

# ENUMCLAW HIGH SCHOOL

Student Handbook

2017-2018

Home of *Hornet Pride*



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**This student handbook belongs to:**

Name \_\_\_\_\_

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### **VISION STATEMENT**

Enumclaw High School staff members dedicate themselves to the success of each student. Working in a collaborative, supportive, and flexible environment, staff members focus on student learning to continuously improve the instructional program.

### **ENUMCLAW HIGH SCHOOL – HOME OF HORNET PRIDE!**

Welcome to Enumclaw High School, where our mission is to prepare each of you for success beyond high school! We are very proud of the programs we offer our students and we encourage each of you to make the most of your time with us.

To achieve our mission, it is our collective responsibility to provide a safe learning environment. This handbook contains the guidelines and interventions to ensure that a safe and productive school environment is in place for all students. These guidelines apply immediately before, during, and immediately after school hours, any time on school grounds, and at all school related events, including before and after school activities. School rules may be enforced off school grounds if a student's actions materially and/or substantially disrupt the educational process and relate to school issues.

It is our goal to offer you and your families the best possible care and service. If there is ever anything we can do to help you find greater success in the educational process, please do not hesitate to ask. We hope you have a great school year and make the most of what Enumclaw High School has to offer.

### **POLICIES AND PROCEDURES**

In alphabetical order

#### **ACADEMIC INTEGRITY**

Students are expected to meet class and course expectations on their own. Students are expected to do their own work. Violations of academic integrity can include cheating, plagiarism, and other academic misconduct. Violations of academic integrity are cumulative and regardless of the course.

Students who violate academic integrity can be disciplined as follows:

- 1st offense: Redo for 50-75% of the maximum grade earned for the assignment or test; teacher, student, parent communication. Assignment/test is administered under the direct supervision of teacher and/or designee
- 2nd offense: "F" (0-50%?) for assignment/assessment
- 3rd offense: "F" Quarter grade parent, student, and teacher conference with an administrator.

#### **ACCIDENTS**

All injuries should be reported to the school nurse. The appropriate staff member will turn in a completed accident report. If the nurse decides that the individual should be sent to a doctor, an authorization slip will be provided. Under no circumstances should a student leave school and go to the doctor for an injury sustained at school without authorization. If the nurse is not in, students are to report to the main office. It is a student's responsibility to report accidents.

## **ALCOHOL, NARCOTICS & CONTROLLED SUBSTANCES**

Enumclaw High School is designated as a drug-free zone. Students who participate in the **sale or distribution** of alcohol, narcotics, and/or controlled substances, including lookalike narcotic and controlled substances, and/or nitrite odorants used for sniffing, will be placed on a long-term suspension.

The **possession, use, and/or being under the influence of** alcohol, narcotics and/or controlled substances, including lookalike narcotic and controlled substances, nitrite odorants used for sniffing, or paraphernalia leading to the use of drugs will result in a long term suspension. Following the completion of a drug/alcohol assessment, the parent(s)/guardian(s) and student may request probationary re-enrollment. If granted, the school may hold all but 10 days in abeyance. A reengagement plan will be developed to include follow through with any recommendations of the assessment.

## **ATHLETICS/ACTIVITIES**

### **ATHLETIC/ACTIVITY CLEARANCE**

Athletic/Activity clearance takes place in the Athletics/Activities office and the Bookkeeper's office. All athletic/activity files are kept in those offices.

**Forms:** Participants on any athletic team/activity must complete the appropriate forms prior to participation in that activity. Please note that the Athletic and Bookkeeper's offices will be closed the first day of each sports season so that the staff may work with coaches prior to team turnouts.

The Eligibility Checklist requires the student and his/her parent/guardians to review and answer a series of eligibility questions. False statements given on this checklist may cause the student to forfeit his/her eligibility for one calendar year.

The Concussion Information Sheet provides important information on recognizing the signs and symptoms of a concussion.

The Physical Clearance Card acknowledges the rules of academic eligibility, the athletic/activity code, a physical exam (if necessary), and necessary insurance coverage.

The Athletic Eligibility Card is the athletic clearance form, which includes emergency information, and indicates that the student is cleared to participate. Those students who fail to complete the clearance process may be issued a Temporary Athletic Eligibility Card, which grants short-term practice eligibility.

The Activity Eligibility Card is the activity/club clearance form, which includes emergency information, and indicates that the student is cleared to participate. This form also acknowledges the rules of academic eligibility and the athletic/activity code.

The One-Way Transportation Letter explains the district transportation policy.

Other Forms: Running Start, Home School, online school, and transfer students may be required to complete additional forms.

**Fees:** Participants are required to clear all fines posted against their account before registering for athletic/activity participation. Participants will be required to purchase an ASB Card, pay a school district user fee per sport season, and pay any sport/activity-specific fees. The user fee may not apply to certain non-athletic activities.

**Injuries:** A participant shall be free of injury and shall have fully recovered from illness before participating in any activity. Student athletes who are injured in practice or competition and require a doctor's care must have a medical release in order to return to participation. A medical release can be given by the following medical professionals: Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), and Physician Assistant (PA). Concussions must be cleared by the previous medical professionals or a Licensed Certified Athletic Trainers (AT/L) to return to participation. Once the student athlete has received clearance following a concussion, the student athlete must follow the Enumclaw High School Return to Play protocol before returning to full activity. The Return to Play protocol will be administered by the Licensed Athletic Trainer on site. The student athlete is required to successfully complete the Return to Play protocol; then and only then will a student athlete be cleared for full participation.

#### **ATHLETIC/ACTIVITY CODE**

The Athletic/Activity Code shall be in effect 365 days a year, 24 hours a day, and apply to all EHS students involved in athletics or an activity where a letter award may be granted. All such students shall be given a copy of the Student Handbook containing the Athletic/Activity Code and by virtue of their continued voluntary participation shall agree to conduct themselves in accordance with the Code. Each team may have team-specific procedures and rules that are more restrictive than the school-wide athletic code.

**Attendance:** Participants in athletics or an activity must maintain eligibility according to W.I.A.A. regulation 18.0 (available upon request at the Athletics/Activities office). In addition, participants are expected to maintain attendance in all classes, not exceeding 11 days in any period during a semester. An unexcused absence from any class during the school day may result in ineligibility for participation on that day or ensuing days.

**School Discipline:** Students who are suspended from school are immediately ineligible from all school activity and athletic participation. The student must contact the Athletic/Activity Office to determine his/her eligibility status once the school discipline has been served.

**Conduct:** Participants shall abide by all written training rules established for the sport/activity in which they are participating and shall at all times behave in a manner that conveys respect for all individuals. Participants will not engage in any criminal activities as defined by federal, state, or local laws, nor shall they engage in poor citizenship and/or unsatisfactory school conduct including, but without limitation to, conduct prohibited in the Enumclaw High School Student Handbook, Exceptional Misconduct section. In addition, participants shall conduct themselves with personal integrity and honesty at all times and in all situations; both as participants and as spectators. Unacceptable behaviors and/or misconduct may necessitate penalties as appropriate.

in an attempt to reduce any behavior which negatively impacts the individual, the team/group, and/or the image of Enumclaw High School Athletics/Activities. Participants who knowingly attend or willingly remain at parties/gatherings where others are engaging in illegal activities shall be subject to consequences for misconduct. Each incident will be reviewed on a case-by-case basis by the coach/advisor, administrator, or Athletic/Activity Board.

**Drugs/Alcohol/Tobacco:** Participants at Enumclaw High School shall not use, consume, or possess alcoholic beverages, cigarettes, or tobacco of any form, steroids, illegal drugs (including marijuana), or paraphernalia related to the use of illegal drugs. Participants shall not abuse or misuse prescription or nonprescription drugs.

