

STERLING JUNIOR HIGH SCHOOL

Home of the Cougars
School Colors: Blue and Grey

600 N. James Avenue
East Wenatchee, WA 98802
Chris Hall, Principal
David Garcia, Assistant Principal
Jared Jaeger, Assistant Principal

Administrative Office Phone: (509) 884-7115
Fax: (509) 886-7503

www.eastmont206.org

Shared Vision and Guiding Principles of Eastmont Secondary

Sterling Junior High School, Eastmont Junior High School and Eastmont High School will provide equity in achievement levels for all students, regardless of ethnicity, gender, or socioeconomic status by:

1) Communicating high expectations for all students.

2) Continuously improving instruction in collaborative learning teams.

3) Implementing best classroom practices based on research.

4) Assessing student achievement regularly.

5) Arranging necessary time and resources to meet standards.

6) Encouraging students to believe that they can and will achieve.

Communication with Sterling Staff is available through Email. To Email a staff member, please go to the Eastmont School District Homepage at <www.eastmont206.org>, then follow the links to Sterling Junior High. Click on the staff member's name

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STERLING JUNIOR HIGH SCHOOL ADMINISTRATION

Administrative Office Phone: 884-7115 Fax: 509-886-7503

Chris Hall, Principal
David Garcia, Assistant Principal

DISTRICT OFFICE ADMINISTRATION

District Office Phone: 884-7169
Mr. Spencer Taylor, Superintendent
Mr. Matt Charlton, Assistant Superintendent
Mrs. Kim Browning, Executive Director of Teaching and Learning
Mrs. Kayla Brown, Executive Director of Human Resources
Mrs. Caryn Metsker, Executive Director of Financial Services

EASTMONT SCHOOL DISTRICT NO. 206
BOARD OF DIRECTORS

Whitney Smith, President, Meaghan Vibbert, Vice President
Kirsten Larson, Lauren Miehe, Melinda Anantatmula

SECRETARIES – Main office Phone 884-7115
Mrs. Christy Gillespie – Office Manager, Secretary to the Principal – Ext. 2530
Ms. Erica Bedolla – Attendance, Assistant Principals – Ext. 2531
Mrs. Cristina Hodgson - ASB, Athletics - Ext. 2533
Ms. Dee Dee Reiman – Registrar / Guidance Office – Ext. 2540

COUNSELORS
Mr. Elpidio Perez – Counselor Ext. 2542
Mr. Steven Himple - Counselor Ext. 1348
Mr. Matt Davis – School Psychologist Ext. 2534
Ms. Keesha Knutson – Drug & Alcohol Intervention – Phone Number 888-1346

SCHOOL NURSE Sylvia Renteria Ext. 2541

Custodians
Mr. Marshall Andrus — Head Custodian
Mr. Ky Beckstrom
Mr. Todd Morrison

MAINTENANCE / TRANSPORTATION

Mr. Dustin Hoffman Phone: 884-4621 Phone: 884-6970

FOOD SERVICE
Mrs. Nicole Everett Phone: 884-3026

School Closures and Weather Delays

In the event of heavy snow, unsafe road conditions, or other emergency situations, families should check district communication channels for school closure or delay information.

Closure and delay information may be available through:

- Eastmont School District website
- ParentSquare notifications
- District closure line: (509) 888-1111
- KPQ Radio, 560 AM

Families are encouraged to keep phone numbers and contact information updated with the school office to ensure they receive timely notifications.

ACTIVITIES

SJHS seeks to continue as a great place to learn. We encourage all our students to help make Sterling Junior High School a positive experience. You can do your part by being friendly and courteous, and by showing respect for the rights of others.

ACTIVITIES FOR STUDENTS

The following activities are available to all students at Sterling Junior High School.
However, some have eligibility requirements (Require purchase of ASB Card):
Student Council (elected by student body)
Staff/Student Leadership Awards
MEChA
Builder's Club
Career/Technical Education
Math is Cool
National FFA Organization
Skills USA
Future Business Leaders of America
FCCLA – Family, Career & Community Leaders of America
Student Greeters
Robotics
Peer Tutors (selected by Guidance Office)

***Specialist classes**

Metals 1 / Metals 2 / Woods 1 / Woods 2 / Exploring Technology/Manufacturing:

Construction: Required Items: Lab Fee of $5.00 for each class. This covers cost of materials for the required projects in the shop classes (welding rod, sheet metal, steel, wood, stain, nails, etc.). Students also need a pair of safety glasses which can be brought from home or purchased from the school for $4.00. Students constructing projects of their own choosing may have to provide materials or additional money.

Band:

EJHS

7th Grade Band students **Essential Elements Vol. 1**
8th/9th Band students need to purchase **Foundations For Superior Performance for their respective instrument.**

Sterling

7th graders will need a copy of Essential Elements Vol. 1 for their respective instrument (they should still have a copy from last year).
8th and 9th graders will need a copy of Foundations for Superior Performance for their respective instrument (9th graders should still have a copy from last year).
Percussionists do not need to purchase their own sticks/stick bags. It is recommended to eventually purchase one, but **we have plenty of sticks, mallets and stick bags they can use throughout the year.**

PE:

P.E./Health: P.E. Shorts & P.E Shirt, these can be purchased in the ASB/Athletics office for $12.00 for the shorts and $8.00 for the shirt. If purchased outside of the school, the shorts must be red and meet school dress code and the T-shirt must be gray. Tie tennis shoes must be worn during P.E. **(6th Grade Students do not dress down)**

STUDENT FEES

$25.00	ASB FEE–admits students to athletic events, etc. Showing an ASB card reduces admission to high school activities and Jr. High activity nights.
$ 5.00	Re-printing Student ID Card.
$ 5.00	Exploring Tech Students–Materials
$ 4.00	Exploring Tech Students – Glasses available for purchase
$12.00	P.E. Shorts — They are available for purchase in the ASB/Athletics Office
$ 8.00	P.E. Gray T-shirt. — They are available for purchase in the ASB/Athletics Office
$20.00	P.E. Sweatpants — They are available for purchase in the ASB/Athletics Office

YEARBOOK

Students may purchase a Sterling Yearbook. These must be reserved early in the year by paying the entire cost of $28.00. They will be for sale at different times throughout the school year.

General Supplies:

- 1 3-inch binder with 6 dividers **or** 6 pocket folders
- 5 boxes of pencils
- 1 box of colored pencils
- TI-36X Pro calculator or something similar
- Ruler
- 1 pack of highlighters
- 1 pack of Glue Sticks
- 2 Spiral-bound notebooks, college-ruled paper
- 2 composition notebooks with graph paper

ASB Activities & Assemblies

Dances

School dances are school-sponsored activities designed to promote school spirit, positive relationships, and student engagement in a safe and respectful environment.

Students attending dances are expected to follow all school rules and expectations.

Dance Expectations

- School dances are for SJHS students and approved guests only.
- A current SJHS ASB card is required for entry to all dances.
- Guest permission forms are available approximately three weeks before each dance and must be submitted by the posted deadline, at least seven days prior to the dance.
- Student hosts are responsible for the behavior and actions of their guests.
- Guests must follow all SJHS rules and expectations.
- Students may not enter a dance more than 30 minutes after the scheduled start time.
- Once a student leaves the dance, re-entry is not permitted.
- All school rules and procedures remain in effect during dances, including dances held off campus.

Appropriate Behavior
Students are expected to:

- Treat others with respect
- Follow directions from chaperones and staff
- Dance and participate appropriately
- Maintain safe and school-appropriate behavior at all times

The following behaviors are not permitted:

- Lewd or sexually suggestive dancing, including grinding or similar behavior
- Intentional contact with another person's private areas
- Unsafe or aggressive movements, including slamming, pushing, or behavior that threatens student safety

Students may receive a warning for inappropriate behavior. Continued violations may result in:

- Removal from the dance
- Parent/guardian contact
- Loss of future dance privileges
- Additional school discipline

Students removed from a dance due to rule violations will not receive a refund.

Assemblies

SJHS assemblies are intended to build school spirit, celebrate accomplishments, and support student learning. Students are expected to demonstrate respectful, responsible, and school-appropriate behavior during all assemblies.

Assemblies may include:

- Pep and spirit assemblies
- Educational presentations
- Guest speakers
- Recognition events
- Academic or activity celebrations

Assembly Expectations

Respectful	Responsible	Ready
Engage in active listening and participation	Own your actions and emotions	Sit in your designated area
Respect others, speakers, and performances	Follow staff directions immediately	Participate appropriately
Respect personal experiences and perspectives	Leave the area clean	Leave distracting items in class
Use positive language and behavior	Follow school behavior expectations	Be attentive and engaged
Encourage others appropriately	Help maintain a safe environment	Be prepared to participate

School Spirit Expectations

Students are encouraged to:

- Be Loud
- Be Proud
- Be Positive

School spirit should always remain respectful, safe, and supportive of all students, staff, teams, performers, and guests.



7th GRADE ATHLETICS

All Athletes must obtain clearance online or before the first day of practice

Fall Sports

Cross Country – Girls and boys
Volleyball – Girls
Football – Boys
Soccer – Girls

Winter Sports

Basketball – Boys
Basketball – Girls
Wrestling – Boys & Girls

Spring Sports

Softball – Girls
Track – Boys & Girls
Soccer – Boys



8th GRADE ATHLETICS

All Athletes must obtain clearance online or before the first day of practice

Fall Sports

Football
Cross Country – Boys and Girls
Soccer – Girls
Volleyball – Girls
Swim & Diving – Girls

Winter Sports

Basketball – Boys & Girls
Wrestling – Boys & Girls
Swim & Diving – Boys
Bowling – Girls

Spring Sports

Baseball – Boys
Golf – Boys & Girls
Tennis – Boys & Girls
Soccer – Boys
Softball – Girls
Track – Boys & Girls

9 th G R A D E A T H L E T I C S

All Athletes must obtain clearance online or before the first day of practice

<u>Fall Sports</u>

Football

Cross Country – Boys and Girls

Soccer – Girls

Volleyball – Girls

Swim & Diving – Girls

Girls Slowpitch

<u>Winter Sports</u>

Basketball – Boys & Girls

Wrestling – Boys & Girls

Swim & Diving – Boys

Bowling – Girls

<u>Spring Sports</u>

Baseball – Boys

Golf – Boys & Girls

Tennis – Boys & Girls

Soccer – Boys

Softball – Girls

Track – Boys & Girls

ATHLETICS

ACTIVITIES AND ATHLETIC PERFORMANCE CONTRACT

The Activities/Athletic Performance Contract and Code of Conduct will be included with the Athletic Clearance Packet. If you would like a copy please contact the Sterling Junior High School Athletic/ASB Office at 884-7115.

