

St. John – Endicott Cooperative Schools



Endicott Elementary Endicott-St. John Middle School Parent/Student Handbook

2016-2017

(revised 8/24/16)

**We look forward to having a
great year with you at
Endicott Elementary and
Endicott-St. John
Middle School!**

**Please contact the school
office if you have any
questions at
657-3523**

Mr. Bruce Porubek, Principal

**Suzanne Schmick,
Superintendent**

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ST. JOHN-ENDICOTT COOPERATIVE SCHOOLS

301 W. Nob Hill
St. John, WA 99171
(509) 648-3336
Fax: (509) 648-3451

2016-2017
District Calendar
<http://www.sje.wednet.edu>

308 School Drive
Endicott, WA 99125
(509) 657-3523
Fax: (509) 657-3521

AUGUST (1)				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 29 Teacher In-service
- 30 Teacher In-service
- 31 **First Day of School**

SEPTEMBER (21)				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 5 **No School** Labor Day
- 28 **Early Release** SJE Co-Op In-service

OCTOBER (21)				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	*28*
31				

- 19 **Early Release** Whitman Co. In-service
- 26 **Early Release** SJE Co-Op In-service
- 28 End of 1st Quarter

NOVEMBER (18)				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 2 **Early Release** P-T Conference Prep
- 3 **No School** P-T Conferences (PS-12)
- 11 **No School** Veterans Day
- 23 **Early Release**
- 24-25 **No School** Thanksgiving Break

DECEMBER (15)				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 7 **Early Release** Whitman Co. In-service
- 21 **Early Release** Winter Break
- 22-31 **No School** Winter Break

JANUARY (20)				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	*20*
23	24	25	26	27
30	31			

- 2 **No School** Winter Break
- 16 **No School** M.L.K. Day
- 20 End of 1st Semester

FEBRUARY (19)				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

- 8 **Early Release** Whitman Co. In-service
- 20 **No School** Presidents Day

MARCH (23)				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	*24*
27	28	29	30	31

- 22 **PS-3rd No School** P-T Conferences
- 24 End of 3rd Quarter
- 29 **Early Release** SJE Co-Op In-service

APRIL (15)				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 3-7 **No School** Spring Break
- 26 **Early Release** SJE Co-Op In-service
- 28 **Early Release** St. John Stockshow

MAY (22)				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 29 **No School** Memorial Day

JUNE (5)				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 4 **HS Graduation**
- 5 **MS Promotion**
- 7 **Early Release** Last Day of School
- 8 **No School** Snow Make Up Possible

- # = First/Last Day of School
- # = No School
- # = Early Release
- *#* = End of Quarter
- # = No School for specific grades

Board Approved

04/25/16

ENDICOTT SCHOOL DISTRICT STAFF

OFFICE STAFF

Suzanne Schmick	Superintendent
Bruce Porubek	Principal
Dana Crider	Business Manager
Regina Simon	Accounts Payable
Donna Wigen	Secretary

TEACHERS

Jordyn Cook	Pre School
Megan Dorman	K/1 Grades
Katie Bailey	2/3 Grades
Tara Huntley	4/5 Grades
Debbie McLaughlin	4 th Math & 6 th LA/SS/Electives
Rich Hallenius	Math/Technology
Michael Maloney	7 th & 8 th Science/Shop/7 th Social Studies
Becky Gonzalez	6 th Science/Math
Trish Hilt	7 th & 8 th ELA/SS & Electives
Billy Ray	Band
Missy Repp	Special Services

PARAEDUCATORS

Barbara Strader	Pam Johnson
Julie Lust	Donna Walker

SCHOOL NURSE

Debbie Wolfe

DISTRICT TECHNOLOGY

Rich Hallenius

LIBRARY

Julie Lust

CUSTODIANS

Doug Carlson
Randy Root

COOKS

Lorraine Salzman
Sally Morris

A.S.B. OFFICERS

President	Douglas Stach
Vice President	Colby Swannack
Secretary	Hailee Marty
Treasurer	Ellie Tollett

ELEMENTARY RECESS/LUNCH SCHEDULE

Before School Recess (P-5)	8:15-8:30
Morning Recess (PS-3)	9:45-10:00
Lunch/Recess (K-5)	11:15-11:45
Afternoon Recess (K-5)	1:55-2:10

GENERAL INFORMATION

ADMISSIONS

Students who reside in the St. John and Endicott School Districts or who have been released from neighboring districts are eligible to attend. The office staff must receive all registration paperwork at least 1 day in advance before a student can begin attending school. Choice placement papers must be accepted and signed by the St. John-Endicott superintendent prior to enrollment.