**Code Violation Due Process (Drugs/Alcohol/Tobacco/Conduct Unbecoming a Participant):** A team of Enumclaw High School administrators will review all evidence related to an alleged code violation to determine if a hearing is warranted. Participants whom the Enumclaw High School Administration suspect of violating the Athletic/Activity Code will be required to appear at a hearing before a Board. This hearing Board will consist of the Athletic or Activity Director and a coach or activity advisor from each affected activity or their designee. The hearing facilitator may also request the presence of an administrator.

Prior to a hearing the student and parent/guardian shall be notified of any suspected violation and be given the opportunity to inspect evidence, affidavits, or exhibits which are to be submitted at the hearing. The student shall have the right to be accompanied at the hearing by a parent or guardian if so desired.

The Board shall consider all evidence regarding the suspected violation and shall give the student an opportunity to defend his/her position. At the conclusion of the hearing, the Board shall record their findings and submit a recommendation to the appropriate administrator. The administrator shall consider the recommendations and make appropriate notification of intended disciplinary action. Such notification shall be consistent with due process procedures established by school district policy.

Participants who are disciplined under the Athletic/Activity Code have a right to request a hearing with the principal within three (3) school days of the Athletic Board's ruling. The request shall be written and submitted to the building principal. The building principal or his/her designee shall hear the appeal. Until the hearing takes place, the participant shall be permitted to continue to participate in turnouts and contests. The principal is the final appeal and his/her decision is final.

**Code Violation Penalty:** Penalties imposed for a code violation regarding alcohol, tobacco, drugs, or conduct unbecoming a participant whether the first, second, or third violation, may involve one or more of the following:

1. a period of suspension from the activity;
2. a recommendation for professional assessment and/or counseling;
3. forfeiture of the letter "E" award and related honors; or

4. required school and/or athletic service hours.

Additional penalties may be imposed or substituted as determined by the board.

**Alcohol, Tobacco Penalty, and Conduct Unbecoming a Participant:**

Violation #1 - the minimum discipline imposed for the first violation of the Athletic/Activity Code regarding Alcohol, Tobacco, and Conduct Unbecoming a Participant shall be immediate ineligibility for 1/3 of the scheduled season. Should the discovery of the violation be determined by self-admittance during the initial stage of investigation, the minimum discipline may be reduced to 1/6 of the season. In the event the violation occurred at a time outside the sport/activity season or at the end of the season which does not allow time to fulfill the penalty period of ineligibility, the discipline imposed will be carried into the next competitive season in which the individual participates and completes. Note: The sport season begins with the first legal turnout and ends with the awards banquet.

Violation #2 - shall result in suspension from athletic/activities participation for one calendar year from the date of the violation.

Violation #3 - shall result in permanent ineligibility for the remainder of the student's high school career.

**Drug Penalty and Substantial Conduct Unbecoming a Participant:**

Violation #1 - The minimum discipline imposed for the first violation of the Athletic/Activity Code regarding drugs, including anabolic steroids possession, sale and/or use, including possession of drug paraphernalia, or a substantial conduct unbecoming a participant violation shall be immediate ineligibility for participation in the current sports/activity program for the remainder of the season. Substantial conduct unbecoming a participant includes any violation of federal, state, local laws, or conduct prohibited in the Enumclaw High School Student Handbook. (Exceptional Misconduct section). In order to participate in the next season, the student shall meet with the Athletic/Activity Board to request approval to participate. The Board will recommend to the principal appropriate action to be taken. The minimum discipline shall be ineligibility for 1/3 of the next scheduled season in which the student participates. Should the discovery of the violation be determined by self-admittance during the initial stage of investigation, the minimum discipline may be reduced to 1/6 of the season.

Violation #2 - shall result in suspension from athletic/activities participation for one calendar year from the date of the violation

Violation #3 - shall result in permanent ineligibility for the remainder of the student's high school career.

**Clean Slate Rule:** If a participant does not have a violation for 365 days, she/he can request a hearing with the Athletic/Activity Director to begin a new ("clean") slate. Any previous violations may be cleared if approved by the Athletic/Activity Board. The Board may request that specific conditions be met prior to

receiving a clean slate. The Board will review the student's school attendance and discipline record as they consider granting a clean slate. Participants can make this request only once during their high school career. All participants disciplined under this code shall be notified of the Clean Slate rule.

#### **ATHLETIC/ACTIVITY ACADEMIC ELIGIBILITY**

Students participating in any athletic/activity must meet each of the following minimum academic standards:

1. 2.00 grade point average and passed 5 out of 6 classes on the last semester grade report immediately prior to the athletic/activity season OR passed 6 out of 6 classes on the last semester grade report immediately prior to the athletic/activity season.
2. Maintain passing grades in 5 of 6 classes during each 5 to 6 week grade check during the athletic/activity season.

All participants must comply with WIAA regulation #18 (available upon request in athletic/activity office). Running Start, Home School, and online school students are required to submit a grade report to the Athletic Office upon registering.

**Academic Violation and Due Process:** In the event a participant does not meet the 2.00 grade point average or the passing 6/6 classes to become eligible at the beginning of the season, he/she must either apply for a waiver or meet with the Athletic Director to petition for eligibility (passing 5/6 is a WIAA requirement and cannot be waived). The Academic Waiver option must be used prior to requesting a hearing with the Athletic Director.

**Academic Waiver Option:** An Academic Waiver form is available in the Athletics/Activities office and may be used once in the participant's high school career.





## **ATTENDANCE POLICIES AND PROCEDURES**

### **Attend Today! Achieve Tomorrow!**

The Enumclaw High School faculty, administration, and community believe that regular and punctual attendance at school is vitally important for students to achieve maximum benefit from the school program and to be prepared for the real life requirements in the world of work. Student mastery of course content and achievement of academic objectives through participation in class activities and student/teacher interaction are of extreme importance.

Each teacher will determine to what degree attendance and classroom participation are related to the goals and objectives of each class. Teachers shall communicate to students, and have on file in writing, the extent to which absences or lack of class participation may be reflected in course grades or credit.

Good attendance helps students do well in school and eventually in the workplace. Excused and unexcused absences easily add up to too much time lost in the classroom. Students are at risk academically if they miss 10 percent of the school year. Even missing two (2) days a month can impact a student and reach the "chronic absenteeism" mark. Excessive excused and unexcused absences can affect learning. Enumclaw High School encourages families to make medical, dental, orthodontist and other appointments outside of the school day.

Remember **Attend Today, Achieve Tomorrow!**

RESOURCES:

[Office of Superintendent of Public Instruction](#) [U.S. Department of Education](#) [Attendance Awareness Campaign](#)

### **Absence Reporting Procedures**

Full day absences need to be excused within 24 hours. Please follow these absence reporting procedures to excuse absences.

- E-mail the Attendance Office at [ehsattendance@enumclaw.wednet.edu](mailto:ehsattendance@enumclaw.wednet.edu)
- Fax notes to 360-802-7676. Attention: Attendance Office
- Submit a written note addressed to the Attendance Office.
- In person contact
- Leave a phone message at 360-802-7699.

When reporting any absence please include the following information:

- Student's first and last names.
- Day(s) of the absence(s).
- Reason for the absence(s).
- Parent/guardian full name and contact information.

Attendance Office Secretary: 360-802-7699 [ehsattendance@enumclaw.wednet.edu](mailto:ehsattendance@enumclaw.wednet.edu)

Assistant Principal ([Paul Iacobazzi](#)) 360-802-7678 [paul\\_iacobazzi@enumclaw.wednet.edu](mailto:paul_iacobazzi@enumclaw.wednet.edu)

### **Excused Absence**

An excused absence is a student absence from school at the discretion of the parent/guardian. If the absence is not cleared within the 24 hour timeline, it will be declared an unexcused absence. Students who arrive at school more than ten minutes late must check-in at the Attendance Office before going to class. This will be considered an absence for that period.