The following voluntary organizations will fall under this contract: Athletics, Band, Choir, Cheerleaders, Dance/Drill Team, Drama, FBLA, FCCLA, FFA, Mascots, Student Council, and VICA.

ATHLETIC PARTICIPATION

IN ORDER TO ENSURE THE SAFETY AND FITNESS OF STUDENT ATHLETES, THE FOLLOWING MUST BE COMPLETED BEFORE AN ATHLETE WILL BE ALLOWED TO PARTICIPATE IN ANY PRACTICE:

All athletic clearance will be done on-line. If you need computer access you are welcome to come into the school and use one of our computers to complete this process.

Required Forms and Fees

1. MEDICAL INSURANCE – either Myers-Stevens & Toohey school time plan (required minimum coverage) or a personal insurance waiver signed by your parent.
2. PHYSICAL FORM – Physicals are good for one year after the date of the physical.
3. CONCUSSION GUIDELINES – Must be signed by athlete and parent.
4. ASSOCIATED STUDENT BODY CARD – each athlete must purchase one–$25.00 per student.
5. ATHLETES MUST UNDERSTAND, SIGN, AND COMPLY WITH THE ATHLETICS/ACTIVITIES CODE OF CONDUCT AND THE ANABOLIC STEROID POLICY.

Sterling, Eastmont Junior & Senior High School Athletics / Activities Code of Conduct is a part of the Athletic Packet available in the Administrative Office. Each participant should become familiar with its contents.

El Código de Conducta de la Escuela Secundaria Eastmont y la Escuela Preparatoria Eastmont es una parte del Paquete para Atletas que está disponible en la Oficina de Administración. Cada participante debe familiarizarse con el contenido del paquete.

ELIGIBILITY

1. SJHS students must be passing ***all*** credits attempted during the previous semester, or have made up any semester failing grades prior to participation. Students involved in yearlong, semester, or multi- grading period activities (i.e. spirit squad and drama) will be checked each grading period.
2. Students who have a failing grade or have incomplete grades in any subject in the grading period prior to the activity must apply for eligibility to be able to participate at all during that activity season.
3. ALL ATHLETES MUST BE CLEARED AT THE END OF EACH SPORT SEASON IN ORDER TO TURN OUT FOR THE NEXT SPORT.

JUNIOR-SENIOR HIGH SCHOOL ACTIVITIES/ATHLETIC CODE OF CONDUCT

The following voluntary organizations will fall under a code of conduct: Athletics, Drill Team, Cheerleaders, Mascots, Debate, Drama and Academic Competition Teams.

This code of conduct is the policy and philosophy formulated by the coaches, advisors, supervisors and administration of the Eastmont School District and shall apply to all students who participate in the Eastmont Junior and Senior High Schools athletic and performing activities programs.

It is to be understood that participation in the Interscholastic Athletic/Activities programs, grades 7 - 12, in the Eastmont School District is a privilege and completely voluntary. Therefore, your involvement requires commitments on your part with respect to your academic standing, citizenship and obligations to your school, community and teammates. With this understanding, the following regulations have
been adopted for those choosing to be involved in the athletic/activities programs.

DEFINITION OF A STUDENT IN ATHLETICS OR PERFORMING ACTIVITIES

An Eastmont Junior-Senior High School student in athletics or performing activities is one who has signed the performance contract with intent to be a member of an interscholastic athletic squad or a member of a performing activities group. It is important for this individual to be first a good Citizen; second, a scholar; and third, an athlete or performer in an athletic or activity group. The role of athletics/activities is to add to the participant's personal development and total education. Once a 9-12 grade student-athlete has signed the code of conduct, the student-athlete will be responsible to adhere to the expectations through the end of their 12th grade year. The code of conduct will be in effect from the first day of fall practice until the last day of school each year. In addition, the student-athlete is on code while participating in summer camps, leagues and trips while representing the Eastmont School District.

Further information is available in the Main Office.

EARN COLLEGE CREDIT WHILE TAKING Jr. High and High School COURSES!

- Enroll in college Tech Prep classes at Eastmont High School and Eastmont Jr. High School (see list below).
- Register for Tech Prep credits at http://SERS.techprepwa.org
- Follow the registration and fee information and return all to the Tech Prep Office at WVC.
- You must earn a grade of "B" or better in your Tech Prep classes to be eligible to receive Wenatchee Valley College credits!
- For more information, contact your EHS Career Center or Counselor or call WVC Tech Prep at (509) 682-6847.

Earn the following credits at

EHS/EJHS Courses	Wenatchee Valley College
Accounting I & II	**BUSA 102**
2 Semesters - 1 Credit	(1 Quarter - 5 Credits)
Agricultural Sci I-II.....	**AGRI 101**
2 semesters – 1 Credit	(1 Quarter – 3 Credits)
Agricultural Biology I-II.....	**AGRI 101**
2 semesters – 1 Credit	(1 Quarter – 3 Credits)
Architecture/CAD	**ENGR 105**
1 Semester - .5 Credit	(1 Quarter - 5 Credits)
Child Development	**ECE 101 -** 5 Credits &
2 Semesters - 1 Credit	**ECE 131** - 2 Credits
Microsoft Office Applications.....	**BCT 105**
1 Semester - .5 Credit	(1 Quarter - 5 Credits)
Digi Tools	**BCT 101**
1 Semester -.5 Credit	(1 Quarter – 2 Credits)
Drafting/CAD	**ENGR 102**
1 Semester - .5 Credit	(1 Quarter - 4 Credits)
Health Occupations.....	**NURS 090; HLTH 123;**
2 periods 1 year - 2 Credits	**& HLTH 113** (10 Cr)
Horticultural Science	**AGRI 108**
2 Semesters – 1 Credit	(1 Quarter – 3 Credits)
Natural Resources Science.....	**NATR 108**
2 Semesters – 1 Credit	(1 Quarter – 3 Credits)
Small Engine Technology.....	**AGRI 105**
1 Semester - .5 Credit	(1 Quarter – 3 Credits)
Digital Web Design.....	**BCT 251**
1 Semester - .5 Credit	(1 Quarter -3 Credits)
Welding/Fabrication	**WELD 128**
2 semesters - 1 Credit	(1 Quarter - 3 Credits)

TECH PREP

HEALTH SERVICES

The District has nurses who share their time between schools. This means a nurse is not always at the school, but can be reached for emergencies. 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. Students should not make calls home asking a parent to pick them up with their own phones as this creates confusion when the student checks out of school. Efforts will be made to contact parents/guardians to determine whether the child should go home or be allowed to remain in the health room for a period of time.

Near the beginning of each school year, parents will be asked to complete a health questionnaire regarding any health concerns of their child. This is important to fill out, even if there are no concerns. If the student has any type of life threatening health condition, the school nurse will contact the parent to develop a plan to respond to possible emergencies at school. If a child develops a health concern during the school year, the parent should communicate this information to the school nurse as soon as possible.
For any questions, please call the school nurse at 509-884-7115 Ext. 2541.

MEDICATION ADMINISTRATION

It is the policy of Eastmont School District to provide a safe practice of administration of medications for students in the means of oral administration, emergency situations and field trips. Oral Medication is medication given by mouth only (pills, liquid, oral inhalers) All medications, both prescription and over-the-counter medication require a licensed health care provider signature and a parent/legal guardian signature on the authorization form before medications are given.
* A new authorization form must be filled out by the health care provider and a parent legal guardian each school year before medications can be given.
* A new authorization form must be signed again with any changes to the order. Written orders and directions from the licensed health provider must be on file for all medications, including over-the- counter. Medications are to be in the current prescription bottle with the correct time, dose, route, student name, name of the medication and current prescription label. Parent/legal guardian will bring in medication in the original bottle. Students are not to transport medication to school. The bottle is to have the student's name, name and dose of the medication(s), time/method of administration, health provider's name and the length of time the medication is to be given. Over-the-counter medication must be labeled with the child's name.
• Parents may give the medication, if for any reason the school cannot. If parent and licensed health care providers agree that a student may carry his/her inhaler with them, it must be noted on the Authorization for Medication form. Non-oral Medication Administration: Suppositories, eye drops, ear drops, insulin, glucagon, ointments. Non-oral medications except for Epi-Pens are to be administered only by the school nurse. Licensed nurses cannot legally delegate the administration of non- oral medications to a non- licensed person. If non-oral medications are to be administered at school, the school nurse needs to be contacted by the parents requesting the non-oral medication administration. Parents will need to obtain and sign an Authorization for Medication Administration form from a licensed health care provider prior to the administration of any non-oral medications.

ATTENDANCE

ABSENCES

State and local regulations require that students bring a written statement signed by a parent or guardian for all the following:

1. Date(s) of absences or tardies.
2. Date the excuse is written.
3. Reason for the absence or tardy.
4. Signature of parent or guardian.
5. If tardy, include the estimated time of arrival at school.

A properly identified telephone call by the parent or guardian to the Sterling Attendance Office will also clear your student; please call 888-2531.

Where To Take Notes

On the day of return to school after an absence, take your note to the Attendance Office window by 7:40 A.M. It will be open at 7:15 A.M. If you arrive after 7:40 A.M., or after classes have begun, you must still take your note to the Attendance Office window.

If telephone contact is made by your parent or guardian, and you then do not return to school for another day or more, you must have an excuse for the days when no phone contact was made.

It is the student's responsibility to make sure an excuse is delivered to school or phoned in. Students should double check with parent(s)/guardian(s) to verify a call was made if no note was given.