ACCIDENTS

Accidents can happen. Every accident in the school building, on the school grounds, school transportation, at practice sessions or at school sponsored events must be reported immediately to a staff member and/or the building principal.

BACKPACKS

Student backpacks must be off of the floors in the hallways in front of the lockers and/or any common area in the school. Backpacks must be stored in lockers.

BUILDING/HALLWAYS

Students are expected to keep our building and hallways clean. Littering is not allowed. All belongings including backpacks, coats, books, etc. are to be kept off of the floor and stored in the lockers at all times. Items left on the floors may be removed and held by staff and can be claimed in the office.

BULLETIN

A general information bulletin is available on the Endicott School District web page, and is updated regularly by the secretary. Announcements may be placed in the bulletin by filing them with the secretary at the office by 2:30 P.M. the previous day. Requests for bulletin notices should be signed by the person filing them and must have the approval of a faculty member (usually the advisor of the club or organization).

BUSSING AND RULES

Some of the students who live in the St. John-Endicott Cooperative School attendance area are eligible to ride the bus to school. The Director of Transportation determines this, based on the distance the child lives from school. The transportation coordinator establishes time schedules.

Riding the school bus is a privilege. Students are expected to follow all school rules and expectations while riding the bus. Students who choose to not follow the rules and show improper conduct on the bus will be subject to progressive discipline and/or denial of bus privileges. School bus expectations are as follows:

1. Respect others and be safe:
 - a. Keep hands and belongings to yourself.
 - b. Talk respectfully to others.
 - c. Do not use obscene and/or unacceptable language or gestures.
 - d. Do not scuffle or fight.
 - e. Do not be disobedient, disrespectful or disturbing to others.
 - f. Remain in your seat, facing forward, while on the bus.
 - g. Get on and off the bus in an orderly manner.
2. Keep the bus clean and orderly.
3. Students are not allowed to put their head, hands or objects out of the bus window.
4. Please do not litter.
5. Students shall not tamper with or abuse the bus and/or equipment.
6. Students are not allowed to possess or be under the influence of a controlled substance, alcohol or tobacco.

COMPUTER USE

Computers are the property of the St. John – Endicott Cooperative School Districts. A set of safeguards has been instituted in order to provide the safest and best possible access for students to the network. Students are expected to follow the technology agreement and guidelines and are responsible for their own actions while on the school network. The inappropriate use of the Internet, district network, or any individual computer is prohibited, and may result in progressive discipline and/or loss of technology privileges.

DRESS CODE

The St. John-Endicott Cooperative Schools strive to present an atmosphere where all students feel safe and show pride in themselves and others. Students are expected to dress appropriately at all school functions/activities. Any unusual dress or grooming as determined by administration that causes disruption of the school program, is unclean, presents a safety hazard and/or is indecent is considered unsuitable and will not be allowed. As a general guide, the following parameters are to be followed:

1. Shirts/tops cover the tops of the shoulders (Four finger rule). Shirts/tops must be able to cover mid-body area throughout normal activities (Raised arm rule).
2. Dresses/skirts/shorts must be appropriate length (Extended arm and fingers rule).
3. All undergarments must be covered at all times.
4. Clothing must not have inappropriate language or messages printed on them (including tobacco, alcohol, drug and/or suggestive messages, etc.).
5. Staff and students are **NOT ALLOWED** to wear **HATS** in the school building during school hours except for approved events. Upon entering the building, all hats are to be removed and placed in a secure place. Hats may be confiscated if worn in the building during school hours.
6. Excessively baggy clothes, chains, trench coats, sunglasses, or other clothing or items deemed to be inappropriate by administration will **NOT** be allowed.

Students will be asked to change their clothing immediately if not within the above guidelines. Progressive discipline procedures will be enforced for students who continue to disregard the dress code. Suspension may result from consistent violations of the above expectations. Clothing for extracurricular activities may be deemed appropriate for that activity even though it does not meet the above standards (i.e. formal dance clothing, game uniforms, etc.).

