



# **Eastmont Elementary School Handbook 2019-20**

[www.eastmont206.org](http://www.eastmont206.org)

Kim Browning, Cascade Elementary Principal  
Greg Loomis, Grant Elementary Principal  
Kristy Daley, Kenroy Elementary Principal  
Jamea Connor, Lee Elementary Principal  
Penny Brown, Rock Island Elementary Principal  
Spencer Taylor, Executive Director of Elementary Education  
Dr. Garn Christensen, Superintendent

## **EASTMONT SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Eastmont School District is to maximize the potential of all students by:

- Relationships – that support a safe and secure learning environment for students and staff.
- Relevance – in education experiences that meet the needs of students, parents, and community.
- Rigor – by having expectations that require students to develop and demonstrate academic excellence.
- Results – that are used to improve and support student and employee success.

## **BOARD OF DIRECTORS**

The School Board meets on the second and fourth Monday of each month at 5:30 p.m. Meetings are held in the Administration Office Board Room at 800 Eastmont Avenue and at individual schools. Please call the District Office or visit our website if you have any questions regarding these meetings (884-7169 or [www.eastmont206.org](http://www.eastmont206.org)).

## **DISTRICT ADMINISTRATION**

Dr. Garn Christensen, Superintendent

Mr. Spencer Taylor, Executive Director of Elementary Education

Mr. David Woods, Assistant Superintendent of Secondary Education

Mrs. Cindy Ulrich, Executive Director of Financial Services

Mrs. Vicki Trainor, Executive Director of Human Resources

## **NONDISCRIMINATION NOTICE**

The Eastmont School District prohibits discrimination on the basis of, age, race, creed, color, national origin, religion, sex, families with children, marital status, sexual orientation including gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The district also prohibits discrimination on the basis of sex as it applies to counseling and guidance services to students, recreational and athletic activities for students, access to course offerings, and in textbooks and instructional materials used by students.

The district also prohibits sexual harassment. Persons needing to report discrimination described above should contact Vicki Trainor, Executive Director of Human Resources at (509)884-7169, or e-mail [trainorv@eastmont206.org](mailto:trainorv@eastmont206.org)

Title IX/ADA Coordinator  
Ms. Vicki Trainor  
800 Eastmont Avenue  
East Wenatchee WA 98802  
509-884-7169

Section 504 District Coordinator  
Mr. David Woods  
800 Eastmont Avenue  
East Wenatchee WA 98802  
509-884-7169

**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.

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

# TABLE OF CONTENTS

<b>School Calendar .....</b>	<b>5</b>
<b>Admission/Withdrawal Policies.....</b>	<b>6</b>
<b>Attendance Policy.....</b>	<b>6-7</b>
<b>Classroom Learning Environment (Birthdays, Electronics/Cell Phones, Toys).....</b>	<b>8</b>
<b>Food (Breakfast/Lunches, Candy/Gum).....</b>	<b>8</b>
<b>Health Services .....</b>	<b>9-10</b>
<b>School Safety .....</b>	<b>11-13</b>
<b>Student Data and Information .....</b>	<b>14-15</b>
<b>Student Dress .....</b>	<b>15</b>
<b>Transportation .....</b>	<b>16-20</b>

# School Calendar



**Student Calendar  
2019 - 2020**

2019

August					
M	T	W	TH	F	
				1	2
3					
School Days	5	6	7	8	9
	12	13	14	15	16
	19-22 Professional Development Days				
	19	20	21	22	23
	26- All Staff Opening Day				
	26	27	28	29	30
	28-First Day of School				

September					
M	T	W	TH	F	
20	2	3	4	5	6
School Days	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				
	2-Labor Day (No School)				

October					
M	T	W	TH	F	
		1	2	3	4
22					
School Days	7	8	9	10	11
	14	15	16	17	18
	11-Professional Development Day (No School)				
	21	22	23	24	25
	24-25 Parent Conferences* K-12 (No School)				
	28	29	30	31	