EXCUSES MUST BE SUBMITTED WITHIN SEVENTY-TWO (72) HOURS OF THE ABSENCE. THE UNEXCUSED ABSENCE WILL BE CONVERTED TO TRUANCY AFTER THAT TIME.

The school will attempt to call your home on the days you are absent through the attendance office and an automated dialing system.

EXCUSED ABSENCE

An excused absence is one taken because of illness, medical appointment, or a family emergency.

EXCESSIVE ABSENCE

Absences of over five consecutive days should be verified by a doctor's note. Excess absences, excused or unexcused, that adversely affect your educational process during the school year, may be referred to the Douglas County Prosecuting Attorney for court action. Parents will receive notification when a student has in excess of 10, and 15 absences. If actions taken by the school district have not been successful in substantially reducing the student's absences from school, a doctor's note or clearance by the school nurse may be required to avoid absences being marked as unexcused.

UNEXCUSED ABSENCE

If you do not bring a note to excuse an absence after three school days, or the parent/guardian will not excuse the absence, or if the student skips class or leaves the school campus without checking out in the office, it is an unexcused absence.

If a student has five (5) unexcused absences in a month or ten (10) unexcused absences in a school year, the school will hold a Truancy Board Meeting and file a petition and Stay with the Douglas County Prosecuting Attorney.

For the purpose of this provision, unexcused absences shall be defined as an unexcused absence for the majority of the school day.

PRE-ARRANGED ABSENCE

1. The student will bring a note from a parent or guardian and pick up a pre-arranged absence form at least three days prior to leaving. These forms are in the Administrative Office.
2. The student will be cleared to go or the parent/guardian will be contacted with teacher concerns.

Types of Absences that Need to be Pre-Arranged

These are the types of absences that must be pre-arranged if the absence will involve one or more than one full school day:

- Absences for medical or dental problems.
- Church or other types of conferences.
- Family trips or vacations.
- Representing school in school activities that last more than one full day.

ATTENDANCE LAW

Regular school attendance is necessary for a successful education. It is also the law. Regular school attendance is part of Washington's compulsory attendance law — the "Becca Bill." Passed in 1995 the law is an effort to keep more students in school, reduce unexcused absences, and make parents
more accountable for their child's school attendance. Children aged 6 to 18 are required to attend school.

Eastmont School District students who habitually have unexcused absences may find themselves in juvenile court. Written excuses from a parent or legal guardian are required each time a student is absent, tardy or leaves school early. Excuses must be submitted within 48 hours of the absence. The definition of an excused absence includes an illness or health condition verified by a parent and doctor, participation in a school-approved activity, suspension from school, a religious observance or family emergency. Missing the bus, oversleeping, car problems and babysitting are not excusable. Without a written excuse or phone call from a parent, a student's absence is considered unexcused. If a student receives five unexcused absences within one month or ten unexcused absences within a school year, or has twenty absences in the school year, the Eastmont School District is required by law to file a petition for civil action with the juvenile court system. The court may order a child to perform community service or spend time in Martin Hall Juvenile Facility. The judge may also fine the parents of the juvenile or order the parent to perform community service for their child's truancy. If you need additional information, please contact either the Attendance Office or the Administrative Office at 888-2531.

Get Assignments from Teachers

It is the responsibility of the student to inform the teacher of the pre-arranged absence and to arrange for any work to be done before leaving. The intent of this type of absence is for the student

to do as much work as possible before the absence begins and have all work completed upon his/her return to school.

REQUESTS FOR MISSED WORK/HOMEWORK

When a student has been absent from school, the student or parent/guardian is encouraged to request work missed during the absence from school. To ensure that all requested work can be gathered in a timely fashion, requests for homework which will be picked up that afternoon will only be accepted until 10:00 A.M. and should be picked up in the Administrative Office between 02:30 and 3:30 P.M. Requests received after 10:00 A.M. may be picked up 24 hours after the request was received. Please contact the Administrative Office to request homework at 888-2531.

TARDIES TO SCHOOL

Tardiness, *even when excused*, disrupts the learning process can adversely affect the student's grades. When more than 15 minutes late, it turns to an absence.

ALL TARDIES TO SCHOOL WILL COUNT TOWARD THE TOTAL NUMBER OF TARDIES DURING A TRI-MESTER except medical or dental appointments, pre-arranged music lessons, students who are called to the Guidance Office or Administrative Office.

First period tardies are dealt by the Administration. If a tardy occurs during the rest of the day, that tardy is dealt with by the classroom teacher. Excessive tardies will be referred to the Administration.

Problem Solving

Students who feel they have a legitimate reason for excessive tardies during a particular semester can meet with their parent(s)/guardian(s) and an administrator and/or counselor to discuss a plan for solving the problem.

What to do When Late to School

When you are late to school, go directly to the Attendance Office **before** going to your class or to your locker. You will then be directed to talk to an administrator before going to class with a pass indicating that your tardy is unexcused. The classroom teacher will handle consequences for a tardy to any class during the rest of the day. When more than 15 minutes late, it turns to an absence.

If you arrive at school after 8:00 A.M. and have no note and no telephone call has been received, you will be admitted to class. However, this is considered an absence and must be excused by 7:40 the next morning. It will, however, count toward the five (5) tardy limit per semester.

PERMISSION TO LEAVE THE BUILDING / CLOSED CAMPUS

For reasons of safety and discipline, Sterling Junior High School has a closed campus. This means that once students arrive on the school grounds, they will not be allowed to leave during the day except for illness, injury, doctor/dental appointments, or family emergencies.

Checking Out of School

If you must leave during the school day, you must have a note and check out in the Attendance Office, or a parent must call to notify the Attendance Office. Your parent/ guardian will be contacted and you will be issued a permission slip to leave school. If you return, sign back in at the Attendance Office. You will be issued a hall pass to return to class.

ONLY YOUR PARENT, GUARDIAN, OR LISTED EMERGENCY CONTACT WILL BE ALLOWED TO CONTACT YOU AT SCHOOL, WRITE EXCUSES, OR AUTHORIZE YOU TO CHECK OUT OF SCHOOL DURING THE DAY.

Information and Guidelines

The Sterling, Eastmont Junior High and High School Student Handbooks contain the policies and procedures that govern the operation of Sterling, Eastmont Junior High and 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, extra-curricular activity participation, and all aspects of the 9th grade educational experience are the first year of your High School career.

Student Behavior Guidelines

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 – ***also see attached at end of this Handbook (pgs. 43, 44).***

BUILDING EXPECTATIONS – Discipline Program
Each teacher will provide students with class expectations during the first week of school, or trimester. A complete review of building expectations takes place during the first two weeks of school in each homeroom.

A progressive disciplinary program will be used for inappropriate behavior as listed below.

• **Willful Disobedience:** Failure to respond positively to school or classroom rules, procedures, or the reasonable directions of a school employee or volunteer.
Inappropriate Classroom Behavior: The following progressive discipline will result with each increasing infraction when a student acts inappropriately in the classroom setting:
 Teacher intervention: A) teacher corrects student in class. B) Teacher contacts the parents. C) Student/parent/teacher conference where a behavior plan will be created. D) Sent to the Administrative Office. Students will be referred from class to the office a maximum of three times. E) After three referrals, there will be a student/parent/teacher/administrator conference where the behavior plan will be modified. F) Student/parent/teacher/administrator re-entry conference required.

- Actively failing to comply appropriately
- **Excessive Tardiness:** More than five (5) tardies to school in a semester.

AUTOMATIC ADMINISTRATOR CONFERENCES
An immediate Administrator conference with parent, student, and teacher (if necessary), will occur should the student participate in the following behaviors:
• **Truancy:** Skipping a class or classes, leaving campus without proper permission, or having an unexcused absence from school.
• **Extreme Disrespect:** Overt action on the part of a student disrespectful of another student or staff member including, but not limited to, profanity, obscenity, or inappropriate expression.
• **Disorderly Conduct:** Conduct that gives the general impression of danger to self or others including, but not limited to, simulating by words or actions, a fight or other threats to the safety of self or others.
• **Exceptional Misconduct:** As indicated below:

This range of sanctions is progressive in nature and repeated offenses in any one category or combination of categories will result in more severe sanctions, as determined by the building administrators.

EXCEPTIONAL MISCONDUCT
If a student's behavior is such that it surpasses the parameters of a teacher's classroom expectations and violates the Eastmont Junior High School and/or the Eastmont School District's discipline policies, the student will be immediately referred to the Sterling Junior High School Administration for disciplinary measures. Those infractions are listed in this document and have been identified, as required by law, as "Exceptional Misconduct" by Sterling Junior High School administration, staff, parents/guardians, and students.

A teacher's classroom expectations are superseded should the student participate in any of the following exceptional misconduct behaviors:

Exceptional misconduct includes, but is not limited to: fighting; assault and/or battery; possession, sale, use or delivery (including intent to sell or deliver) or being under the influence of controlled substances (drugs) or alcohol**; firearms (one year mandatory expulsion as per RCW 9.41.010) or weapons; arson; vandalism*; threats or harassment (including sexual harassment); extortion; theft; possession or use of tobacco*; multiple truancies; false alarms; forgery*; commission of any criminal act while under school jurisdiction; computer trespass*; profanity directed at a staff member*; acting in an intimidating manner with school or classroom rules, procedures, or reasonable directions, corrective action, or punishment imposed by a school employee*.

* The level of consequence is determined by the degree of the infraction.
** Separate policy for drugs & alcohol.

CONSEQUENCES/CORRECTIVE ACTIONS:
Students may be suspended for exceptional misconduct on the first offense.

First Offense:
May result in a combination of the following: in-school suspension; short term suspension; long term suspension; emergency expulsion; or expulsion; counseling with student and/or parent/guardian; loss of privileges; Lunch Detention; school service; restitution; confiscation of inappropriate items. A first offense of selling drugs or alcohol may result in expulsion.

Second Offense:
May result in short term suspension, long-term suspension, emergency expulsion, or expulsion.

Repeated Offenses:
May result in long term suspension, emergency expulsion, or expulsion. This range of sanctions is progressive in nature and repeated offenses in any one category or combination of categories will result in more severe sanctions, as determined by the building administrators.