Following is a list of reasons for an excused absence:

- *Administrative action* – includes disciplinary action and students with other office personnel
- Bereavement (written note from parent required)
- *Legally required appearances* – court-related absence, jury duty (court documentation required)
- *Medically related* – illness, health condition, medical/dental appointments, mental health appointments, hospitalization; other medical related treatment prescribed by a physician. Absence must be clearly documented by the medical professional that indicates the specific time and date of office visit(s) or that verifies full-day absences were medically necessary.
- *Pre-arranged absence* - Enumclaw High School would like to support students and families in those educational opportunities that exist outside the school. Complete the pre-arranged absence form available in the Main Office.
- *Religious purposes* – observance of religious holidays (written note from parent required)
- *School-related absences* - field trips, activities, and/or athletics.

*Make up work:* Teachers will give students the opportunity to complete and receive credit for all assigned work\* missed during an excused absence. Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher.

\*However, for excused absences in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

### **Unexcused Absence**

An unexcused absence is an absence that has not been cleared by the parent and student within 24 hours (one school day) of the absence. Administrative action can convert these absences to truants. (See **Truant Absence** below)

The following summary of Compulsory School Attendance Law RCW 28A.225, known as the Becca Bill, is provided in compliance with the Washington State Law. All parents of children between 8 and 18 must have their child enrolled in a public school and that child has the responsibility to attend school full-time unless the child is: in private school; home schooled; in an education center or residential school; or sixteen years of age or older AND meets specific requirements as outlined by law.

Enumclaw School District is required by law to monitor each student's attendance, notify parents of unexcused absences and inform them of consequences of continued absences. After taking steps to eliminate or reduce absences, the school, not later than the fifth unexcused absence shall: enter into an agreement with the student and parent that establishes school attendance requirements; refer the student to a local truancy board; or file a petition with King County Juvenile Court. If actions taken by the school district are not successful, not later than the seventh unexcused absence within any month or not later than the tenth unexcused absence during the school year, the school district shall petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the attendance law by: the parent; the child or the parent and child.

*Make-up Work:* Teachers will give students the opportunity to complete all assigned work missed during unexcused absences. Students will assume the responsibility of obtaining and completing the missed class

work within the timeline established by the teacher. Work that is missed during an unexcused absence may not receive credit at all. This will be determined by the individual teacher.

### **Tuant Absence**

A truant is a student absence from school/class/school designated activity during the student's scheduled school day/time without the permission of the student's parent/guardian and the school. If a student is at school and leaves without checking out at the Attendance Office that is considered a truant. All violations involving truancy apply to the entire school year. Truancy will result in the following disciplinary actions:

- Truant 1: Warning or 30 minute detention, parent contact
- Truants 2 & 3: 60 minute detention, parent and counselor contact
- Truants 4 & 5: One Friday school detention (1:30 -3:30 PM) parent and counselor contact
- Truants 6,7 and 8: One to two days of In School suspension, parent and counselor contact

*Make-up Work:* Teachers will give students the opportunity to complete all assigned work missed during truant absences, but it will not receive credit.

### **Early Dismissal Procedure**

Any time a student is at school and leaves before the end of their regularly scheduled school day, it is an early dismissal. Students must check out of school through the attendance office prior to leaving or they will be considered truant. The attendance office will verify that they have proper parent/guardian permission. Students with an approved early dismissal must leave campus at the dismissal time. If they remain on campus they will be considered truant if they are not in their scheduled class. For early dismissal, the attendance secretary will give the student a slip to dismiss him/her from class. Notes for early dismissals for appointments must be presented to the Attendance Office on or before the day the student plans to leave early. If this procedure is not followed it will be considered truant.

Any phone calls or notes to excuse students from end of day assemblies must be made or submitted no later than 30 minutes prior to the assembly or students will not be allowed to leave campus

### **Emancipation**

Students may not write their own attendance notes unless they are legally emancipated or are 18 years or older, have signed parent permission and receive approval by the principal.

### **Pass or Permission Slips**

No student may be out of class without a pass or permission slip. A student may not be excused from any class to work on an activity without prior authorization from the advisor and the instructor of the class(es) the student will be missing.

### **Student Release during Emergencies**

When the school is operating under emergency conditions, such as during/after an earthquake, fire evacuation, and other incidents that disrupt the normal school routine for the entire school, it is necessary to implement emergency procedures for the release of students. Students are not to use cell phones during such emergencies.

Under these conditions:

- 1) All students must check out through the Attendance Office/Designated Area prior to leaving. This includes students who are normally released early as well as students with already approved early dismissal notes.
- 2) **We will not release students by phone.** A parent or a pre-designated emergency contact person must come to the Attendance Office/Designated Area and sign the student out of school.

### **Tardy Policy**

A student is tardy to class when he/she arrives at class after the scheduled start time. If a student is more than 10 minutes late to a class, it is considered an absence rather than a tardy. Students who arrive at school more than 10 minutes late must check in at the Attendance Office before going to class. Violations of the tardy policy in classrooms are for each semester. Tardy discipline referrals are cumulative for the year. Tardiness can occur in any one or more periods. When a student arrives late, they miss the activities/lessons/parts of lessons that begin as soon as the tardy bell rings. Many students struggle with catching up even if they are only late by a few minutes. Students who come in late can disrupt the educational process.

Tardy violations follow this sequence:

- Tardy 1-3 – Teacher , student conference
- Tardy 4 – Teacher contacts parents/guardians. Documents in writing for future administrative referral.
- Tardy 5 - Administrative referral –30 minutes detention may be assigned. Parent notification.
- Tardy 6 - Administrative referral –60 minutes detention - assigned or parent conference.
- Tardy 7 - Administrative referral – One Friday detention (Two hours) assigned or parent conference.
- Tardy 8 - Administrative referral – 90 minutes detention or parent.
- Tardy 9 - Administrative referral – One Friday detention (Two hours) and 30 minute detention assigned or parent conference.
- Tardy 10 – Administrative referral – One day of In-School Suspension assigned or parent,

### **BULLETINS AND ANNOUNCEMENTS**

The school bulletin is read each morning. If you wish to have announcements made regarding school activities, you must have the announcement initialed by the teacher or advisor and by the Activity Director. Bulletin request forms are available in the Activities Office.

### **COLLEGE AND CAREER CENTER**

The College and Career Center is located in room 147 and open daily. The College and Career Center is an excellent resource for students and parents needing information concerning post-secondary education and career decision-making. Materials include information on WOIS, job shadow/job application/job opportunities, scholarships, testing information, and more. The Career Guidance Center is available to students at EHS. Students may explore a Career Information System, the Washington Occupational Information System, and the Self-Directed Search Interest Inventory. Career information is being continually added and updated. Students may make use of any of the materials or presentations in the College and Career Center by signing up with the College and Career Coordinator.

Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the College and Career Center on individual scholarship amounts and necessary qualifications. Scholarships are posted weekly in each classroom. A scholarship list is constantly updated

and outlines scholarships available at any given time during the school year. Students are responsible for meeting scholarship application deadlines.

### **CLASSROOM EXPECTATIONS**

Students that attend Enumclaw High School are expected to use their class time productively and put forth their best effort to engage in learning. Academic growth requires effort and cooperation at all levels. If a teacher determines that a student is not using his/her class time productively, disciplinary measures may be imposed. Academic expectations include but are not limited to:

- Attend all classes, arrive on time, and *stay until dismissed*
- Coming to class with required materials and be prepared to learn
- Use electronics appropriately following teacher/staff direction
- Positively focusing efforts during class
- Completing assignments to the best of your ability
- Following the direction and requests of the teacher
- Promoting a positive self-esteem of self and others
- Observe all safety instructions and regulations

Students that disrupt the educational process and/or operation of the classroom will receive discipline according to the Behavior Management Guidelines.

### **CLOSED CAMPUS**

The high school is a closed campus. Once you arrive at school, you are to remain on campus until properly checked out. All visitors must sign in at the main office, and non-EHS students are not allowed on campus.

All EHS parking lots are off-limits once a student has parked his/her vehicle. The pool facility is considered off campus. Permission to return to a vehicle in the parking lot must be obtained in the Security Office or from an administrator. Violations of the Closed Campus policy apply to the entire school year and will result in a student being truant.