November					
M	T	W	TH	F	
					1
17					
School Days	4	5	6	7	8
	11	12	13	14	15
	11-Veteran's Day (No School)				
	18	19	20	21	22
	27-29 Thanksgiving Holiday (No School)				
	25	26	27	28	29

December					
M	T	W	TH	F	
	2	3	4	5	6
15					
School Days	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	23-31 Winter Break (No School)				
	30	31			

2020

January					
M	T	W	TH	F	
18		1	2	3	
School Days	6	7	8	9	10
	13	14	15	16	17
	20-Martin Luther King Jr. (No School)				
	20	21	22	23	24
	24-Records Day (No School)				
	27	28	29	30	31

2020

February					
M	T	W	TH	F	
18	3	4	5	6	7
School Days	10	11	12	13	14
	14-Mid-Winter Break (No School)				
	17	18	19	20	21
	17-President's Day (No School)				
	24	25	26	27	28

March					
M	T	W	TH	F	
19	2	3	4	5	6
School Days	9	10	11	12	13
	16	17	18	19	20
	13-Professional Development Day (No School)				
	23	24	25	26	27
	30	31			
	30-31 Spring Break (No School)				

April					
M	T	W	TH	F	
19		1	2	3	
School Days	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	
	1-3 Spring Break (No School)				

May					
M	T	W	TH	F	
19					1
School Days	4	5	6	7	8
	11	12	13	14	15
	1-Professional Development Day (No School)				
	18	19	20	21	22
	25	26	27	28	29
	25-Memorial Day (No School)				

June					
M	T	W	TH	F	
10	1	2	3	4	5
School Days	8	9	10	11	12
	5-High School Graduation				
	15	16	17	18	19
	22	23	24	25	26
	29	30			
	12-Last Day of School				

**Elementary Grading Period**  
January 23 - 1st Semester Ends

**Secondary Grading Period**  
November 22 - 1st Trimester Ends  
March 6 - 2nd Trimester Ends

\* = October 24 & 25 Parent Conferences are Thursday day & evening and Friday AM.

\*\* = March 6 Parent Conferences are Thursday evening and Friday AM.

△ = Half Day: Students are released after lunch & 3 hours early from regular schedule.

Official Calendar approved 12/10/18;

## Admission/Withdrawal and Attendance Policies

All students need to register for school at the Eastmont School District office at 800 Eastmont Avenue.

**Kindergarten Requirements:** To enter the kindergarten a child must be five years of age on or before August 31. Birth certificates or hospital records and an immunization record must be presented before students may register. State education officials require a polio immunization series, a series for "DTP" (diphtheria, tetanus, and pertussis) or a DT variation, two immunizations against mumps, measles and rubella, and the series of three Hepatitis B immunizations for kindergarteners through fourth grade prior to school admission. The final immunizations for the polio and DTP series must have been administered on or after the child's fourth birthday. Kindergarteners are also required to have the varicella immunization or proof of having had the disease. Immunization records will be reviewed for compliance by School District nurses.

**Withdrawal:** The school appreciates notice of pupil withdrawal at least two days before the last day of attendance indicating:

1. The last day of attendance.
2. Approximate location to which you are moving.
3. If known, the new school your child will attend.

Upon enrollment of your child at a new school, the new school will request permanent records to be sent. With a reasonable notice, the teacher can prepare the progress report and obtain information for the transfer. Parents should stop in at the office to obtain a copy of their child's immunization records to present to the new school.

**Attendance Policy:** Attendance is essential to the success of all students. Students who miss critical instruction in key concepts quickly fall behind in school and are less likely to achieve academic success. Accordingly, school attendance is mandatory, and unexcused absences and truancy are prohibited. The state defines chronic absenteeism as 10% of days enrolled in school.

**It is required by state law that each absence from school be explained by a note or phone call from the parent or guardian.** Parents need to contact the office as soon as possible each time their child is absent and include the students complete name, date and reason for the absence. If we do not hear from you, our receptionist will call you to verify the absence (required by the Becca Bill).