POSSESSION OR USE OF ALCOHOL OR OTHER DRUGS OR POSSESSION OF PARAPHERNALIA

In accordance with WAC 180-40-260(2) and Eastmont School District Policy #3241P, the District has established the following behaviors to constitute **exceptional misconduct:**

A) Alcohol or Other Drugs: Being under the influence, or in possession of alcohol, illegal drugs, drug paraphernalia, or prescription and other over-the-counter drugs without school approval while on school premises, school transportation, or at school events.

B) Alcohol/Drug Distribution or Sell: Selling or distributing alcohol, illegal drugs, drug paraphernalia, or prescription and other over-the-counter drugs without school approval while on school premises, school transportation, or at school events.

Intervention Model:
✔ Outside screening/assessment with a State Certified Chemical Dependency Professional must occur as soon after the infraction that an appointment can be made (not to exceed 4 weeks), to determine the level of care recommended for the individual student's chemical use. Verification of the assessment appointment shall be given to the Student Assistance Specialist within 24 hours after the suspension, OR on the first working day a State Certified Chemical Dependency Agency is open.

✔ A urinalysis screening must be completed within the first 24 hours after the suspension, OR on the first working day a screening agency is open. Verification of the urine screen and a copy of the results shall be given to the Student Assistant Specialist.

✔ The student must follow the recommendations stemming from the screening/assessment. In all cases, the student must complete a minimum of 5 hours of counseling and/or education with a State Certified Chemical Dependency Professional or Student Assistant Specialist. The cost of the intervention and recommended follow- up shall be borne by the student and his/her

parent/guardian. A student who meets the requirements of the above Intervention Model, and has the suspension reduced shall be given the opportunity to make up all work in classes missed due to the suspension.

✔ Students participating in the intervention model shall be subject to oral drug and alcohol use testing at the discretion and cost of the District for twelve months following the date of the infraction. If an oral test is positive, the long-term suspension shall be implemented. A parent may choose to challenge the oral test results by paying at their expense for additional urinalysis testing at a District approved laboratory. If the results confirm the positive oral result, the suspension shall be implemented. If the tests are negative for illegal drug use, the oral results shall be discarded.

✔ The building principal, or his designee, and hearing officer have the authority to grant exceptions to this disciplinary action in cases involving extenuating and/or exceptional circumstances, including but not limited to selling and delivery of controlled substances on school property.

The suspension days for participation in District approved intervention may be reduced up to a maximum of five days (5). One day shall be reduced for each adult person over the age of 25 who attends the District intervention agreement meeting. Examples of support adults would be immediate and extended family members, neighbors, clergy, law enforcement, civic club members, and teachers.

A student who meets the requirements of the above Intervention Model, and has the suspension reduced, will be given the opportunity to make up all work in classes missed due to the suspension.

The building principal, or his designee, and hearing officer have the authority to grant exceptions to this disciplinary action in cases involving **extenuating and/or exceptional circumstances.**

AUTHORITY TO SEARCH

Because of the increasing concern about safety, and the use of drugs, alcohol, and weapons, Sterling Junior High School has authorization from the Eastmont School Board of Directors to:

1. Conduct locker searches as deemed appropriate without advanced notice, this includes using a trained dog.
2. Use specially trained dogs to help in these searches,
3. Search individual students in those cases where there is reason to believe a student is in possession of drugs, alcohol, weapons, or other inappropriate items.

HARASSMENT, INTIMIDATION AND BULLYING POLICY (HIB)

EJHS is committed to a safe and civil school environment and believes that all students should be treated with respect and compassion in regard to their race, color, country of origin, religion, gender, sexual orientation, age, spoken language, disability or other distinguishing characteristic including but not limited to ones defined in RCW 9A.36.080(3).

The Eastmont School District defines harassment, intimidation and bullying (HIB) as any intentional, harmful and repetitive action that: (1) interferes with or limits the ability of an individual to participate in or benefit from the District's programs, (2) creates an imbalance of power between individuals/groups, (3) results in a negative impact to the educational process and/or (4) disrupts the orderly operation of the school. These actions can be verbal, non-verbal, written, cyber, physical, emotional and/or involve a social or sexual interaction.

A case of HIB may be evident from an explicit witnessed statement, a tangible piece of evidence or may be inferred from surrounding circumstances. It is not required for the affected student to actually possess the ridiculed characteristic. The mere fact that a student perceives HIB is grounds for pursuing a dialog. Students are encouraged to refer to the HIB Behavior Chart and Incident Report should he/she feel the need to file a formal complaint.

Through the use of an incident report, offenses are documented and the frequency and severity of infractions are noted. The disciplinary action progresses from a warning, counseling intervention, administrative consequence to law enforcement contact. HIB forms are available in the Guidance Office and via classroom teachers.

CORRECTIVE ACTIONS / TERMS

"Counseling" official (teacher, administrator, counselor, etc.) will discuss problem with the student and/or parent in a formal conference. During the conference, all parties concerned toward correcting the problem will reach agreement as to behavior expectations and commitments.
"Detention" Students may be required to serve detention during lunch time.
"In-School Suspension" A supervised Study Hall for students serving a short-term suspension or class period suspension.
"Loss of Privileges" Students may be denied certain privileges such as attendance at assemblies, dances, games, school activities, bus transportation, field trips that include reward as part of the objective of the trip, and parties.
"School Service" Students may be required to perform a service to the school (i.e. litter pick up, other chores designed to improve the school) as a consequence for misconduct.
"Restitution" Payment in money or services for damages to property or for items stolen.
"Short Term Suspension" A formal action whereby the student is suspended from any part of the school day up to and not exceeding ten (10) consecutive school days. Suspension will be served out of school as determined by the principal or his/her designee. A short-term suspension also includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.
"Long Term Suspension" A formal action whereby the student is suspended from any part of the school day for longer than ten (10) consecutive school days. Suspension may be served out of school as determined by the principal or his/her designee. A long-term suspension also includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.
"Emergency Expulsion" A formal action whereby the student may be expelled immediately provided there is good and sufficient reason to believe that the student's presence poses an immediate
and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.
"Expulsion" A formal action whereby the student is denied attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also includes denial of admission to or entry upon real and personal property that is owned, leased,

rented, or controlled by the school district. The Eastmont Parks & Recreation has asked us to include Kenroy Park, Tedford Park, and the Eastmont Community Park within this restriction.

Daily Campus Expectations
Before School Expectations

Students should not arrive on campus earlier than the designated supervision time unless participating in a supervised activity.

Students are expected to:

- Store backpacks, bags, purses, and coats in lockers
- Keep hallways and entrances clear
- Walk safely at all times
- Follow dress code expectations

Hats and hoods:
Hats and hoods must be removed inside the building unless approved for medical, religious, or school-authorized purposes.

Hallway Expectations
Students are expected to help maintain a safe, respectful, and orderly learning environment by:

- Walking at all times
- Staying to the right in hallways
- Respecting others and school property
- Using respectful language and behavior
- Closing locker doors carefully
- Keeping hallways clear and moving safely

Additional expectations:
- Food and drinks are allowed only in approved areas.
- Public displays of affection are not appropriate at school.
- Students in the hallway during class time must have a hall pass from a staff member.

Lunch & Commons Expectations
Students are expected to:

- Eat only in designated eating areas unless supervised elsewhere
- Clean up tables and surrounding areas
- Use respectful language and behavior
- Follow directions from staff
- Keep food and drinks in approved eating areas

Students must remain in designated supervised areas during lunch. Areas marked off-limits by administration or staff are restricted at all times.

Safe, respectful play is expected at all times.

Students are encouraged to participate in supervised lunch activities and use school spaces appropriately.

After School Expectations
After school, students should:

- Leave hallways promptly
- Report directly to buses, supervised activities, practices, tutoring, or designated pickup areas
- Exit campus by 2:45 PM unless participating in a supervised school activity

Students remaining after school must be supervised by a staff member or participating in an approved activity.

Students may not leave campus and later return unless approved by school staff for a school-sponsored activity.

Academics, Grading, and Academic Expectations

Grades and Progress Reports
Semester report cards are issued at the end of each semester. Parents/guardians may request progress updates from teachers or counselors at any time.

Parents will be able to access information for all enrolled students associated with them through the Family Access portal.

****CLICK HERE*** for Qmlativ Family Access parent portal**

Grading Philosophy
Grades are intended to reflect a student's academic learning and progress toward standards.
Grades are based on:

- Academic performance
- Demonstration of learning
- Mastery of standards

Gradebook Expectations
The following grading expectations apply to all Sterling Junior High School classrooms and align with current Washington State grading practices.

Weekly Grades

- Teachers will enter grades regularly each week.
- Students will receive ongoing feedback and checks for understanding.

Assessments

- Each unit will include assessments or projects aligned to learning standards.
- Students may be provided opportunities to reassess essential learning standards after additional learning or support.

Missing Work

- Missing assignments will be marked in the gradebook.
- Blank gradebook entries will not be used.

Late Work

- Students are expected to complete assignments on time.
- Late work expectations and deadlines will be clearly communicated by teachers and applied consistently.

Academic Support
Students experiencing academic difficulty may be assigned academic interventions and supports designed to improve academic success, including:

- Level Up/CAT intervention time
- Tutoring or Extended Day support
- Parent/guardian contact
- Academic progress monitoring
- Schedule or program adjustments when appropriate

Grade Categories

Assessments – 70%

Measures student mastery of essential learning standards through:

- Tests and quizzes
- Common Formative Assessments (CFAs)
- Performance tasks
- Final projects
- Writing pieces
- Summative assessments

Classwork / Practice – 30%

Supports learning and skill development through:

- Daily assignments
- Practice activities
- Labs
- Drafts
- Learning checks
- Classroom activities

Grading Scale

Numerical Value	Percentage	Letter Grade
4	**93–100**	**A**
3.7	**90–92**	**A-**
3.3	**87–89**	**B+**
3	**83–86**	**B**
2.7	**80–82**	**B-**
2.3	**77–79**	**C+**
2	**73–76**	**C**
1.7	**70–72**	**C-**
1.3	**67–69**	**D+**
1	**60–66**	**D**
0	**0–59**	**F**

Grade Point Average (GPA)

Grade point averages are calculated using all graded classes except Pass/Fail courses.