### **COMMERCIALS/ADVERTISING/SIGNS**

The commercial exploitation of students at EHS is not permitted. All posters and advertisements must be approved through the Activities Office. A limit of three (3) approved posters is permitted.

### **CORE-CHOICE**

This intervention/enrichment opportunity during the school day between 2nd and 3rd periods will follow this tentative schedule for 2017-2018.

<b>Session Number</b>	<b>Tentative dates</b>
Pre-session ( no student assignments)	9-5-17 to 10-5-17
Session 1	10-6-17 to 11-2-17
Session 2	11-7-17 to 12-20-17
Session 3	1-3-18 to 1-25-18

Session 4	1-30-18 to 3-8-17
Session 5	3-13-18 to 4-5-18
Session 6	4-10-18 to 5-17-18
Session 7	5-22-18 to 6-14-18

## COUNSELING SERVICES

Counseling services are available for every student in the school. These include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home school and/or social concerns, or any question the student may feel (s)he would like to discuss with a career guidance counselor. For the most current information on your graduation requirements please see your counselor and the Enumclaw High School Course Catalog.

Students are assigned alphabetically to a counselor.

- **A-D** Kerry Malidore
- **E-K** Alisha Snell
- **L-Rh** Kim Kravagna
- **Ri-Z** Necia Engebretsen

## General Scheduling Information

- Enrollment in physical education is limited to one period per semester based on a six-period day.
- A junior or senior may enroll as a teacher's assistant for one period per semester. A student may be an assistant for a total of two semesters during grades 10-12. Teacher/counselor permission is required. A half credit is earned for each semester.
- Every possible effort is made to schedule students into the classes they request. Students who receive these courses are required to remain until the conclusion of the semester or full-year course

## Schedule Changes

Students are expected to choose classes carefully and remain in those classes for the entire length of the class term.

Schedule changes will only be allowed for

1. Students with an incomplete schedule
2. A senior needing a class for graduation
3. A student who does not meet the prerequisite for the class or
4. Errors made during data input

A student may not add a class for credit or drop a class after the second Friday of each semester. Students desiring a schedule change for a different reason must write a formal letter stating what circumstances

warrant a schedule change. It must be signed by the student's parent or guardian and the student. Return the letter to your counselor; your counselor will present the request to an administrator for review.

### **DANCES**

Dances are held for the enjoyment and participation of EHS students. Students must present at the door, a student ID/ASB card in order to be admitted to the dance. Check-outs are not permitted.

Visitors are only permitted to attend Homecoming, Tolo, Sadie Hawkins, or Senior Ball. Visitors wishing to attend these dances must have a registered EHS student sponsor them and obtain a visitor's dance pass from the Activities Office which must be returned five (5) school days prior to the dance and signed by an administrator. Guests must be accompanied by an EHS student and must not be above the age of 20 years old at the time of the dance. Students in the 8<sup>th</sup> grade or younger may not attend the dance. The guest must show a current photo ID card. Students and guests who attend a dance must follow all Enumclaw High School dress and behavior guidelines.



### **DESTRUCTION/VANDALISM**

The destruction or vandalism of school property or staff or student personal property on campus or at a school-related activity is prohibited. A plan for full restitution is required prior to reinstatement in school. Students are liable for unintentional damage caused through careless or reckless behavior. In the case of suspension, the police will be notified. Discipline will follow the Behavior Management Guidelines

### **DIGITAL CITIZENSHIP**

The Enumclaw School District recognizes that part of preparing our students for their future is to ensure that they are proficient and safe users of information, media, and technology in order to succeed in the digital world. A critical part of making use of technology for learning is the development of Digital Citizenship skills.

To help ensure student safety and citizenship with electronic resources, age –appropriate resources are made available to teach our students about Internet safety, including appropriate online behavior, interacting with others online and cyberbullying awareness and response.

Digital citizenship is the norms of appropriate, responsible technology use. Digital citizenship includes the following key elements regarding the use of technology: access, commerce, communication, literacy, etiquette, law, rights & responsibilities, health and wellness, and security.

Students are expected to:

- **respect** self and others through proper etiquette, access, and law (ethics);
- **educate** self and others through communication, literacy and commerce;
- **protect** self and others through an understanding of rights and responsibilities, following safety and security process, and monitoring health and welfare.

Sources:

<http://www.digitalcitizenship.net/>

[http://www.digitalcitizenship.net/Nine\\_Elements.html](http://www.digitalcitizenship.net/Nine_Elements.html)

<http://www.21things4teachers.net/21-things/digital-citizenship/>

### **DISPLAYS OF AFFECTION**

Inappropriate public displays of affection (i.e., making out and groping) can be embarrassing and disrespectful to adults and other students. The school building, school grounds, or school activities are inappropriate places for public displays of affection. Students are expected to exercise self-control, proper judgment, and respect for reputation and comfort of others. Students who fail to conduct themselves appropriately are subject to the Behavioral Management Plan guidelines.

### **DRESS CODE**

The dress standards are designed to mirror the expectations of a workplace in an effort to provide a productive environment and prepare students for the transition from school to the world of work. Enumclaw High School requires that shoes be worn at all times. The following types of clothing/attire are examples of inappropriate clothing:

- Clothing that promotes alcohol, tobacco, other drugs, sexual innuendo, displays profanity, or promotes violence
- Clothing displays a representation of hate or anti-establishment. This can include but is not limited to Swastikas, confederate flags, and anarchism.
- See-through clothing
- Clothing that is torn or exposes inappropriate areas
- Wallet chains longer than twelve (12) inches
- Clothing that exposes the student's midriff
- Exposed underwear of any kind, including bra straps, boxer shorts, or other undergarments
- Any clothing or paraphernalia (such as collars and bracelets) that has spikes or other potentially dangerous projections
- Sleeveless underwear shirts worn as an outer garment, including shirts with sleeves torn off or rolled to expose bare shoulders and underarms.
- 3-Inch Rule – Skirts and dresses must be no shorter than 3" above the top of the student's kneecap
- Shorts - Fingertip Rule: Shorts that are shorter than when a student, while standing, extends his/her arms down the side of his/her torso with extended fingers will be considered too short. The shorts must extend beyond the fingertips.



Students may not wear, possess, use, distribute, or display any clothing, color, jewelry, emblem, badge, symbol, colored bandana, or sash that represents or evidences membership or affiliation with any gang or promotes gang-related activity. Clothing that has been deemed through collaboration between the Enumclaw School District and local law enforcement and/or other experts to be gang-related are prohibited.

Additional guidelines will be developed as necessary to provide a safe, healthy, orderly, and positive environment for all students. Violation of the Dress Code policy applies to the entire school year and will result in the following actions:

1st Violation: Inappropriately attired students will be required to change into clothing which is appropriate. Students who refuse to change into appropriate clothes will be disciplined according to the Behavior Management Guidelines.

\* Continued violations will be addressed through the Behavior Management Guidelines.

## **ELECTRONIC DEVICES**

Students are encouraged to bring electronic devices in order to support the learning in class. Student misuse of electronics falls under classroom expectations (page 13).

With the exception of sporting events or official school activities, taking pictures of or filming students or adults on campus without their consent is prohibited and may be grounds for discipline up to and including suspension or expulsion.

## **Exceptional Misconduct**

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following (*District note - include types of misconduct that qualify as exceptional misconduct approved by board following recommendation by superintendent and representative ad hoc citizens committee*):

- **Arson;**
- **Assault**, if the assault involves
  - Injury to another;
  - Bodily fluids; or
  - A weapon;
- **Controlled substances:**
  - Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
  - Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- **Criminal Activity:** Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- **Cumulative violations;**
- **Dangerous use of motor vehicles** on school grounds or at school activities, or endangering

students on a school bus;

- **Disruption** of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- **Extortion;**
- **Fighting:** Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- **Harassment/intimidation/bullying** of others;
- **Sexual misconduct** on school grounds, at school activities, or on school provided transportation;\*
- **Theft** on school grounds, at school activities, on school provided transportation, or of school property at any time;
  - Knowingly possessing stolen property;
- **Threats of violence** to other students or staff;
- **Vandalism:** Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- **Weapons:** Use or possession of dangerous weapons, including firearms, air-guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 3241.