Parents who choose to have their children miss school for non-illness or non-emergency reasons should contact the school at least one week in advance of the absence to complete the pre-approved absence form. These absences may be considered unexcused if they cause a serious adverse effect on the student's educational progress. Parents whose children incur more than two unexcused absences during any quarter will be asked to meet with the principal to develop a plan to improve attendance.

<b>Excused absences</b>	<ul style="list-style-type: none"> <li>● Illness (fever over 100 degrees, vomiting, diarrhea, infectious diseases)</li> <li>● Chronic health condition (if over 5 days may require a doctor's note)</li> <li>● Medical appointment (please bring a doctor's note)</li> <li>● Family emergency</li> <li>● Religious purposes</li> </ul>
<b>Unexcused absences</b>	<ul style="list-style-type: none"> <li>● Failing to submit any type of excuse statement by the parent/guardian</li> <li>● Absences that do not meet the guidelines for an excused absence</li> <li>● Unexcused absences may occur at the discretion of administration, when a student's absence are chronic or have an adverse effect on progress</li> </ul> <p>*If a student has more than 2 unexcused absences within a month, a school conference will be required.</p>
<b>Tardies</b>	<p>Students are expected to be in class on time. If a student arrives after the second bell, they will need to check in at the office. When a student's tardiness becomes frequent or disruptive, the student will be referred to the principal or the counselor.</p>
<b>Early Checkout</b>	<p>All students need to be checked out of school through the office. Only people listed in our data system will be allowed to pick up students during the school day. ID is required. We request that you do not remove your child from school during the school day unless it is absolutely necessary.</p>
<b>Attendance Actions</b>	<p>When the Attendance Committee at a school notices there is a possible attendance concern the following actions may be taken:</p> <ul style="list-style-type: none"> <li>● Information letter sent to parents</li> <li>● Attendance Nudge letter showing students attendance compared to the other students at the school</li> <li>● A phone call from school administration seeking to help solve the problem</li> <li>● A meeting with school administration and parents seeking to help solve the problem</li> <li>● A 10 day letter letting parents know that attendance is a concern</li> <li>● A 15 day letter, requiring doctor's notes for any further absences</li> <li>● Home visits</li> <li>● A Notice to Appear letter for Truancy Board</li> </ul>
<p>*Please refer to School Board Policy No. 3122 for complete information on District Policy for Attendance</p>	

## Classroom Learning Environment

<b>Birthdays at School</b>	<p>Birthday treats may be brought to school, please check with the teacher in advance.</p> <ul style="list-style-type: none"> <li>● Party invitations and gifts are not allowed to be passed out at school unless every class member is invited.</li> <li>● We do not allow flower arrangements or balloons for student birthdays in the classrooms.</li> </ul>
<b>Cell Phones and Personal Electronic Devices</b>	<ul style="list-style-type: none"> <li>● Cell phones are discouraged, but if parents believe one is necessary for their child for communication reasons, the phone must be turned off and kept out of sight at all times during the school day. If it becomes a disruption, the parent or student will need to pick it up in the office. This includes smart watches with phone capabilities.</li> <li>● Students are not allowed to use or possess any other personal electronic devices at school. They will be confiscated until the end of the day. If the problem continues, further action will be taken. Exceptions may be made if devices are for educational purposes and if they are pre-approved.</li> <li>● The school is not responsible for lost or stolen items.</li> </ul>
<b>Toys</b>	<ul style="list-style-type: none"> <li>● All toys should be kept at home except if brought for “Show &amp; Tell” purposes with advanced permission given by the teacher.</li> <li>● Toys can cause a disruption to learning and are often lost or stolen.</li> </ul>