Ninth Grade Credits
Credits earned during ninth grade are part of the student's permanent high school transcript and count toward high school graduation requirements.

Honor Roll
Academic recognition is awarded at the end of each semester.

- **Honor Roll:** GPA of 3.5 or higher
- **Honorable Mention:** GPA of 3.0–3.49

Parent-Teacher Conferences
Parent-teacher conferences are held during the fall and spring semesters. Additional conferences may be requested by families or staff at any time.

Academic Expectations
Students are expected to:

- Attend class regularly
- Complete assignments
- Participate in learning
- Demonstrate academic effort and progress toward learning standards

Students experiencing academic difficulty may be assigned academic interventions and supports designed to improve academic success.

Campus Safety & Security

Accidents & Injuries

Students should report any accident or injury to a teacher, coach, or staff member immediately, and no later than 24 hours after the incident.

Emergency Drills & Safety
Sterling conducts regular emergency preparedness drills throughout the school year, including:

- Fire drills
- Earthquake drills
- Lockdown drills
- Shelter-in-place drills
- Evacuation drills

Students are expected to:

- Follow staff directions immediately
- Use assigned exits and rally points
- Remain quiet and orderly
- Treat all drills seriously

Unsafe or disruptive behavior during drills may result in disciplinary action.

Visitors
For the safety and security of students and staff:

- All visitors must enter through the main office.
- Visitors must sign in and wear a visitor badge while on campus.
- School-age visitors are generally not permitted during the school day unless approved in advance by administration.
- Parents/guardians are welcome to visit classrooms by arranging the visit with administration ahead of time.

Closed Campus

Sterling Junior High operates as a closed campus.
Once students arrive on campus, they must remain on campus until the end of the school day unless officially checked out through the office by a parent/guardian or approved school personnel.

Computers & Chromebook Use
Eastmont School District provides Chromebooks to support student learning, communication, research, and classroom instruction. Chromebooks are school property and are issued to students for educational use during the school year.

Students are expected to use district technology responsibly, safely, and in accordance with school rules and district policies.

Families are encouraged to use ParentSquare to communicate with students during the school day when necessary. Parents/guardians may message students through ParentSquare rather than contacting students directly through personal devices during class time.

Student Responsibilities
Students are expected to:

- Bring their fully charged Chromebook to school each day.
- Keep the Chromebook and charger in good condition.
- Use the Chromebook for educational purposes only.
- Report damage, loss, or theft immediately.
- Keep food and drinks away from the device.
- Use district-approved accounts and programs only.

Students may not:

- Damage, vandalize, disassemble, or modify the Chromebook.
- Remove district stickers or identification tags.
- Share passwords or use another student's account.
- Attempt to bypass district internet filters or security settings.
- Use the Chromebook in a way that disrupts learning or violates school rules.

Failure to follow Chromebook expectations may result in loss of technology privileges, disciplinary action, and/or financial responsibility for damages.

Chromebook Care
Students should:

- Carry Chromebooks carefully.
- Keep the Chromebook in its protective case.
- Avoid placing heavy objects on the device.

- Protect the Chromebook from liquids, heat, cold, and unsafe conditions.
- Store the Chromebook securely when not in use.

Students and families may be financially responsible for damage caused by negligence, misuse, vandalism, or loss.

Chromebook Assurance Program

Eastmont School District offers an optional Chromebook Assurance Program for students in grades 7–12. The program helps reduce repair and replacement costs related to accidental damage or theft. Participation is optional but strongly recommended.

Assurance Information

- Cost: $26 per student (non-refundable)
- Coverage Dates: August 26, 2026 – August 26, 2027
- Enrollment Deadline: September 9, 2026
- Families who do not enroll by September 9, 2026 will automatically be considered opted out of the program.

By purchasing Assurance, families agree to the terms of the program.

Students Enrolled in Assurance

Covered

The first two accidental damages are covered at no cost to the family. After two incidents, additional repair costs may apply. Limited loaner devices may be available during repairs.

Stolen Devices

To qualify for reduced replacement costs:

- Theft must be reported to the School Resource Officer (SRO) or law enforcement within two school days.
- Family responsibility:
    - First theft: $75
    - Second theft: $300 replacement fee

If the Chromebook is recovered in working condition during the same school year, eligible fines may be refunded.

Not Covered

The Assurance Program does not cover:

- Intentional damage
- Vandalism
- Neglect or misuse
- Writing, stickers, carvings, or missing keys
- Damage caused by tampering or inserting objects into ports

Additional fees:

- Lost or damaged charger: $30
- Lost or damaged protective case: $30
- Lost Chromebook: $300

Students Not Enrolled in Assurance

Families who choose not to enroll in the Assurance Program are responsible for all repair or replacement costs.

Damage Type	Fee
Lost/Damaged Charger	$30

Damage Type	Fee
Screen, Hinges, Touchpad, or Bezel Damage	$30
Damaged or Missing Protective Case	$30
Keyboard Damage	$50
Charging Port, USB Port, or Headphone Jack Damage	$180
Lost, Stolen, or Destroyed Chromebook	$300

Loaner Devices
Limited loaner Chromebooks may be available while devices are being repaired. Loaner availability is not guaranteed.

Students Leaving the District
Students leaving Eastmont School District must return their Chromebook, charger, and protective case. Failure to return district equipment may result in fines, replacement fees, and restrictions on records or transcripts consistent with district policy.

Responsible Technology Use
All student use of district technology must follow Eastmont School District policies and procedures regarding acceptable use, internet safety, and digital citizenship.
Improper use of district technology may result in disciplinary action, loss of technology privileges, financial responsibility, and/or referral to law enforcement when appropriate.

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.

Emergency Drills
Each room in the building will be assigned an exit to use during fire and evacuation drills. Each student should know these exits as well as rally points. Inappropriate behavior during a drill may lead to a suspension.

Electronic Devices & Cell Phones
Personal electronic devices, including cell phones, earbuds, headphones, smartwatches, and gaming devices, must be turned off or silenced and kept out of sight during instructional time unless specifically authorized by staff for educational purposes.

Students are expected to:

- Follow all staff directions regarding device use
- Use technology respectfully and appropriately
- Keep devices put away during class unless permission is given

Students may not:

- Use phones in bathrooms, locker rooms, or during emergency drills
- Record, photograph, or post others without permission
- Use devices in ways that disrupt learning or violate school rules

Unauthorized use may result in:

- Confiscation of the device
- Parent/guardian pickup requirements
- Additional disciplinary consequences

Students with approved IEP, 504, or health plan accommodations may use devices as outlined in their plans. The school is not responsible for lost, stolen, or damaged electronic devices.

Technology Use

Student use of district technology, internet access, Chromebooks, and online platforms must follow district technology policies and acceptable use expectations.

Telephones & Messages

To protect instructional time:

- Only urgent messages from parents/guardians or emergency contacts will be delivered to students during the school day.
- Students may use office phones only for urgent matters.

FLOWERS AND GIFTS

Due to interruptions experienced in classroom conduct and routine, flowers/balloons are not to be delivered.

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.

HALL LOCKERS

Hall lockers are loaned to you for storing your coats, books, etc. The Registrar assigns lockers in the Counseling Office. All coats, book bags, purses, handbags, and backpacks are to be kept in the students' locker during school hours. A $20.00 fine will be assessed for locker clean up or damage.

Please observe these rules:

1. For safety and protection, keep your combination to yourself and your locker locked at all times.
2. **Do not change lockers or let another person share your locker. Changing lockers without permission from the office may result in disciplinary action.**
3. Report locker problems to the Registrar's Office in the Counseling Office. Please leave your name, locker number, and a brief explanation of the problem.
4. It is your responsibility to keep your locker clean, both inside and out. Cleaning supplies can be obtained from the custodians. Please report any damage to the Custodian or the Office.
5. Lockers may be routinely inspected without notice.
6. Fines may be assessed at the end of the school year if your locker is not cleaned and pictures, etc. taken down, or if the locker has been damaged due to inappropriate use.
7. Locker room lockers are for P.E and athletic use exclusively.
8. **Lockers are not to be altered in order to stay open**.

INSURANCE

Myers – Stevens & Toohey & Co., Inc. will provide accident insurance as agreed upon with the Eastmont School District. Their phone number is 800-827-4695.

LIBRARY & INFORMATION TECHNOLOGY CENTER

The library / media center hours are from 7:20 A.M. to 3:00 P.M. Books may be checked out for twenty (20) school days, at which point they may be rechecked out. After sixty (60) days overdue books are marked lost and fines assessed. The fine will be deleted if the book is returned. On-line access to Library services is available through the school website 24 hours a day, 7 days a week. Reference materials must be used in the library. Students have access to both print & online reference materials.

Students are responsible for the materials they check out. They are not allowed to check out a book for a friend or loan any materials they have checked out to a friend. The person who checks out the materials will be assessed a fine for any damage or lost material according to the Eastmont School District Policy.

LOST AND FOUND

If you lose or find anything of value, report it to the Administrative Office immediately. Unclaimed articles will be donated to charity at the close of the school year.

P.E. UNIFORMS

Students will dress in appropriate clothing including:

- Eastmont PE shorts or any Plain Red shorts with a minimum 7" inseam (Last name printed on leg of short in permanent marker.)
- Eastmont PE shirt or any Plain gray T-shirt (shirt must cover the stomach when arms are raised above the head). No tank tops are allowed. (Name should be written on the front of the shirt, across the chest). Both shorts and shirt are available for purchase in the Athletics Office.
- Shoes appropriate for the activity: no boots, flip-flops, or black-soled shoes.
- Uniforms may not be altered in anyway, such as cut off or rolled up.
- Sweats will be allowed for outside activities only. Plain gray sweats are preferred. For Physical Education classes and all athletic activities, facial jewelry (including tongue piercing) & non-post earrings are not allowed for safety reasons.