### **EXTRA-CURRICULAR ACTIVITIES**

Enumclaw High School has a variety of extra-curricular activities and athletic teams for students, and new clubs and sports can be formed based on student interest. Information on extra-curricular activities and athletic teams can be obtained in the Activities/Athletics Office.

### **FALSE ALLEGATIONS**

It is also a violation of school policy to knowingly report false allegations. Persons found to knowingly report false allegations will be subject to disciplinary action according to the Behavior Management Guidelines.

### **FIGHTING/ASSAULT**

Fighting or assault, fight instigation, fight escalation, any form of unwelcome contact, promotion and support, threats of violence, and/or the encouragement of fights or assault are prohibited on or near campus premises or at school-related activities and will result in immediate disciplinary action.

Fighting or committing an assault will result in the following discipline. Police will be notified.

- 1<sup>st</sup> offense: Out-of-school suspension for no less than ten (10) days.  
(Ten day suspension that can include any combination of OSS and/or ISS pending administrative approval.)
- 2<sup>nd</sup> offense: Long-term suspension.

Fight instigation, promotion, support, threats, intimidation, and/or encouragement, including supporting situations that result in intimidation or a physical confrontation between other persons, are prohibited and will result in the following disciplinary action.

- 1<sup>st</sup> offense: Out-of-school suspension for no less than five (5) days.  
(Five day suspension that can include any combination of OSS and ISS pending administrative approval.)

2<sup>nd</sup> offense: Out of school suspension for no less than ten (10) days.  
(Ten day suspension that can include any combination of OSS and ISS pending administrative approval.)

3<sup>rd</sup> offense: Long-term suspension.

## **FOOD**

Food and drink is only allowed in a classroom with express teacher permission. As a general rule, consumption of all food and drink is limited to the Commons or courtyard.

## **FORGERIES**

Forged notes and/or signatures or falsely representing parent/guardian contact will result in school discipline according to the "Severe" Behavior Management Guidelines.

## **HALL PASSES**

A student who needs to leave a class for any reason must carry the classroom hall pass or a permission slip from a staff member.

## **HARASSMENT/INTIMIDATION/BULLYING**

The school is committed to being a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons; an environment free from harassment, intimidation or bullying. The district is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district's policy prohibiting harassment, intimidation, and bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act including but not limited to be motivated by race, 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; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

Any student who believes that (s)he has been subjected to harassment, intimidation, or bullying in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of a teacher or school administrator. Engaging in harassment, intimidation or bullying is exceptional misconduct and will result in appropriate disciplinary action up to and including suspension or expulsion on a first offense.

## **ILLNESS AT SCHOOL**

If a student becomes ill at school, he/she must get permission from the teacher in the form of a pass to report to the nurse's office. The office personnel will determine whether the student should be sent home, return to class, or remain in the nurse's office. Failure to report to the nurse's office and sign-in will result in a truant. The student will be provided with an admit slip for those classes missed.

### **IN-SCHOOL SUSPENSION**

The In-School Suspension Program temporarily removes the student from the regular environment but permits the student to maintain his or her educational progress at school. Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. Failure to work as directed, comply with ISS rules or disruptive behavior may result in further discipline, including further time in ISS or a short-term suspension.

### **INSUBORDINATION**

Direct refusal to follow the reasonable requests or directions of a staff member substantially disrupts the safe, orderly operation of the learning environment and is a disruption to the educational process. Violation of this rule applies to the entire school year and will be disciplined as severe behavior in accordance with the Behavior Management Guidelines.

### **JURISDICTION**

All Enumclaw High School rules and regulations will be enforced for infractions that occur on school buses, at bus stops, on or in the immediate vicinity of school district property, at all school activities, and for off-campus misconduct closely connected or disruptive to the educational process. When determining whether or not the school has jurisdiction, the following will be considered: day, time, location, persons affected, severity of the misconduct, connection to school, and the extent to which the safety of the school or school environment was affected or impacted.

### **LOITERING**

Students are expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

### **MEDICINE AT SCHOOL**

All medications, including over-the-counter remedies (aspirin, Tylenol, cough medicine, cold remedies, etc.) must be checked in at the nurse's office by a parent or guardian. A district medication form completed by both parent/guardian and a physician must accompany the medication. Under normal circumstances, students should be given medication before or after school. A violation of this policy will result in school discipline according to the Behavior Management Guidelines. Any medication given or sold by students *will* result in suspension or expulsion.

### **MENINGOCOCCAL MENINGITIS**

It is important that you are informed about the causes and symptoms of meningococcal meningitis. You also need to know how the disease is spread and the availability of a vaccine. Parents, students, and staff can access this information via our website at [www.enumclaw.wednet.edu](http://www.enumclaw.wednet.edu).

### **NON-DISCRIMINATION**

Enumclaw School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy

Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<b>Title IX Coordinator &amp; Civil Rights Compliance Coordinator</b> Director of Human Relations 2929 McDougall Avenue Enumclaw WA 98022 (360.802.7113)	<b>Section 504/ADA Coordinator</b> Director of Student Support Services 2929 McDougall Ave Enumclaw WA 98022 (360.802.7104)
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### **OFF-CAMPUS PRIVILEGE - SENIOR**

All seniors have off-campus privilege during their scheduled lunch. This privilege can be revoked if any of the following occur:

- Discipline for truancy
- Eight or more absences per semester in any class
- A failing quarter/semester grade in any class
- Out-of-school suspension

### **OFF-CAMPUS PRIVILEGE - JUNIOR**

To be eligible for the Junior- Privilege program, a student must meet the following criteria:

- The application must be complete with parent permission
- Students cannot receive discipline for truancy
- Students cannot exceed eight absences per semester in any class
- Students cannot receive a failing quarter/semester grade in any class
- Students cannot receive an out-of-school suspension
- Juniors must have and maintain a 3.0 GPA

Applications for junior off-campus privilege must be completed and submitted to the office by the published deadline each semester. Submitting an application does not mean it is approved. If privilege is not granted, a student may make an appointment with an administrator to review their application.

**Students must verify they have been approved by picking up the Jr. privilege sticker for their ASB ID card.**

Students are expected to understand and abide by all conditions of the Junior-Senior Privilege Open Campus program. All school rules are in effect while a student is off campus during lunch time. **Violations of any program rules including leaving campus with ineligible students or misbehavior related to safety, parking lot security, community behavior, substance abuse, truancy, attendance, tardies, or grade performance will result in the loss of the privilege.**

It is the student's responsibility to verify that each student being transported in his/her vehicle is a qualified/approved student. Students must present their ASB with senior/junior privilege sticker attached, when requested, in order to leave campus during their lunch period.

## **PARKING**

All student vehicles are to be registered and must have a parking sticker displayed. Parking stickers are not transferable to other students. Because of limited parking space, vehicles will be assigned to a specific area.

### **Parking Areas:**

**Due to construction, student parking is limited to the south gravel lot only.**

Parking committee/administration policy general regulations:

- A valid, current driver's license and proof of insurance must be produced at the time of application.
- You must have completed all school discipline requirements and have paid all school fines at registration.
- Display parking permit at all times. The permit must be readable from outside of the vehicle.
- Allowing another person to use your assigned permit for any reason is not permitted.
- A parking permit is valid only on the registered vehicle(s) for which it was issued and only in the designated parking area.
- It is the responsibility of the student driving the vehicle to ensure weapons, dangerous instruments, ammunition, fireworks, tobacco products, alcohol products, or any other item that is not allowed at school or school-related activities will not be in the vehicle while it is parked on campus or at school-related activities.
- The speed limit on campus is 5 MPH.
- If you drive an unregistered vehicle from your household, you must register it in the Security or Activities Office before your first class on the day you drive it.
- A tardy to class because of parking problems is unexcused.
- You may not register a vehicle to your parking permit that belongs to another student.
- Carpools must be approved by the Security Office.