## Food

<p><b>Breakfast and Lunches:</b> Eastmont School District has a breakfast and hot lunch program. Students may also bring their lunches from home and may purchase ½ pints of milk.</p> <ul style="list-style-type: none"> <li>● Meals may be purchased on a daily, weekly, or monthly basis by either sending money to school with your student or using the online School Cafe service (recommended).</li> <li>● The cost for meals will be published and sent home at the beginning of the year.</li> <li>● This information may also be accessed on the District website, <a href="http://www.eastmont206.org">www.eastmont206.org</a>, under “Food Service.”</li> <li>● Applications for free and reduced price breakfasts and lunches are available in the school office.</li> <li>● Students will be allowed to “charge” meals even if they do not have any money in their accounts and parents will be responsible to pay for these meals.</li> </ul>	
<b>Lunches/ Snack from home</b>	<ul style="list-style-type: none"> <li>● Students are not allowed to share or trade food for safety reasons.</li> <li>● Only individual sized portions may be brought to school for lunch/snack (no large bag of chips, cookies, crackers, candy, etc...)</li> <li>● Soda pop and energy drinks are not permitted during lunch or snack.</li> </ul>
<b>Candy/Gum</b>	<ul style="list-style-type: none"> <li>● Candy, gum and other treats may be allowed only at teacher discretion for special events or celebrations.</li> </ul>

## Health Services

Our school Health Room is staffed by paraprofessionals, office staff, and is overseen by a part-time school nurse. When students come to the Health Room, staff assess the problem, treat minor injuries, document the visit and call parents when necessary.

### Accidents

During the school year there are occasionally a few accidents. Every precaution is taken to prevent such mishaps. It is very important for each student and parent to know the following procedure in case of an accident:

- The student reports the accident to the teacher or playground supervisor.
- The student will be brought to the Health Room. If the injury is serious, parents will be contacted. Unless it is an absolute emergency, the school cannot take the child to a doctor.
- If you have school insurance, please ask the office staff for an accident report to take to the doctor.

### Allergies

If your child has any special health considerations or food allergies, please share that information with your child's teacher, the school office, and/or the school nurse.

**Students with food allergies:**

- Must have an Emergency Care Plan in place and have necessary, up to date medications at school
- Should not receive any treats or foods at school unless provided by their parents or food services.
- If you have any questions or concerns please contact the school nurses at 888-1480.

### Cold Weather

Students will be outside for recess unless the temperature is below 15 degrees. Please make sure your students are dressed appropriately. Unless a student has a doctor's note, they will need to go outside.

### Infectious Disease and Lice

Head lice are often a fact of life for school-aged children. While inconvenient, head lice cause no medical harm and can be effectively treated.

If a child is found to have head lice, the following will occur:

1. The child's parent or guardian will be notified by telephone or letter home stating that prompt, proper treatment of this condition is in the best interest of the child.
2. The parents of the affected students will be given the handout "Parents Guide How to Treat and Keep Lice Out of Hair" which has accurate information about the diagnosis, treatment and prevention of head lice.
3. Students may attend school, unless heightened concerns from the school nurse or building principal prompt additional measures.

<b>Illness</b>	<p>Students who become ill during the school day are sent to the office. The office staff will determine whether or not the student should be sent home.</p> <ul style="list-style-type: none"> <li>● Anytime a child’s temperature is 100 degrees or higher, we will automatically call his/her parent.</li> <li>● A child should remain home if he/she has had a fever and/or is vomiting within the last 24 hours.</li> </ul>
<b>Medication at School</b>	<p>State laws prohibit us from giving any medications (over-the-counter or prescribed) without having the following form completed:, “Authorization for Administration of Medication at School.” This form must be filled out and signed by your healthcare provider and parent. These forms are available in the school office.</p>
<b>School Insurance</b>	<p>Parents may buy an insurance policy that covers injury received by the child during the school day. Brochures will be sent home so that parents who wish may purchase this coverage.</p>
<b>Vision and Hearing</b>	<p>Vision and hearing screening is done yearly for grades K-3. If a problem is detected, parents will be notified as soon as possible.</p>

## School Safety

Student safety is one of the most important aspects of what we do at Eastmont.