PROPERTY ADJACENT TO SCHOOL

Students will show courtesy and respect to our residential neighbors. Students are not to congregate and/or smoke on any property adjacent to Sterling Junior High School. This extends to a one-block radius from the school in every direction. Students may not cross through that area. Students who violate this directive will be subject to disciplinary action including, but not limited to, suspension. Please help each other to cooperate and avoid problems. Parking is available for all sporting events in the Events parking lot.

School Bus Regulations

At the end of the school day, buses leave at various times. Please stay on sidewalks; do not cut across the asphalt where the buses drive. Check with your driver; your bus will not wait. Students must wait for buses in safe and appropriate places. If you have questions regarding bus routes, times, rules, etc., please call the transportation department at 884-4621 or check the District website. The following information is from our Superintendent, Spencer Taylor and Transportation Director Madi Sones.

Students, Parents and Guardians:

Please discuss these bus passenger rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing SAFE and EFFICIENT district transportation.

Your child should understand that riding a school bus is a privilege conditioned on appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus.

Your cooperation in communicating this very important message would be most appreciated.
Spencer Taylor, Superintendent

Bus Service Eligibility:

All students are required to walk up to a one radius mile from their school. Bus service is provided beyond the one radius mile for all grades. Exceptions are made only when safety concerns are identified by the transportation office. In order to change their normal bus and/or stop, students must obtain a pass from the school office.

En route to bus stop:

Parents/guardians are encouraged to review their child's walking route to the bus stop, advising about safety concerns.

Be Prompt:

Bus passengers should arrive at the bus stop no sooner or later than five minutes before the bus is scheduled to arrive. Buses will promptly depart all schools, ten minutes after dismissal times. For safety, once bus doors are closed, drivers will not stop for late arriving students.

At the Bus Stop: While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect others' property. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

Driver Authority:

The driver has full authority over the passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior of concern.

Boarding/Departing Bus:

It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arm.

Passenger Conduct:
Safe, respectful conduct is expected of all passengers to insure safety:

- Obey the driver's instructions when first requested.
- Remain seated.
- Respect others and their property.
- Keep your hands to yourself.
- Keep noise level down.
- Cell phone use is limited to pre-boarding and post-departure.

Serious or persistent violations offensive to, or endangering the safety of others will result in progressive discipline. The age and experience of the student will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- fighting on the bus
- throwing objects in or out of the bus
- possession of dangerous weapons or articles
- destroying or defacing district or private property
- use of sparking devices
- smoking, or use/possession of drugs, alcohol or any form of tobacco
- obscene gestures or profanity directed at the bus driver or others
- any part of the body extended outside of the bus
- assault on a bus driver will result in indefinite suspension and possible criminal charges
- pointing a laser pointer at a bus driver will result in suspension from the bus and possible criminal charges

Accidents/Breakdowns:
Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually, and the traffic conditions in our area, accidents and breakdowns can happen. All the buses have two-way radios and help can be just minutes away. One of the most important things to a bus driver in the event of an accident or breakdown is passenger cooperation.

Items Not Allowed on the Bus:
For reasons of safety and health and in order to comply with state law and district policies, the following items are **not** allowed on a school bus:

1. Glass objects; bottles, jars, etc.
2. Open containers of food, drink, gum
3. Inflated balloons
4. Live animals, bugs, worms
5. Plants, dirt, other growing projects
6. Oversized objects and instruments; those that cannot fit safely in the seat with the student
7. Weapons; guns, knives, razor blades, etc. (real or toy)
8. Sports equipment which could endanger others, like javelins, pole vaults or shot puts
9. Skate boards and baseball bats
10. Any item which cannot be transported easily or which creates a safety concern
11. Distractive electronic device such as Game Boys, CD players, or trading cards

Student Discipline

The district has adopted a progressive discipline policy that emphasizes logical consequences for inappropriate behavior. The written tool for this is the "Bus Conduct Notice". If warranted, your child will be issued a written notice for you to review and sign. It is required that the Junior Highs and High School students have a signed notice **in order to board the bus** the day following receipt of the notice. If a notice is issued, the transportation director may attempt to call you to confirm and to answer any questions you may have. You may be asked to accompany your student for a conference with the driver, transportation director, and a building administrator.

Camera boxes are mounted in district buses. Cameras are randomly and/or selectively rotated through the buses. Student behavior may be monitored or observed from the video system. Parents may view a video concerning their student by contacting the transportation director.

Parents are encouraged to contact the Director any time they have concerns. If appropriate, a conference with other parties including the student and the driver may be arranged.

The District reserves the right to suspend transportation privileges for any student who demonstrates behavior unreasonably distracting to the driver that may contribute to unsafe operation.

Complete disciplinary procedures are distributed annually and are available at each school or the Transp. office.

Disciplinary Procedures:
When, in the opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a school bus incident report will be initiated. The intent is to maintain good order and a safe environment for students riding buses to and from school or school-sponsored activities, as well as to notify parents of the misconduct of their children. The following are standard actions that will generally be applied uniformly in response to documented incidents.

Grades 5 - 12:
- 1st Offense: Student counseled and warned by driver.
- 2nd Offense: Suspension of bus privileges for two days. (If within 45 days)
- 3rd Offense: Suspension of bus privileges for five days. (If within 45 days)
- 4th Offense: Suspension of bus privileges for ten days or more, depending upon the nature or the offense. (If within 45 days)

The Transportation Director will determine the extent of the suspension.

Note:
Serious offenses, such as fighting, flagrant displays of disrespect toward a driver, or possession of drugs or alcohol will result in immediate loss of bus privileges for a minimum of five (5) school days. Assault on a bus driver will result in indefinite suspension of bus riding privileges and possible criminal charges.

If a violation occurs more than 45 calendar days after a previous violation, the disciplinary action will be the same as for the previous offense. There may be some exceptions to these disciplinary actions in extraordinary circumstances, as determined by the Transportation Director and the appropriate school principal. If a student is suspended for misconduct on any bus, the suspension will apply to all buses.

Bus Pass:

If your child would like a friend to join them on the bus, a Bus Pass is required prior to the day of riding. You can pick up a pass from the Administrative Office or off the Eastmont Transportation website.

Student Rights and Responsibilities

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 physical, mental sensory handicap.
2. Pupils shall have the right of freedom of speech and the press; to the degree courts have applied it within the public schools. This means that the right is subjected 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 Sterling Junior High School, it is the responsibility and duty of each student to:

1. Diligently pursue a course of study that is designed to maximize his/her potential while developing the knowledge, skills and attitude necessary to become life-long learners and responsible contributing citizens.
2. Attend school daily and to be on time to all classes.

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 request 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.

Student Computer Essentials

General Guidelines:

Use of the Internet by students and staff of Eastmont School District shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those persons who have been issued district-approved accounts. Use will be in accordance with the district's Acceptable Use Procedures and this Code of Conduct.

1. Always have staff supervision when using the Internet.
2. Never give out your name, address, age, and date of birth, sex or any other personal information.
3. Protect your Internet logon information. (LOGON NAME and PASSWORD)
4. Notify network administrators if your personal information has been compromised.
5. Downloading of ANY content without permission is against district policy.
(ex: programs, games, graphics, mp3 music, videos etc…)
6. Treat information created by others as the private property of the creator.
7. Use the network in a way that does not disrupt its use by others.
8. Do not use or pass software that could damage the components of a computer or computing system, such as viruses, worms, chain messages, global mailings, etc… Do not attempt to "hack" the system.
9. Do not use the Internet to view or download pornographic or otherwise inappropriate material. If you find anything inappropriate, immediately inform a member of the staff.
10. Do not use the Internet for non-school related purposes.

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Keep this for your records.

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS, OR CONSEQUENCES
STUDENT HANDBOOK EDITION

Schools are obligated to provide a safe environment for students and employees. Students who are unsafe or disruptive shall be progressively disciplined consistent with State laws. Discipline will vary depending on the student's age, prior offenses, and any contributing disabilities. Parents always will have a right to appeal discipline consistent per District policy and State law. Consequences for misconduct may include the following administrative actions.

W = Warning
D = General discipline/in-school consequence
ST = Short-term Suspension for 1 -10 days referral
LT = Long-term Suspension for 11 -90 days
EE = Emergency Expulsion for 10 days during investigation
E = Expulsion from all public schools for one year
LE = Law Enforcement

	Common Range of Consequences	
	K – 4th Grades	**5th – 12th Grades**
1. Alcohol & Drugs (Use or Possession)	W, ST, LE	LT, E, LE
2. Cheating on Schoolwork	W, D, ST	W, D, ST, LT
3. Dishonesty	W, D, ST	W, D, ST, LT
4. Dress Code Violations	W, D ST	W, D, ST
5. Gang Activities	W, D, ST, E, LE	W, ST, E, LE
6. Harassment, Intimidation, & Bullying	W, ST, E, LE	W, ST, LT, E, LE
7. Lewd/Lascivious/Indecent Activities	W, ST, E, LE	W, ST, LT, E, LE
8. Non-compliance/Insubordination	W, D, ST, LE	W, D, ST, LT, E, LE
9. Physical Aggression & Fighting	W, ST, E, LE	W, D, ST, LT, E, LE
10. Rude & Offensive Language	W, D, ST	W, D, ST
11. Tardiness and Truancy	W, D, ST, LE	W, D, ST, LE
12. Theft	W, D, ST, LE	W, D, ST, LT, E, LE
13. Vandalism & Property Damage	W, ST, E, LE	W, ST, LT, E, LE
14. Weapon (Use or Possession)	ST, E, LE	ST, LT, E, LE

Discipline actions are not included on a student's final graduation transcript. However, violent and dangerous misconduct is included with a student's transfer records from grade to grade prior to graduation.
A parent/guardian may appeal assigned discipline consistent with State due process laws. All appeals may eventually progress to the Board of Directors. Timelines are:
W/D = 2 days to appeal verbally or in writing to the assigning administrator.
ST, LT, E = 3 days to appeal in writing to the assigning administrator.
EE = 10 days to appeal in writing to the assigning administrator.