### **Parking Requirements:**

- A valid parking permit must be purchased (with or without ASB card).
- Park in the parking area corresponding with your parking permit.
- NOTE: You must have the minimum academic credits required to be a senior to qualify for the senior parking area.

**Parking violations shall include but not be limited to:** no permit, disabled space, "no parking" space, reserved space, double parked, blocking access, negligent driving, and unregistered vehicle. If you see violators parking in a reserved area, please report it to the Security Office.

### **Penalties for parking violations shall include but not be limited to:**

- 1st Offense: \$21.00 service fee. A one-time warning will be assessed for the non-display of a parking permit sticker. Warnings for other violations will not be issued.
- 2nd Offense: \$26.00 service fee.
- 3rd Offense: \$32.00 service fee. Notification in writing that further violations WILL result in the vehicle being impounded without prior notice and at vehicle owner's expense; suspension and/or revocation of parking privilege.

4<sup>th</sup> Offense: \$42.00 service fee. Parking privilege revoked.

5<sup>th</sup> Offense: Vehicle will be towed.

### **Payment of Service Fees/Tickets**

Payment will be made at the Cashier's Office. Parking tickets paid within 5 school days of issuance will be reduced by 50%.

### **PETS/ANIMALS**

Staff, students and visitors are to refrain from bringing animals and/or pets to school unless prior approval has been obtained. Service animals and the training of service animals must be approved by the EHS administration.

### **PROFANITY**

Students are expected to use appropriate language and gestures at all times. Violations of the profanity policy apply to the entire school year and will result in school discipline according to the Behavior Management Guidelines.

Profanity directed towards any staff member will **can** result in a minimum of 5 days out-of-school suspension and may include removal from the class.

### **PROGRESS REPORTS**

Parents may obtain progress reports from teachers by:

- Family Access – online progress report access. Passwords are available for students in the main office.
- Requesting your student to contact individual teachers for progress reports.
- Obtaining the progress report form in the counseling office or main office and then takes the form to each individual teacher to obtain grade information.
- Calling or emailing individual teachers to request progress reports. Please allow ample time for teachers to prepare progress reports. If you have any further questions regarding the progress report procedure, please contact the counseling office at 802-7697 for assistance.

### **REPORT CARDS AND GRADES**

First and third quarter report cards are sent home with students. First semester report card is mailed home. Thirty days prior to the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester an additional progress report will be mailed home if a student is receiving a "D" or "F". The final report card is mailed home to students after school is out. With the final report card, each student will receive a copy of his/her transcript showing grades and credits for all courses attempted to that point in high school. If you have questions about these reports or feel that there is an error, please contact your counselor. Semester grades become a matter of permanent record and are used in computing cumulative Grade Point Averages (GPA). Students with unpaid class fees will receive an incomplete.

GPA and grades are based on this scale:

A	=	93-100%	=	4.00	C	=	73-76.99%	=	2.00
A-	=	90-92.99%	=	3.70	C-	=	70-72.99%	=	1.70
B+	=	87-89.99%	=	3.30	D+	=	67-69.99%	=	1.30
B	=	83-86.99%	=	3.00	D	=	60-66.99%	=	1.00
B-	=	80-82.99%	=	2.70	F	=	0-59.99%	=	0
C+	=	77-79.99%	=	2.30	(NC - No credit)				

Incompletes must be made up within the time frame established by the principal or designee. If the student does not complete the required work within the allotted time, the incomplete will revert to a failing grade.

### **RETALIATION**

No person shall be retaliated against for making a report, providing testimony, or assisting in the investigation of such a report to a teacher or school administration. Retaliation is considered severe behavior and will be subject to the consequences outlined in the Behavior Management Guidelines.

### **SCHOOL DETENTION/Friday Detention**

Detentions are scheduled Monday through Thursday 2:30 to 3:30 in Room 515 ( upstairs in the library). Friday Detention can be from 1:30 to 3:30 in the same room. The door will open five minutes prior to the assigned starting time and students will not be admitted after the start time begins. Students assigned to school detention are expected to bring schoolwork and/or appropriate reading material. Failure to attend a scheduled school detention session will result in discipline according to the Behavior Management Guidelines.

### **SPORTING EVENTS AND ASSEMBLY BEHAVIOR (*Crowd Behavior*)**

Student participation as a member of the audience at school assemblies and sporting events is a privilege granted to each student. Students are to promote positive school spirit and school unity at each event by demonstrating respectful and attentive behavior, and by cheering and standing at appropriate times. A violation of this policy will result in school discipline according to the Behavior Management Guidelines.

### **SPORTSMANSHIP RULES**

- The schools of the South Puget Sound League prohibit noisemakers such as drums, horns, megaphones, radios, tape decks, and the discharge of confetti during all athletic contests.
- Only official school banners and appropriate welcome signs are permitted.
- No student tunnels will be allowed.
- No chants/cheers may be directed toward opposing players, coaches, or officials.
- Any team or student guilty of misconduct or unbecoming behavior may subject themselves and their school to possible League sanctions.

### **SPORTS SEASONS for ~~2016-2017~~ 2017-2018**

**Fall Sports:** August 21, 2017 to December 7, 2017

Football (B)-Begins August 16th

Other Fall Sports begin August 21st



Cheer, Cross Country (B&G), Golf (B&G), Soccer (G), Swim (G), Tennis (B)  
Volleyball (G), Water Polo (B),

**Winter Sports:** November 6, 2017 to March 3, 2018

Gymnastics (G)- Basketball (B&G), Swim (B), Wrestling (B&G), Equestrian

**Spring Sports:** February 26, 2018 to May 26, 2018

Baseball (B), Fast pitch (G), Soccer (B), Tennis (G), Track (B&G), Water Polo (G), Judo

### **STUDENT IDENTIFICATION CARDS**

Students are required to carry their student identification card with them at all times. Students will receive an identification card shortly before the beginning of the school year. Lost or stolen cards/validation stickers must be replaced by purchasing a new one in the Activities Office for the cost of the ID card and/or validation sticker. It is necessary to present the ID card for identification at all school functions, and at the Cashier's window for validation and transaction purposes. Students refusing to identify themselves to school officials will be considered insubordinate.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

All matters relating to student discipline and/or suspension are governed by the rules and regulations contained in the Student Rights and Responsibilities pamphlet as published by the Enumclaw School District. These pamphlets are available in the Main Office and the Career Guidance Center upon request. All students are expected to be familiar with the contents of the pamphlets.

### **SUSPENSION/EXPULSION**

Exceptional misconduct and persistent, willful refusal to follow school/classroom rules are grounds for suspension/expulsion from school. Length of discipline will be determined by school authorities and will reflect the offense committed. Parents/guardians will be notified by phone, in writing or in person of the action taken and will have complete custody and jurisdiction of their child during that time. Any student who has been suspended or expelled may apply for readmission at any time through a written letter to the building principal. A suspended or expelled student may not loiter or appear on school property or at any school-sponsored activity at or away from the school. Violations of this may result in trespassing charges with the police. Educational services will not be suspended during school removal but may be limited. A re-engagement conference will be set prior to or on the day of return with the student's family, counselor and administration.

#### **Types of Suspensions:**

**Short -Term Suspension:** 1 - 10 school days. A student is permitted to complete schoolwork for credit. The students will be expected to make up all work and tests missed. It is his/her responsibility to make arrangements with individual teachers to do so.

**Long -Term Suspension:** 11-90 school days. A student is permitted to complete schoolwork. It is the responsibility of students to make arrangements with individual teachers to complete tests and other integral assignments.

**Emergency Expulsion:** An emergency expulsion is a denial of attendance for no more than 10 days, imposed only while a student poses a continuing danger or continuing risk of substantial disruption. An

emergency expulsion must end or be converted to another form of corrective action within that 10 day period.