EARLY RELEASES

There will be 12 cooperative wide early releases throughout the year. Some of these early releases will be used by the teachers to further develop their instructional skills and knowledge of the content that they are teaching in order to better help our students. Others are for conferences, the day before Thanksgiving Break, and the last day of school. Below is a list of scheduled early release days. On these days the students will be dismissed at 12:00. For supervision purposes, students should be picked up or walk home promptly when the school day is over. Thank you for your cooperation with this.

The early releases will occur:

Sept. 28th, Oct. 19th, Oct. 26th, Nov. 2nd, Nov. 23rd, Dec. 7th, Dec. 21st, Feb. 8th, Mar. 29th,
Apr. 26th, Apr. 28th, and June 7th

The purpose for each early release is:

- Whitman County professional development days: Oct. 19th, Dec. 7th, and Feb. 8th
- Professional development days between St. John and Endicott: Sept. 28th, Oct. 26th, March 29th, and Apr. 26th

- The remaining early releases will be for: Conferences, Nov. 2nd; Thanksgiving Break, Nov. 23rd; Winter Break, Dec 21st; St. John Stock Show, Apr. 28th; and the last day of school, June 7th

ELECTRONICS (CELL PHONES, IPODS, MP3 PLAYERS, ETC...)

Students may have cell phones/electronic devices at school. Cell phone and other electronic usage is restricted to breaks between classes, before and after school, and lunch. Individual teachers will establish their own room use expectations. Students are expected to honor the individual device use expectations their teachers hold. Respectful, timely compliance will be expected of students regarding classroom use of electronics. Students not in compliance with these expectations shall fall subject to the following procedure.

- Step 1:** Phone/electronic device taken by the classroom teacher and returned at the end of the school day.
- Step 2:** Phone/electronic device taken by the classroom teacher and given to the principal/designee. Parents will be notified.
- Step 3:** Phone/electronic device taken and given to the principal/designee. Parents will be notified. Parents must pick up phone/electronic device.

EMERGENCY/FIRE DRILLS

When the fire alarm sounds, all students and building personnel will evacuate the building immediately in an orderly manner. Teachers and students must leave their classroom and proceed directly to the designated exit. All classroom windows must be closed. In the event of a Lockdown Drill staff and students will remain in the classroom with doors and blinds shut, and follow lockdown procedures.

EMERGENCY SCHOOL CLOSURES

Occasionally situations arise that may require us to close school. The most common cause of such a situation is weather. If severe weather, or any other situation, causes us to close school there will not be anyone available to supervise your child. It is important to listen to local radio and television stations. The school will notify local stations early in the morning. You will also receive an automated phone, text or email message from the instant alert system. If for some reason you are unable to find a local station or have concern you may have missed the phone announcement, you can call 509-648-4069 or 509-657-3762.

HEALTH

Students who feel that they are unable to continue in school due to illness should come to the office where they will either rest in the sickroom or call their parent/guardian to make arrangements to go home. All students must check with an office official and have parent/guardian permission before going home.

All students needing to take medications (prescription and/or over the counter) at school must bring them to the office accompanied by the *Medication Authorization* form completed. The school nurse or designee will then dispense them to the student as per the directions. Under no circumstances are school staff allowed to give students aspirin, pain relievers, cough drops, Vaseline, or any other medications without medication authorization. St. John-Endicott School District contracts with Debbie Wolfe. She oversees and develops care plans for students who have specific health-related concerns, and provides first aid in conjunction with our office staff.

IMMUNIZATIONS

All students who register and attend school must have an up-to-date immunization record to present upon entry or appropriate opt out documentation signed by a physician.

INSURANCE

A school insurance plan is available to all students attending the school. This plan covers the students in non-athletic activities and any accidents that may occur during the school day while the student is under the supervision of a staff member. We urge all students to purchase this insurance. Athletic insurance is available and covers all sports and activities. All students should have either this school insurance plan or some type of insurance that the family may be carrying.

LIBRARY

The library is open for your convenience. It is a privilege to be able to use books, magazines, and available reference materials. We are proud of the facilities provided by the Endicott School District. Each one of us must help to make the library materials available to everyone. Please see that books are properly checked out and returned on time. Also see that books are given proper treatment to avoid undue wear. Books must be checked out before they are taken from the library. Those using the library must remember that a library atmosphere must be maintained at all times. Please help the librarian help others keep quiet so that studying may be accomplished without interruption.

LOCKERS

The school furnishes lockers for students' convenience, but they remain school property. It is the student's responsibility to keep his/her locker clean, locked, and the combination a secret. School authorities have the right and obligation to search lockers for the safety, welfare, and protection of students on school property.