<b>Bikes, Skateboards, Scooters, and Shoes with Wheels</b>	<p>3rd/4th grade students may ride bikes/scooters with helmets to/from school but are not allowed to ride them on school grounds or in the parking lot during school hours.</p> <ul style="list-style-type: none"> <li>● We encourage children to lock their bicycles to the racks provided.</li> <li>● Students may not ride skateboards to school and may not wear shoes with wheels.</li> <li>● Bicycles and scooters on the sidewalks cause a real safety concern for parents, students and staff entering and leaving the buildings. Therefore, we require bikes and scooters to be walked when on school grounds.</li> </ul>
<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>● Fire and other emergency drills are scheduled on a regular basis in accordance with state law.</li> <li>● Earthquake drills, emergency evacuation drills and lockdown drills are also practiced regularly throughout the year.</li> </ul>
<b>Harassment, Intimidation, Bullying (Board Policy)</b>	<p>The Eastmont School District is committed to a safe and civil school environment for all students, employees, volunteers and patrons, free from harassment, intimidation and bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCS 9A.36.080(3), (race, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:</p> <ul style="list-style-type: none"> <li>● Physically harms a student or damages the student’s property; or</li> <li>● Has the effect of substantially interfering with a student’s education; or</li> <li>● Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or</li> <li>● Has the effect of substantially disrupting the orderly operation of the school.</li> </ul> <p>Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).</p> <p>Board Policy 3207 is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community, and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community.</p> <p>Eastmont School Board Policy 3207 outlines the Informal and Formal Complaint process. Please notify the Principal, of any acts of harassment, intimidation or bullying, and either the informal or formal complaint process will be explained to you. Action will be taken immediately to stop the undesired behavior.</p>

<p><b>Is it bullying?</b></p>	<p>We are using this definition to help students understand the difference between mean, rude, and bullying behavior:</p> <ul style="list-style-type: none"> <li>● When someone says or does something unintentionally hurtful and they do it once, that's RUDE.</li> <li>● When someone says or does something intentionally hurtful and they do it once, that's MEAN.</li> <li>● When someone says or does something intentionally hurtful and they keep doing it - even when asked to stop or are upset - that's BULLYING.</li> </ul>
<p><b>Possession or Use of Tobacco Products, Alcohol, Drugs or Weapons</b></p>	<ul style="list-style-type: none"> <li>● Students in the Eastmont School District are not allowed to possess or use any tobacco products, alcohol, illegal drugs, weapons or pseudo-weapons while attending school or school functions.</li> <li>● Weapons and pseudo-weapons shall include any item construed to be a weapon, including, but not limited to: "switch-blade" combs, replicas of guns, knives, throwing stars, and num-chuks.</li> <li>● Use or possession of such products will result in disciplinary action up to expulsion, and immediate contact of parents and/or law enforcement officials</li> </ul>
<p><b>School Closure Due to Weather, Inside Recess</b></p>	<p>Inclement weather may cause school to begin late, or school may be cancelled for the day. For information on school closures:</p> <ul style="list-style-type: none"> <li>● Our school website and the district's website at <a href="http://www.eastmont206.org">www.eastmont206.org</a> will have any school closure information and will be updated by 6:30AM in the morning.</li> <li>● Media will be notified immediately of ANY type of school schedule change</li> <li>● You may also call the District Snow Line at 888-1111.</li> <li>● <b>Please do NOT call the school.</b> <u>Telephone lines must be kept open in case of an emergency.</u></li> </ul> <p>Students will remain indoors when the outdoor temperature drops below 15 degrees or when air quality is deemed dangerous. The district office makes the decision as to when we remain inside for air quality. Students will go outside when it is raining or snowing, so proper outdoor clothing is essential.</p>
<p><b>Technology/ Internet Access and Web Publishing</b></p>	<p>All students will be given internet access, unless parents opt their child out using the Parent Release and Student Use Form (#2022-F2)</p> <p>Student projects, classroom activities, and student work may be showcased on the school or district websites and social media pages. Only relevant information will be included (ie: first name, picture, participation, grade level, etc...) Parents may opt out of this option.</p>