**Expulsion:** Expulsion is the removal from school for an indefinite period not to exceed an academic term (semester).

## **TECHNOLOGY**

The Enumclaw School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Due to the vast amount of educational information found on the Internet, the Enumclaw School District will be providing your student with the ability to access the district network and Internet. The Internet provides students opportunities to use technology for important purposes in school, just as individuals in workplaces and other real life settings use these tools. In addition, students are provided access to various third party websites, applications and other online resources to support student learning.

With this educational opportunity comes responsibility. It is important that both you and your student read the school district procedures and policies related to Internet access and that you discuss them. The rules governing the code of conduct for the use of technology and electronic resources by students are included in the Enumclaw School District Responsible Use Procedure (ESD Board Policy 2022P) which can be found in the Board section of the Enumclaw School District website ([www.enumclaw.wednet.edu](http://www.enumclaw.wednet.edu)).

When your student is given an account and password to use on the network, it is important that the rules are followed. Inappropriate use may result in disciplinary action, including suspension, expulsion from school and suspension or revocation of network and computer access privileges.

If you DO NOT want your student to access the Internet while at school, please complete the "Internet Opt Out Information" form (available @ [http://www.enumclaw.wednet.edu/departments/technology/internet\\_opt\\_out\\_form.pdf](http://www.enumclaw.wednet.edu/departments/technology/internet_opt_out_form.pdf)) and return it to your student's school main office. If, at any time, you would like to rescind your decision and change your permission, you must let the school know in writing.

## **TELEPHONES & MESSAGES**

The office and classroom telephones are business phones and should be used by students only in situations of a critical nature. Parents are asked to refrain from calling students except in cases of a critical nature. Personal messages will not be delivered to students unless they are of a critical nature, and we are not responsible to deliver non-critical messages. If there is an emergency, please call the main office at 360-802-7669 to leave messages. Electronics use in class is at teacher/staff discretion. A phone is available for student use in the Attendance Office.

## **THEFT**

The theft of school or personal property on campus or at school related activities constitutes exceptional misconduct and is punishable by suspension or expulsion on a first offense. See Exceptional Misconduct.

## **TOBACCO**

The Enumclaw School District promotes and maintains a tobacco-free environment. Therefore, students are prohibited from using or having tobacco products in their possession at any time on or in the vicinity of school property, on school buses, or at any school-related activities. Violation of the tobacco policy applies to the entire school year and will result in the following school discipline:

- 1<sup>st</sup> Offense: 3 days in-school suspension (One day of this can be reduced if student attends a tobacco class)
- 2<sup>nd</sup> Offense: 5 days out-of-school suspension
- 3<sup>rd</sup> Offense: Long-term semester suspension (11-90 days)

## **TRANSPORTATION RULES**

The majority of our students ride the school buses. From a safety standpoint it is imperative that proper behavior be rigidly adhered to at the bus stops as well as during the ride on the bus. Parents will be notified of infractions or any consequence. We, too, would appreciate being informed of behavior contributing to unsafe conditions. Students are expected to be at the bus stop five minutes prior to the bus time; however, students who arrive too early tend to have problems caused by too much unsupervised time. Parents/Guardians are asked to work with their students to develop a schedule which will allow them to arrive at the bus stop in time, but not so early as to create a problem at the bus stop.

- Students must stand completely off the roadway while waiting for the bus. Board and depart the bus in an orderly manner. Cross only in front of the bus after receiving consent from the bus driver.
- Every student will get on and off the bus at his or her regular stop, unless permission is given beforehand by a school administrator after receiving a note (hand written note or email is acceptable) from a parent/guardian which contains an address of the temporary stop.
- Students are to remain seated while the bus is in motion. Ask permission prior to changing seats. Only items that can be held comfortably on your lap are allowed on the bus.
- Classroom conduct will be observed while on the bus. Seats must be shared. Eating, drinking, and gum chewing are not permitted. Fellow students will be treated with courtesy.
- Keep hands, head, and feet inside the bus. Get permission from the driver before lowering windows.
- The possession or use of tobacco, alcohol, and drugs is prohibited. Matches, lighters, glass, skateboards, sharp items, and flammable materials may not be brought onto the bus.
- Aide dogs assigned to students with special needs are the only animals allowed on the bus.
- All students must actively participate in emergency evacuation drills. In the event of an emergency, evacuation procedures will be followed.
- Cell phones are not to be used on the bus.

Riding the bus is a privilege that may be suspended at any time for inappropriate or dangerous behavior. Student misconduct will be sufficient reason for transportation to be discontinued. Students and their parents/guardians will be held financially responsible for any act of vandalism. The following consequences will be implemented, should discipline become necessary:

- Incident #1 (B-1) Verbal Reprimand with a seat assignment and parent contact by the bus driver.
- Incident #2 (B-2) Discipline Report with a five-day bus suspension following parent contact.
- Incident #3 (B-3) Discipline Report with a thirty– ninety day bus suspension following parent contact.

Incident #4 (B-4) Discipline Report with a bus suspension for the remainder of the school year following parent contact.

### **VISITORS**

EHS is a closed campus and visitors are not permitted without prior permission obtained from an administrator. **Permission will only be granted to those who need to visit for official school business.** After permission has been granted, a visitor's pass may be obtained in the main office. The pass must be displayed at all times and returned to the main office at the end of the visit/business.

### **VULGAR OR LEWD CONDUCT**

Any vulgar, lewd, indecent or obscene act or gesture is prohibited and will be disciplined according to the Behavior Management Guidelines.

### **WEAPONS**

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis. A student who possesses a weapon other than a firearm or carries, exhibits, displays, or draws any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests intent to intimidate another or warrants alarm for safety of others shall be subject to discipline up to and including expulsion.

Possession includes, but is not limited to: having a weapon or look a-like weapon on district property or at a district-sponsored event located;

- A. in a space assigned to a student, such as a locker or desk;
- B. on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or
- C. under the student's control or accessible or available, such as hidden by the student.

A weapon includes, but is not limited to:

- A. a firearm which is a weapon or device from which a projectile may be fired by an explosive;
- B. an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- C. a blow gun, which is a device used for propelling darts and/or other objects by use of breath; (d) any form of bows and arrows (e) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon;
- D. a slingshot, which is a forked piece of wood, plastic or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, or pebbles;
- E. a club, chains or metal knuckles;
- F. a device commonly known as "throwing stars" multi-pointed metal objects designed to embed upon impact from any aspect;
- G. any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;
- H. a dirk, which is a type of dagger;
- I. any device commonly known as "nun-chuka sticks," consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means.

Except in extenuating or exceptional circumstances the following discipline shall apply for all offenses:

1. The principal/designee shall place the student on emergency expulsion, in accordance with the Washington Administrative Code, Chapter 180-40.
2. The principal/designee shall notify the parents/guardians and request an immediate conference.
3. The principal/designee shall notify appropriate law enforcement personnel.

4. In cases involving any student who is determined to have carried a firearm onto, or to have possessed a firearm on public school premises, public-school-provided transportation or areas of facilities being used exclusively by public schools, shall be expelled from school for not less than one year under RCW28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis.
5. In cases involving weapons other than firearms, the student shall be placed on long-term suspension, unless expulsion is warranted under the circumstances.

**Explosive Devices:** Ammunition of any type, firecrackers of any types, any other device that uses any type of explosion to create noise; disperse any liquid, powder, or solid object; or cause damage.

**Chemical Devices:** Any device or system that uses any type of chemical reaction (active or passive) to create noise or disperse any liquid, powder, or solid object that would cause damage, create smoke or odors; attack/incapacitate biological/physiological functions; or interfere with the normal education process. Commercially manufactured chemical protection devices may be possessed by a student on campus or at school related activities if they are at least 14 years of age and have parent permission (RCW 9.91.160). The student is responsible for the security of the chemical protection device.