Detailed information on misconduct, consequences, and appeal process are included in the District's

Procedure 3241P. Please see your building administrator if you have additional questions.

MANEJO DE UNA CLASE, ACCIONES CORRECTIVAS, O CONSECUENCIAS

EDICIÓN DEL MANUAL DE ESTUDIANTES

Las Escuelas están obligadas a proveer un ambiente seguro a sus estudiantes y empleados. Los estudiantes que son peligrosos o con mal comportamiento progresivo deben de ser disciplinados consecuente a las leyes del estado. La disciplina puede variar dependiendo de la edad del estudiante, ofensas previas, y alguna incapacidad contribuyente. Padres de familia tienen el derecho de apelar la disciplina de acuerdo a las leyes del estado y políticas del distrito. Las consecuencias por mal comportamiento pueden incluir una de las siguientes acciones administrativas.

A = Advertencia

D = Disciplina general/consecuencias en la escuela

EE = Expulsión inmediata por 10 días durante la investigación

SC = Suspensión a corto plazo de 1-10 días

SL = Suspensión a largo plazo de 11-90 días

E = Expulsión de las escuelas públicas por un año

RP = Referencia a la oficina del orden publico

	Consecuencias comunes	
	Grados K – 4th	**5th – 12th Grados**
1. Alcohol y drogas (uso o posesión)	A, SC, PL	SL, E, RP
2. A ser Trampa en la tarea	A, D, SC	A, D, SC, SL
3. Deshonestidad	A, D, SC	A, D, SC, SL
4. Violación del código de vestir	A, D SC	A, D, SC
5. Actividad de Pandillas	A, D, SC, E, RP	A, SC, E, RP
6. Acoso, Intimidación, y Acoso escolar	A, SC, E, RP	A, SC, SL, E, RP
7. Actividades de lascivia/lujuria/indecentes	A, SC, E, RP	A, SC, SL, E, RP
8. Desobediencia/Insubordinación	A, D, SC, RP	A, D, SC, SL, E, RP
9. Agresión física y riñas	A, SC, E, RP	A, D, SC, SL, E, RP
10. Lenguaje grosero y ofensivo	A, D, SC	A,D,SC
11. Ausencia escolar e impuntualidad	A,D,SC,SL	A,D,SC,SL
12. Robo	A, D, SC, RP	A, D, SC, SL,E, RP
13. Vandalismo y daño a la propiedad	A, SC, E, RP	A, SC, SL, E, RP
14. Armas (uso o posesión)	SC,E,RP	SC,SL,E,RP

Acciones disciplinarias no se incluyen en la transcripción final de graduación del estudiante. Sin embargo, mala conducta violenta o peligrosa es incluida en los archivos de transferencia del estudiante de año a año escolar antes de graduarse.

Un Padre de familia/o tutor legal puede apelar la disciplina asignada consistente con los proceso de ley del estado. Todas las apelaciones eventualmente pueden llegar a la mesa directiva. El proceso es el siguiente:

A/D = 2 días para apelar verbalmente o por escrito al administrador correspondiente.

SC, SL, E = 3 días para apelar por escrito al administrador asignado.

EE = 10 días para apelar por escrito al administrador asignado.

Información detallada acerca de mala conducta, consecuencias y el proceso de apelación se encuentran en la el procedimiento nuero 3241P del distrito. Por favor de comunicarse con un administrador si tiene más preguntas.

Non-Discrimination and Sexual Harassment

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer: Spencer Taylor - taylors@eastmont206.org, that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint: If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint: A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation. For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy [3207] and Procedure [3207P].

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit https://www.eastmont206.org/school-board/policies-and-procedures

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to OSPI Model Student Handbook Language | March 2025 unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit https://www.eastmont206.org/school-board/policies-and-procedures

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination: Civil Rights Coordinator: Kayla Brown, Executive Director of Human Resources (800 Eastmont Ave, East Wenatchee WA 98802, brownk@eastmont206.org, (509) 884-7169

Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Kayla Brown, Executive Director of Human Resources (800 Eastmont Ave, East Wenatchee WA 98802, brownk@eastmont206.org, (509) 884-7169

Concerns about disability discrimination: Section 504 Coordinator: Dom Coffin, Clovis Point Elementary Assistant Principal, 1855 4th Street SE, East Wenatchee WA 98802, coffind@eastmont206.org, (509) 888-1400

Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Kelsy Bendtsen, School Social Worker, 955 3rd St NE, East Wenatchee WA 98802, bendtsenk@eastmont206.org, (509) 884-6665

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to **the applicable District Office Administrator** and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure *3210P* and Sexual Harassment Procedure *3205P*.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure *3210P* and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

• Website: https://www2.ed.gov/about/offices/list/ocr/index.html
• Email: orc@ed.gov
• Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:
• Address students by their requested name and pronouns, with or without a legal name change • Change a student's gender designation and have their gender accurately reflected in school records
• Allow students to use restrooms and locker rooms that align with their gender identity
• Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
• Keep health and education information confidential and private
• Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
• Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit https://www.eastmont206.org/school-board/policies-and-procedures. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Kelsy Bendtsen, School Social Worker, (955 3rd St NE, East Wenatchee WA 98802, bendtsenk@eastmont206.org, 509-884-6665)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 3-4.

Nuestras escuelas protegen a los estudiantes del acoso, la intimidación y el Bullying (HIB)

Las escuelas están destinadas a ser entornos seguros e inclusivos donde todos los estudiantes estén protegidos del acoso, la intimidación y el acoso (HIB), incluso en el aula, en el autobús escolar, en los deportes escolares y durante otras actividades escolares. Esta sección define HIB, explica qué hacer cuando lo ve o lo experimenta y el proceso de nuestra escuela para responder a ello..

¿Qué es HIB?

HIB es cualquier acto electrónico, escrito, verbal o físico intencional de un estudiante que:
•Daña físicamente a otro estudiante o daña su propiedad;
• Tiene el efecto de interferir en gran medida con la educación de otro estudiante; o,
• Es tan severo, persistente o significativo que crea un ambiente educativo intimidante o amenazante para otros estudiantes.

HIB generalmente implica un desequilibrio de poder observado o percibido y se repite varias veces o es muy probable que se repita. HIB no está permitido, por ley, en nuestras escuelas.

¿Cómo puedo realizar una denuncia o queja sobre HIB?

Habla con cualquier miembro del personal de la escuela. (¡Considere comenzar con quien le resulte más cómodo!). Puede utilizar el formulario de informe para compartir inquietudes sobre HIB, pero los informes sobre HIB se pueden hacer por escrito o verbalmente. Su informe puede realizarse de forma anónima, si no se siente cómodo al revelar su identidad, o de forma confidencial si prefiere no compartirlo con otros estudiantes involucrados en el informe. No se tomarán medidas disciplinarias contra otro estudiante basándose **solamente en** un informe anónimo o confidencial.

Si un miembro del personal es notificado, observa, escucha o es testigo de HIB, debe tomar medidas inmediatas y apropiadas para detener el comportamiento de HIB y evitar que vuelva a suceder. Nuestro distrito también cuenta con una Oficina de Cumplimiento HIB. Spencer Taylor - taylors@eastmont206.org que apoya la prevención y respuesta a HIB.

¿Qué sucede después de hacer un informe sobre HIB?

Si informa HIB, el personal de la escuela debe intentar resolver las inquietudes. Si se resuelven las inquietudes, es posible que no sea necesario tomar más medidas. Sin embargo, si cree que usted o alguien que conoce es víctima de una HIB no resuelta, grave o persistente que requiere más investigación y acción, entonces debe solicitar una investigación oficial de la HIB.

Además, la escuela debe tomar medidas para garantizar que quienes denuncian HIB no sufran represalias.

¿Cuál es el proceso de investigación?

Cuando usted reporta una queja, el Oficial de Cumplimiento de HIB o el miembro del personal que dirige la investigación debe notificar a las familias de los estudiantes involucrados con la queja y debe asegurarse de que se lleve a cabo una investigación rápida y exhaustiva. La investigación debe completarse dentro de los 5 días escolares, a menos que acuerde un cronograma diferente. Si su queja involucra circunstancias que requieren una investigación más larga, el distrito le notificará con la fecha anticipada para su respuesta.

Cuando se complete la investigación, el Oficial de Cumplimiento de HIB o el miembro del personal que dirige la investigación debe proporcionar los resultados de la investigación dentro de los 2 días escolares. Esta respuesta debe incluir:

- Un resumen de los resultados de la investigación.
- Una determinación de si la HIB está fundamentada
- Cualquier medida correctiva o remedio necesario
- Información clara sobre cómo puede apelar la decisión.

¿Cuáles son los próximos pasos si no estoy de acuerdo con el resultado?

Para el estudiante designado como "estudiante objetivo" en una queja: Si no está de acuerdo con la decisión del distrito escolar, puede apelar la decisión e incluir cualquier información adicional sobre la queja al superintendente o a la persona asignada para dirigir la apelación, y luego a la junta escolar.

Para el estudiante designado como "agresor" en una denuncia: Un estudiante declarado "agresor" en una denuncia de HIB no puede apelar la decisión de una investigación de HIB. Sin embargo, pueden apelar las acciones correctivas que resulten de los hallazgos de la investigación del HIB. Para obtener más información sobre el proceso de quejas de HIB, incluidos los cronogramas importantes, consulte la página web HIB del distrito o la Política HIB del distrito [3207] y Procedimiento [3207P].

Nuestra escuela se opone a la discriminación

La discriminación puede ocurrir cuando alguien recibe un trato diferente o injusto porque es parte de una **clase protegida**, incluyendo su raza, color, origen nacional, sexo, identidad de género, expresión de género, orientación sexual, religión, credo, discapacidad, uso de un animal de servicio o condición de veterano o militar.

¿Qué es el acoso discriminatorio?

El acoso discriminatorio puede incluir burlas e insultos; declaraciones gráficas y escritas; u otra conducta que pueda ser físicamente amenazante, dañina o humillante. El acoso discriminatorio ocurre cuando la conducta se basa en la clase protegida de un estudiante y es lo suficientemente grave como para crear un ambiente hostil. El ambiente **hostil** se crea cuando la conducta es tan severa, generalizada o persistente que limita la capacidad de un estudiante para participar o beneficiarse de los servicios, actividades u oportunidades de la escuela.