<b>Visitors - Students</b>	Allowing our students to bring other children to school causes a disruption to learning and is a liability issue. Therefore, we must deny any such requests.
<b>Technology/ Internet Safety</b>	<p>Students must agree to the following rules for using technology:</p> <ol style="list-style-type: none"> <li>1. I will not let other students use my name and password.</li> <li>2. I will not use bad language or pictures.</li> <li>3. I will respect others.</li> <li>4. I will follow all school rules while using the computer.</li> <li>5. I understand that all my computer work will be checked by the teacher and computer privileges will be revoked if I break the computer rules.</li> <li>6. I will not damage the computer and will stay in my own area on the computer.</li> <li>7. Downloading of any programs, games, music or any other software is strictly prohibited.</li> </ol> <p>If devices are damaged due to negligent use by the student, repair and or replacement costs may be charged to the student's account.</p>
<b>Threat/ Threat Assessment</b>	<ul style="list-style-type: none"> <li>● Students may not threaten to hurt or kill another person or threaten to cause damage to the school.</li> <li>● As in airports and other public places, these kinds of words, joking or otherwise, are absolutely not allowed. The safety of students is our top priority at school.</li> <li>● Threats to kill or cause bodily injury to people or destroy property will be taken seriously.</li> <li>● Depending on the seriousness and nature of the threat, a student may be detained, sent home from school, or separated from others while a threat assessment is completed.</li> <li>● Police may be contacted.</li> </ul>
<b>Volunteers and Parent Visitation</b>	<p><b>ALL volunteers are required to fill out a Volunteer Disclosure Form</b>, available at <a href="http://www.eastmont206.org">www.eastmont206.org</a> - District Information - Parents &amp; Community - Volunteer Application. These forms must be renewed each school year.</p> <ul style="list-style-type: none"> <li>● Parents and other adults are encouraged to volunteer. Please make arrangements with the teacher if you wish to volunteer.</li> <li>● Parents are welcome to visit the classroom. Prior arrangements need to be made with the classroom teacher.</li> <li>● <b>Please check in at the office and obtain a visitor pass when you arrive at school to let us know a visitor is on campus.</b></li> </ul>

<b>Weapon Free Zone</b>	All Washington schools have been officially defined as weapon-free zones. The law has no provision for the age of offenders, so even a kindergartner is expected to know enough to realize that they should never bring a gun or dangerous weapon to school. Squirt guns and any other toy replicas of weapons are also strictly prohibited.
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<b>Student Data and Information</b>	
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<b>Custody Documents</b>	<p>Washington State law and district policy require that current custody papers for children of divorced parents be on file in the office.</p> <ul style="list-style-type: none"> <li>● Documents must be issued in Washington State as those from other states are not honored in this state.</li> <li>● Questions regarding custody issues and disputes should be referred to your attorney.</li> <li>● The legal name as indicated on the student’s birth certificate will be used on all school records.</li> </ul>
<b>Directory Information</b>	<p>Most information about Eastmont School District students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is termed “directory information.”</p> <ul style="list-style-type: none"> <li>● Directory information about students may be released by the district without parental consent. The school district will not release directory information for commercial purposes.</li> <li>● Directory information is defined as the student’s name, photograph, address, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.</li> <li>● Photos of students are sometimes used in district or school-produced publications or for use by the news media. The district takes special care not to identify the photographed students by name in most cases. However, published photos in yearbooks, student/school newspapers, school handbooks, etc., are considered public domain and can be reproduced by the media.</li> <li>● Parents/guardians who do not want their student directory information released complete the “FERPA Do Not Disclose Student Directory Information Form” on our district’s website.</li> </ul>
<b>Duplicate Student Information</b>	<p>We try to be sensitive to the needs of all family structures, while maintaining a neutral environment for our students.</p> <ul style="list-style-type: none"> <li>● If your child is part of a multiple household family and double notices/ information is preferred, please note that when registering or let the office know.</li> </ul>