**Knives:** Any device, homemade or commercially manufactured, commonly known as a knife or any member of the knife/dagger family of tools or weapons regardless of blade length or intended use.

**Lookalike Weapons:** - Any device, homemade or commercially manufactured, which mimics in form, function and shape a weapon of any type.

## BEHAVIOR MANAGEMENT GUIDELINES

### DISRUPTIVE BEHAVIOR

Disruptive behaviors are those actions which interfere with the safe, orderly operation of the school. Unless previously noted in this handbook, the following progressive discipline policy shall apply for all offenses other than Exceptional Misconduct. The administrative team may modify proscribed discipline as deemed appropriate to specific situations.

1. First referral to administration (D-1):
  - A. Conference with student
  - B. Parent contact (phone)
  - C. 30 minute after school detention or administrative warning
  
2. Second referral to administration (D-2):
  - A. Conference with student
  - B. Parent contact (phone)
  - C. 60 minute after school detention
  
3. Third referral to administration (D-3):
  - A. Conference with student
  - B. Parent contact (telephone)
  - C. One Friday detention (2 hours)
  - D. Referral to student's counselor
  
4. Fourth referral to administration (D-4):
  - A. Conference with student
  - B. Parent conference
  - C. 1(one) day In-School Suspension
  
5. Fifth referral to administration (D-5):
  - A. Conference with student
  - B. Parent conference
  - C. 2 (two) days In -School Suspension
  
6. Sixth and subsequent referrals to administration (D-6):
  - A. Conference with student
  - B. Parent conference
  - C. Minimum 3 (three) days In- School Suspension

## SEVERE BEHAVIOR

Severe behaviors are those actions which materially and/or substantially interfere with the safe, orderly operation of the school environment. Unless previously noted, the following progressive discipline policy shall apply for all offenses considered Exceptional Misconduct. On occasion, "severe" behavior may not be considered Exceptional Misconduct. The administrative team may modify proscribed discipline as deemed appropriate to specific situations.

1. First referral to administration (S-1):
  - A. Conference with student
  - B. Parent conference (phone)
  - C. Friday Detention
  
2. Second referral to administration (S-2):
  - A. Conference with student
  - B. Parent conference
  - C. 1 day of In-School Suspension
  
3. Third referral to administration (S-3):
  - A. Conference with student
  - B. Parent conference
  - C. 2 (two) to 5 (five) Days In-School Suspension
  - D. Referral to student's counselor and counselor intervention.
  
4. Fourth referral to administration (S-4):
  - A. Conference with student
  - B. Parent conference
  - C. 1 (One) Day Out-of-School Suspension
  - D. Counselor/administrative Intervention
  - E. If warranted a re-engagement conference with administrator, parent/guardian, counselor, and student.
  
5. Fifth referral to administration (S-5):
  - A. Conference with student
  - B. Parent conference
  - C. 3 (three) Days Out-of-School Suspension.
  - D. Re-engagement conference with administrator, parent/guardian, counselor, and student
  
6. Sixth and subsequent referrals to administration (S-6):
  - A. Conference with student
  - B. Parent conference
  - C. Subject to long-term suspension, emergency expulsion, or expulsion
  - D. Re-engagement conference with administrator, parent/guardian, and student

## **EHS ATTENDANCE CODES**

### **Excused Absences**

E-PN	Excused-PARENT NOTE (email, faxed or hand written note)
E-PC	Excused-Parent Contact (in person or via phone)
E-ME	Medical appointment
E-BE	Bereavement
O-	Official-
	<ul style="list-style-type: none"><li>● CO-COUNSELING OFFICE;</li><li>● FT –FIELD TRIP;</li><li>● TS-TESTING;</li><li>● AC-ACTIVITY;</li><li>● AT- ATHLETIC;</li><li>● AD-ADMINISTRATOR;</li><li>● GB-DONATE BLOOD;</li><li>● N-NURSE;</li><li>● TN-TEACHERS NOTE;</li><li>● LB-LATE BUS</li></ul>
P-	Professional
	<ul style="list-style-type: none"><li>● PA-PRE-ARRANGED;</li><li>● WE-WEATHER;</li><li>● CT-COURT;</li><li>● DT-DETAINED</li></ul>
S-OS	OUT-OF-SCHOOL SUSPENSION
I - IS	IN SCHOOL SUSPENSION
X- EX	EMERGENCY EXPULSION
L -	Tardy

  

### **Unexcused Absences**

U-PC/PN	Unexcused absence-Parent contact/note after 24 hours
U-AD	Unexcused absence – administrative contact after 24 hours
U-AU	Unexcused absence after 24 hour window—not a confirmed truant
U-TR	Unexcused - Confirmed TR-TRUANT by administration
W-	Web Absence – an absence that has never been excused or cleared



**Once CORE/Choice is implemented there will be a schedule modification.**

2017-2018 Enumclaw High School Bell Schedule

**Monday - Thursday Bell Schedule 8:00 AM – 2:30 PM**

First Bell 6:54 AM  
0 Hour 7:00 -- 7:54 AM(54)  
First 8:00 -- 8:54 AM(54)  
Second 9:00 -- 9:54 AM(54)  
Break/Pass 9:54 -- 9:59 AM(5)  
Third 10:05 - 10:59 AM(54)  
Fourth 11:05 - 12:30 PM  
First lunch: 10:59 -- 11:29 AM(30+6 passing)  
Class time with 1st Lunch 11:35 -- 12:30 PM(54)  
  
Second lunch: 11:59 -- 12:30 PM (30+6 passing)  
Class time with 2nd Lunch 11:05 -- 11:59 PM(54)  
  
Fifth 12:36 -- 1:30 PM(54)  
Sixth 1:36 -- 2:30 PM(54)  
1st Bus Run/Bell 2:36 PM

**Friday Bell Schedule 8:00 AM – 1:15 PM**

First Bell 7:05 AM  
0 Hour 7:12 -- 7:54 AM(42)  
First 8:00 -- 8:46 AM(46)  
Second 8:51 -- 9:33 AM(42)  
Third 9:39 -- 10:21 AM(42)  
Fourth 10:27 -- 11:39 AM  
First lunch: 10:21 -- 10:51 AM(30+6 passing)  
Class time with 1st Lunch 10:57 -- 11:39 AM(42)  
  
Second lunch: 11:09 -- 11:39 AM(30+5 passing)  
Class time with 2nd Lunch 10:27 -- 11:09 AM(42)  
  
Fifth 11:45 -- 12:27 PM(42)  
Sixth 12:33 -- 1:15 PM(42)  
1st Bus Run/Bell 1:21 PM



## EMERGENCY SCHEDULES

### One Hour Late

0 Hour	None	
First	9:00 – 9:45AM	(45)
Second	9:50 – 10:35AM	(45)
Third	10:40-11:25AM	(45)
Fourth	11:30-12:50PM	
	1 <sup>st</sup> Lunch	11:25-11:50AM (25 + 5 pass)
	Class w/1 <sup>st</sup>	11:55-12:50PM (55)
	2nd Lunch	12:25-12:50PM (25 + 5 pass)
	Class w/2 <sup>nd</sup>	11:30-12:25PM (55)
Fifth	12:55-- 1:40PM	(45)
Sixth	1:45-- 2:30PM	(45)

### Two Hours Late

0 Hour	None	
First	10:00 -- 10:35 AM	(35)
Second	10:40 -- 11:16 AM	(36)
<b>Third*</b>	11:21 -- 12:27 PM	
	1 <sup>st</sup> Lunch:	11:16 – 11:46 AM (30+5 passing)
	Class w/ 1 <sup>st</sup> Lunch	11:51 – 12:27 PM (36)
	2nd lunch	11:57 – 12:27 PM (30+5 passing)
	Class w/ 2 <sup>nd</sup> Lunch	11:21 – 11:57 AM (36)
Fourth	12:32 -- 1:08 PM	(36)
Fifth	1:13 -- 1:49 PM	(36)
Sixth	1:54 -- 2:30 PM	(36)

\*Lunches out of third period.