Revisar la Política de No Discriminación del distrito 3210 y Procedimiento 3210P, visite https://www.eastmont206.org/school-board/policies-and-procedures

¿Qué es el acoso sexual?

Acoso sexual cualquier conducta o comunicación no deseada que sea de naturaleza sexual e interfiera sustancialmente con el desempeño educativo de un estudiante o cree un ambiente intimidante u hostil. El acoso sexual también puede ocurrir cuando a un estudiante se le hace creer que debe someterse al Manual Modelo para Estudiantes de OSPI. Idioma | Marzo de 2025 conducta o comunicación sexual no deseada para obtener algo a cambio, como una calificación o un lugar en un equipo deportivo.

Ejemplos de acoso sexual pueden incluir presionar a una persona para que realice acciones o favores sexuales; tocamientos no deseados de naturaleza sexual; declaraciones gráficas o escritas de carácter sexual; distribuir textos, correos electrónicos o imágenes sexualmente explícitos; hacer bromas, rumores o comentarios sugerentes de carácter sexual; y violencia física, incluidas violaciones y agresiones sexuales.

Nuestras escuelas no discriminan por motivos de sexo y prohíben la discriminación sexual en todos nuestros programas educativos y laborales, según lo exige el Título IX y la ley estatal.

Revisar la Política de Acoso Sexual del distrito 3205 y Procemiento 3205P, visite https://www.eastmont206.org/school-board/policies-and-procedures

¿Qué debería hacer mi escuela ante la discriminación y el acoso sexual?

Cuando una escuela se da cuenta de un posible acoso sexual o discriminatorio, debe investigar y detener el acoso. La escuela debe abordar cualquier efecto que el acoso haya tenido en el estudiante en la escuela, incluida la eliminación del ambiente hostil, y asegurarse de que el acoso no vuelva a ocurrir.

¿Qué puedo hacer si estoy preocupado por la discriminación o el acoso?

¿Qué puedo hacer si estoy preocupado por la discriminación o el acoso? Puede comunicarse con los siguientes miembros del personal del distrito escolar para informar sus inquietudes, hacer preguntas u obtener más información sobre cómo resolver sus inquietudes.

Preocupaciones por la discriminación: Coordinador de Derechos Civiles: Kayla Brown, Executive Director of Human Resources (800 Eastmont Ave, East Wenatchee WA 98802, brownk@eastmont206.org, (509) 884-7169

Preocupaciones sobre discriminación sexual, incluido el acoso sexual: Coordinadora del Título IX: Kayla Brown, Executive Director of Human Resources (800 Eastmont Ave, East Wenatchee WA 98802, brownk@eastmont206.org, (509) 884-7169

Preocupaciones sobre discriminación sexual, incluido el acoso sexual: Coordinador del Título IX: Spencer Taylor, Executive Director of Elementary Education, 800 Eastmont Ave, East Wenatchee WA 98802, taylors@eastmont206.org (509) 884-7169

Preocupaciones por la discriminación basada en la identidad de género: Escuelas inclusivas de género Coordinadora: Kelsy Bendtsen, School Social Worker, (955 3rd St NE, East Wenatchee WA 98802, bendtsenk@eastmont206.org. (509) 884-6665

Para presentar una queja por escrito,describa la conducta o incidente que pueda ser discriminatorio y envíelo por correo, fax, correo electrónico o entrega en mano al director de la escuela, superintendente del distrito o coordinador de derechos civiles. Presentar la queja lo antes posible para una pronta investigación y dentro del año de la conducta o incidente.

¿Qué sucede después de presentar una queja por discriminación?

El Coordinador de Derechos Civiles le dará una copia del procedimiento de queja por discriminación del distrito escolar. El Coordinador de Derechos Civiles debe asegurarse de que se lleve a cabo una investigación rápida y exhaustiva. La investigación debe completarse dentro de los 30 días calendario a menos que usted acepte un cronograma diferente. Si su queja involucra circunstancias excepcionales que requieren una investigación más larga, el Coordinador de Derechos Civiles le notificará por escrito con la fecha prevista para su respuesta.

Cuando se complete la investigación, el superintendente del distrito escolar o el miembro del personal que dirige la investigación le enviará una respuesta por escrito. Esta respuesta incluirá:

- Un resumen de los resultados de la investigación.
- Una determinación de si el distrito escolar no cumplió con las leyes de derechos civiles.
- Cualquier medida correctiva o remedio necesario
- Aviso sobre cómo puede apelar la decisión

¿Cuáles son los próximos pasos si no estoy de acuerdo con el resultado?

Si no está de acuerdo con el resultado de su queja, puede apelar la decisión ante **El administrador de la oficina del distrito aplicable** y luego a la Superintendencia de Instrucción Pública (OSPI). Se incluye más información sobre este

proceso, incluidos cronogramas importantes, en el Procedimiento de no discriminación del distrito.*3210P* y Procedimiento de Acoso Sexual *3205P*.

Ya presenté una queja HIB: ¿qué hará mi escuela?

El acoso, la intimidación o el acoso (HIB) también pueden considerarse discriminación si están relacionados con una clase protegida. Si le entrega a su escuela un informe escrito de HIB que involucra discriminación o acoso sexual, su escuela notificará al Coordinador de Derechos Civiles. El distrito escolar investigará la queja utilizando tanto el Procedimiento de No Discriminación *3210P* y el Procedimiento HIB 3207P para **resolver completamente su queja.**

¿Quién más puede ayudar con HIB o inquietudes sobre discriminación?

Oficina del Superintendente de Instrucción Pública (OSPI)

Todos los informes deben comenzar localmente a nivel de escuela o distrito. Sin embargo, OSPI puede ayudar a los estudiantes, las familias, las comunidades y el personal escolar con preguntas sobre la ley estatal, el proceso de quejas de HIB y los procesos de quejas por discriminación y acoso sexual.

Centro de seguridad escolar de OSPI (para preguntas sobre acoso, intimidación y acoso escolar)
- Sitio web: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Correo electrónico: schoolsafety@k12.wa.us
- Telefono: 360-725-6068

Oficina de Equidad y Derechos Civiles de OSPI (para preguntas sobre discriminación y acoso sexual)
- Sitio web: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Correo electrónico: equity@k12.wa.us
- Telefono: 360-725-6162

Oficina del Defensor del Pueblo de Educación (OEO) del Gobernador del Estado de Washington

La Oficina del Defensor del Pueblo para la Educación del Gobernador del Estado de Washington trabaja con familias, comunidades y escuelas para abordar los problemas juntos para que todos los estudiantes puedan participar plenamente y prosperar en las escuelas públicas K12 de Washington. OEO proporciona herramientas informales de resolución de conflictos, asesoramiento, facilitación y capacitación sobre la familia, la participación comunitaria y la defensa de sistemas.
- Sitio web: www.oeo.wa.gov
- Correo electrónico: oeoinfo@gov.wa.gov
- Telefono: 1-866-297-2597

Departamento de Educación de EE. UU., Oficina de Derechos Civiles (OCR)

La Oficina de Derechos Civiles (OCR) del Departamento de Educación de EE. UU. hace cumplir las leyes federales contra la discriminación en las escuelas públicas, incluidas aquellas que prohíben la discriminación por motivos de sexo, raza, color, origen nacional, discapacidad y edad. La OCR también tiene un proceso de denuncia por discriminación.

- Sitio web: https://www2.ed.gov/about/offices/list/ocr/index.html
- Correo electrónico: orc@ed.gov
- Telefono: 800-421-3481

Nuestra escuela es inclusiva en materia de género

En Washington, todos los estudiantes tienen derecho a ser tratados de acuerdo con su identidad de género en la escuela. Nuestra escuela:

• Dirigirse a los estudiantes por el nombre y pronombres solicitados, con o sin un cambio de nombre legal. • Cambiar la designación de género de un estudiante y hacer que su género se refleje con precisión en los registros escolares.

• Permitir que los estudiantes usen baños y vestuarios que se alineen con su identidad de género.

• Permitir que los estudiantes participen en deportes, cursos de educación física, excursiones y viajes nocturnos de acuerdo con su identidad de género.

• Mantener la información de salud y educación confidencial y privada.

• Permitir que los estudiantes usen ropa que refleje su identidad de género y aplicar códigos de vestimenta sin tener en cuenta el género del estudiante o el género percibido.

• Proteger a los estudiantes de burlas, intimidación o acoso por su género o identidad de género.

Revisar la Política de Escuelas con Inclusión de Género del distrito 3211 y Procedimiento 3211P, visite https://www.eastmont206.org/school-board/policies-and-procedures. Si tiene preguntas o inquietudes, comuníquese con el Coordinadora de Escuelas con Inclusión de Género:Kelsy Bendtsen, School Social Worker, (955 3rd St NE, East Wenatchee WA 98802, bendtsenk@eastmont206.org, (509) 884-6665

Si tiene inquietudes sobre discriminación o acoso discriminatorio basado en la identidad o expresión de género, consulte la información anterior en la página 3-4.

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 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


N JAMES STREET
8TH STREET NE
FIFTH STREET NE
329
MAIN GYM
MAIN ENTRY
STUDENT & VISITOR ENTRY
MAIN OFFICE / COUNSELING / HEALTH
204
205
212
216
217
219
221
222
205 Health Rm
209 Workroom
218 A.D.
223
105
106
107
108
Electrical
BOYS LOCKER
REST-ROOMS
GIRLS LOCKER
301
AUXILIARY GYM
LAUNDRY . PE STORAGE - CUSTODIANS
245
Offic/ Storage
239
232
233
228
Resource
Com Lab
237
Library
224
116
112
111
109
Food Service
Commons
STUDENT ENTRY
Court Yard
511
512
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P-13
P-12
P-11
P-10
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P-3
P-2
P-5
P-4
P-1
PORTABLE VILLAGE 6-13
PORTABLE VILLAGE 1-5
8/2/2013 jg