	<ul style="list-style-type: none"> <li>● We will send duplicates home for anything we mail, but are not able to replicate the items carried home by students.</li> <li>● We request that parents meet together for school conferences.</li> </ul>
<b>Enrollment Cards and Emergency Information</b>	<p>Each year we send home an Enrollment Card Update Form and Health Information Form for you to complete.</p> <ul style="list-style-type: none"> <li>● <b>It is extremely important that both of these be filled out and returned to school immediately.</b></li> <li>● The card provides the information necessary to reach you if your child should become ill or be injured at school.</li> <li>● If there are any changes in your address, phone, or emergency contacts during the year, please call the office with your new information.</li> </ul>
<b>Lost and Found</b>	<p>We have a designated lost and found area that we encourage parents to check often.</p> <ul style="list-style-type: none"> <li>● Please mark all clothing with your child's name, marked clothing helps facilitate identification and return.</li> <li>● Students are responsible to look for their own lost items. Parents are also welcome to come to this area to look for lost items.</li> <li>● Periodically articles are donated to various charitable organizations.</li> <li>● We are not responsible for any lost items.</li> </ul>
<b>Pictures</b>	<p>It is a tradition in our district to have individual and group pictures taken. A commercial photographer takes these pictures and makes them available to students and parents for a fee. The individual pictures are taken in the fall the class pictures are taken in the spring.</p>
<b>Student Records</b>	<p>We maintain student records necessary for the educational guidance and welfare of our students, for orderly and efficient operation of school, and as required by law. This information is treated in a professional and confidential manner.</p>

## Student Dress

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, the following attire related rules are in place beginning **August 2013**.

A = Allowed                      N = Not Allowed

	Grade Level/Age Appropriate												
	K	1	2	3	4	5	6	7	8	9	10	11	12
1. Long pants including jeans/khakis	A	A	A	A	A	A	A	A	A	A	A	A	A
2. Skirts and shorts that extend to mid-thigh.	A	A	A	A	A	A	A	A	A	A	A	A	A
3. Shirts with necklines no lower than a straight line between underarms	A	A	A	A	A	A	A	A	A	A	A	A	A
4. Sleeveless shirts with small armholes and shoulder straps a minimum width of 3 student fingers	A	A	A	A	A	A	A	A	A	A	A	A	A
5. Shirts that display the midriff	N	N	N	N	N	N	N	N	N	N	N	N	N
6. Alcohol, drug, or weapon related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
7. Nonathletic shoes in PE/recess or barefoot	N	N	N	N	N	N	N	N	N	N	N	N	N
8. Gang affiliated clothing, piercing, tattoos, jewelry, and hair styles as recognized by law enforcement	N	N	N	N	N	N	N	N	N	N	N	N	N
9. Hats, sunglasses, or bandanas (other than with an order from a medical doctor) worn or displayed inside the building	N	N	N	N	N	N	N	N	N	N	N	N	N
10. Mesh/sheer or clothing with large holes unless approved clothing underneath	N	N	N	N	N	N	N	N	N	N	N	N	N
11. Pants worn below the top of the buttocks	N	N	N	N	N	N	N	N	N	N	N	N	N
12. Sleepwear/underwear worn in place of, or on-top of, regular clothing, and long duster/trench style coats	N	N	N	N	N	N	N	N	N	N	N	N	N
13. Violent, hate, or harassing related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
14. Color dyed hair	A	A	A	A	A	A	A	A	A	A	A	A	A
15. Visible piercings other than earrings	A	A	A	A	A	A	A	A	A	A	A	A	A

## Transportation

### 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.

**Garn Christensen, Superintendent**

<b>Bus Service Eligibility</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Exceptions are made only when safety concerns are identified by the transportation office.</li> <li>● In order to change their normal bus and/or stop, students must obtain a pass from the school office.</li> </ul>
<b>En Route to Bus Stop</b>	<ul style="list-style-type: none"> <li>● Parents/guardians are encouraged to review their child's walking route to the bus stop, advising about safety concerns.</li> </ul>
<b>Be Prompt</b>	<ul style="list-style-type: none"> <li>● Bus passengers should arrive at the bus stop 5-10 minutes before the bus is scheduled to arrive.</li> <li>● Buses will promptly depart all schools 5-10 minutes after dismissal times.</li> <li>● For safety, once bus doors are closed, drivers will not stop for late arriving students.</li> </ul>
<b>At the Bus Stop</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Students are expected to respect others' property, however, bus stops are not supervised and parents are responsible for supervision until students are under the supervision of the driver.</li> <li>● When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.</li> </ul>
<b>Boarding/ Departing the</b>	<ul style="list-style-type: none"> <li>● It may be necessary to cross the road to board the bus.</li> </ul>

