINES FOR STUDENT BEHAVIOR

Washington State Law requires schools to make reasonable rules regarding student conduct to ensure a safe and orderly school. These laws require students to comply with these rules and grant a district the authority to suspend and expel students. Based on this foundation, administrators establish school rules and expectations focused on maintaining a safe, orderly, and civil learning environment. Student misconduct is organized into two categories – unsafe behavior and disruptive misconduct. Consequences are assigned in a progressively more severe manner.

If misbehavior continues, a student may be removed from the school site and educational services through the suspension or expulsion process. Misconduct is reviewed in total, meaning all behavior to date for the school year. Unsafe misbehavior may be considered over multiple years depending on the misconduct. Restitution is required when damage and costs result from student conduct. Students with identified disabilities are subject to additional disciplinary review procedures consistent with current state and federal law.

A copy of the District's current discipline procedures including a student's due process rights to appeal an assigned discipline is distributed to all students and staff at the beginning of the school year and to new students when they register. The most recent and “official” version can be found at the District's website under *Eastmont Policies and Procedures* as [Procedure 3241P](#).



# EASTMONT HIGH SCHOOL

## BUILDING RULES AND REGULATIONS

- 1) **Attendance, Behavior, and Credit (ABC) Intervention Contract:** Students with attendance and/or behavior issues that are impacting their path to graduation may be required to attend a conference with an administrator and may be placed on a contract. These contracts outline student expectations for attendance and classroom behavior as well as what consequences may result if not followed. Certain support may be required, such as lunchtime academic support or weekly meetings with a staff member.
- 2) **Classroom discipline:** In all instances, the classroom teacher should initially handle student misbehavior. Students' conduct in the classroom will be such that it will not disrupt the teaching/learning process.
- 3) **Closed Campus:** EHS is a closed campus school. Students can earn the right to open campus by meeting certain requirements.
- 4) **Computer Network Acceptable Use Policy:** Eastmont School District offers a variety of electronic resources to students and staff. Electronic media (such as the Internet) is a rich resource the value of which overshadows the possibility of undesirable material. As a condition of each user's right to use any type of computer related electronic media (including Internet) all students must agree to use the system in an acceptable manner, as stated in [Board Policy 2022](#).
- 5) **Conduct at School Sponsored Events:** Attendance at school-sponsored events, whether on or off-campus, is conditioned on the student's observance to all standard school policies. Any violation of these policies will result in the student being asked to leave the event. Circumstances may warrant further disciplinary action.
- 6) **Dress Code (Please refer to Board Policy 3224):** Understanding socially appropriate dress is fundamental to a student's future employment success. In support of the transition from child to young adult, and in recognition of growing gang related behaviors and dress, Eastmont High School will be following attire related rules as stated in Board Policy and [Procedure 3224P](#).
- 7) **Drug Detection Dog:** A law enforcement dog may be brought onto the campus and into the school periodically for the purpose of detecting drugs. Students will not be told of the time of the inspection. Please refer to Board Procedure 3241P.
- 8) **Electronic devices:** (i.e., Cell Phones etc.) are not to be on, or used during class time without teacher approval. Teachers will confiscate all electronic devices that are being used without approval during class time and may require parents to come to the school to pick these items up. It is recommended that these electronic devices not be brought to school. Eastmont High School is not responsible for lost or stolen items. [Please refer to Board Policy 3245.](#)
- 9) **Fees and fines:** Class fees are assessed in accordance with the Board approved fee schedule at the beginning of each trimester. Fines are assessed to students as a result of unpaid fees or to recover the cost of damaged or lost school district property. Athletic clearance is dependent

upon payment of any outstanding fees and/or fines. Diplomas and transcripts will be withheld until all fees and fines are cleared. Students requesting payment arrangements should contact the EHS administration. Fees and fines may be paid online or at the EHS building.

- 10) **Fire Producing Devices:** Using or possessing matches, lighters, or other fire-producing devices is prohibited.
- 11) **Gang Related Clothing:** In an effort to protect students from intimidation and/or retaliation by individuals that are known gang members or affiliated with a gang, student dress in regards to gang attire will be directed by the Eastmont School District.
- 12) **Laser Pointers:** Laser pointers in the possession of students are not allowed on school grounds.
- 13) **Law Enforcement Agencies:** Law enforcement authorities may interview a student at the school. School officials may be present for the interview. Please refer to Board Policy 3226.
- 14) **Locker assignments:** Students will be responsible for the care and cleanliness of their assigned lockers. Lockers should be kept locked and other students should not be given the combination. Never leave valuables or money in your locker. The school will not be responsible for articles stolen from your locker, but if you have evidence relating to who stole your property, the school may be of help to you in recovering your stolen item. The lockers are Eastmont School District property and school officials retain the authority to inspect student lockers (RCW 28A.600.220). Lockers may also be searched when there is reasonable suspicion of inappropriate contents.
- 15) **Nonattendance/unexcused absences:** See Attendance Policy, on page 20 of this handbook.
- 16) **Parking Lot:** A search of a motor vehicle may be made based on reasonable suspicion when related to possible school rules violation. Adjacent city streets are considered an extension of the school parking lot and campus and are therefore subject to search when related to a possible school violation as stated in this handbook.
- 17) **Parking Privileges:** The student parking lot is on a first come first served basis. Students are not to park in handicap, visitor, or staff areas, and are only to park in the student section of the parking lot. Motorcycles are to park in motorcycle parking spots only. Any student parking on school grounds in an unauthorized area will be cited with a parking ticket and may be towed away without notice at the owner's expense.
- 18) **Personal Property:** Eastmont High School emphatically discourages bringing iPods, MP3 players, cell phones, and large sums of money or anything of monetary or sentimental value to school. **Eastmont High School is not responsible for the loss or theft of personal property and cannot investigate all reports of theft. This includes vehicles parked in and around campus.**
- 19) **Public display of affection:** Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed.

- 20) **School Buses:**
- a) The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly. School bus drivers have the authority to discipline students for misconduct related to School District Rules (WAC 392-400.230).
  - b) Students who do not obey the rules of good bus conduct may lose their privilege to ride to and from school on the bus as determined by the building principal or his designee.
  - c) Students are expected to abide by all school rules and behavior expectations while under the supervision of the bus driver.
- 21) **Surveillance equipment:** Eastmont High School reserves the right to use surveillance equipment at all times to support the safety of our staff and students within the building which includes the grounds surrounding the school buildings.
- 22) **Technical detection of alcohol and/or other drugs:** Technical detection of alcohol and other drugs is supported by this policy. Breathalyzers, specific devices, and practices will be used when there is reasonable suspicion.
- 23) **Visitor policy:** School age visitors are not allowed at Eastmont High School during the regular school day. Exceptions allowed by the principal in advance on a restricted basis. Babies/infants are not to be brought to school during the day.

#### SANCTIONS & DUE PROCESS

For information regarding classroom management, corrective actions, or consequences, please see [Board Policy 3241](#), and [Procedure 3241P](#).