<b>Bus</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
<b>Driver Authority</b>	<ul style="list-style-type: none"> <li>● The driver has full authority over the passengers on the bus.</li> <li>● Seating assignments may be necessary to assure passenger safety.</li> <li>● If inappropriate behavior is demonstrated by a student, the parent will be contacted to assist the student to modify the behavior of concern.</li> </ul>
<b>Passenger Conduct</b>	<p>Safe, respectful conduct is expected of all passengers to insure safety:</p> <ul style="list-style-type: none"> <li>● Obey the driver's instructions when first requested.</li> <li>● Remain seated.</li> <li>● Respect others and their property.</li> <li>● Keep your hands to yourself.</li> <li>● Keep noise level down.</li> <li>● Cell phone use is limited to pre-boarding and post-departure.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>● Fighting on the bus</li> <li>● Throwing objects in or out of the bus</li> <li>● Possession of dangerous weapons or articles</li> <li>● Destroying or defacing district or private property</li> <li>● Use of sparking devices</li> <li>● Smoking, or use/possession of drugs, alcohol or any form of tobacco</li> <li>● Obscene gestures or profanity directed at the bus driver or others</li> <li>● Any part of the body extended outside of the bus</li> <li>● Assault on a bus driver will result in indefinite suspension and possible criminal charges</li> <li>● Pointing a laser pointer at a bus driver will result in suspension from the bus and possible criminal charges</li> </ul>
<b>Accidents/ Breakdowns</b>	<ul style="list-style-type: none"> <li>● Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained.</li> <li>● Yet, given the thousands of miles traveled annually, and the traffic conditions in our area, accidents and breakdowns can happen.</li> <li>● 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.</li> </ul>
<b>Snow Days</b>	<ul style="list-style-type: none"> <li>● Detailed emergency snow route information is distributed at the school. Local radio will provide up-to-date information each morning when the roads are slick and snowy. Ask driver in advance if your route could be affected and how.</li> </ul>

<p><b>Items Not Allowed on the Bus</b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. Glass objects; bottles, jars, etc.</li> <li>2. Open containers of food, drink, gum</li> <li>3. Inflated balloons</li> <li>4. Live animals, bugs, worms</li> <li>5. Plants, dirt, other growing projects</li> <li>6. Oversized objects and instruments; those that cannot fit safely in the seat with the student</li> <li>7. Weapons; guns, knives, razor blades, etc. (real or toy)</li> <li>8. Sports equipment which could endanger others; like javelins, pole vaults or shot puts</li> <li>9. Skateboards, scooters, and baseball bats</li> <li>10. Any item which cannot be transported easily or which creates a safety concern</li> <li>11. Distracting electronic devices such as Game Boys or MP3 players, or trading cards</li> </ol> <p>Please arrange for alternative transportation if any of the above need to go to or from school.</p>
<p><b>Student Discipline on the Bus</b></p>	<p>The district has adopted a progressive discipline policy which emphasizes logical consequences for inappropriate behavior.</p> <ul style="list-style-type: none"> <li>● 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. 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 and the transportation director.</li> <li>● 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.</li> <li>● 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.</li> <li>● The District reserves the right to suspend transportation privileges for any student who demonstrates behavior unreasonably distracting to the driver which may contribute to unsafe operation. Complete disciplinary procedures are distributed annually and are available at each school or the Transportation Office.</li> </ul>
<p><b>Disciplinary Procedures</b></p>	<p>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.</p>

- The following are standard actions that will generally be applied uniformly in response to documented incidents.
  - 1st / 2nd Offense: Student counseled and warned by driver.
  - 3rd Offense: Suspension of bus privileges for three days. (If within 45 days)
  - 4th Offense: Suspension of bus privileges for five days. (If within 45 days)
  - 5th Offense: Suspension of bus privileges for ten days or more, depending upon nature of 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.