LOST AND FOUND

Students are urged to turn in all items found to the main office. Lost items may be claimed at the main office with the building secretary or an administrator.

LUNCH

Lunches are served in our hot lunch program for all students and teachers. Proper behavior and common courtesies are expected of all who eat there. Consideration for cooks, custodians and fellow students should be shown through civil and courteous behavior during the meal. Students will line up for lunch according to their assigned class. Respectful behavior and cleanliness are expected throughout the school day, including in the lunchroom.

LUNCH TICKETS AND CAFETERIA

Students have an opportunity to buy a hot lunch or bring a sack lunch. School lunch prices will be announced in the fall of each year. Parents are strongly urged to pay for lunches in advance to reduce the chance of needing a charge.

We allow children to charge their lunch on occasion, as we know that sometimes the money is forgotten at home. We make allowance for this by allowing children to charge no more than one time but they must repay this charge prior to having any more charges. If you need to wait before purchasing a lunch ticket, please send cold lunches. A reminder to parents will be sent out before your child's ticket runs out.

Free and Reduced Priced Lunches - Each fall, forms for applying for free and reduced price lunches for your children will be sent home. If you wish to apply, please fill out and return this form to the school office. This form will be evaluated within 10 working days and you will be notified as to your qualifying status.

MESSAGES

Telephone messages to the school to/for other students will not be delivered during classtime, except for emergencies.

MULTI-PURPOSE ROOM

Students are asked to eat lunches and snacks in the Multi-Purpose Room or in one of the designated outside areas. Food service will be available only when classes are not in session.

SIGN-IN/SIGN-OUT

Students are expected to sign-in or sign-out any time they are arriving at or leaving school during class time. Parents or guardians must accompany the student and sign them in or out through the office. In the event a student needs to be signed out during an off campus school activity, the parent/guardian must do so with the appropriate chaperone/coach. There is no exception to this procedure.

STUDENT DIRECTORY INFORMATION

The district may release the following directory information unless a student's parent requests in writing that such information not be released:

1. The student's name, address and telephone number.
2. Date and place of birth.
3. Participation in officially recognized activities and sports.
4. Weight and height of members of athletic teams.
5. Date of attendance.
6. The most recent previous educational agency or institution attended by the student
7. Photographs and other similar information.

**At least once a year, parents shall be notified of their right to request that student directory information not be released without their prior consent.*

TELEPHONE

Students may use the school telephone with permission from the office staff. Telephones are not for personal use and are not to be used during class time except for emergencies.

TEXTBOOKS & CLASSROOM SUPPLIES

The St. John and Endicott School Districts furnish textbooks and related classroom supplies. In cases of severe damage or lost books the student may have to pay replacement/repair costs. The life of a book is rather short and students are expected to exercise extreme care in protecting the books from excessive wear and undue damage.

VALUABLES

Valuables should not be brought to school or left in lockers. If it is necessary to bring such articles to school, they should be left at the administration office for safekeeping. St. John and Endicott School Districts are not liable for any damage to, loss of, or misplacement of personal belongings. The main office is the center of all found articles and you may make your inquiries for lost articles in this office.

PARTY INVITATIONS

Please do not bring invitations to birthday or any other parties to school unless the student is inviting everyone in the class. We do not want to create situations where students' feelings get hurt. Thank you for your cooperation.

VISITORS

Parents and other adult visitors are welcome to visit our schools for appropriate purposes. All visitors must report to the office upon arrival on campus so that we are aware of the purpose of the visit and to ensure the safety of all students and staff. All visitors are required to get permission from the administration prior to visiting a classroom for any reason.

Students must obtain permission at least one day before bringing a guest to school. Prior arrangements must be made with the principal and classroom teachers. Only one guest per

student is allowed. The visiting student must follow all school rules and regulations. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct.

COMPLAINT PROCEDURES

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. If, for any reason, you feel that our school or district has not followed the appropriate steps/laws related to the services that your student is or has received you can file a complaint. The Office of the Superintendent of Public Instruction has clear guidelines that parents can follow. You can find those guidelines at: <http://www.k12.wa.us/TitleI/FamilyInvolvement/pubdocs/HandoutCitizenComplaintSchoolDistrictESDSubgrantee.pdf>

Or contact the school office for a copy. This information can also be found on our District website under the 'Parent' tab.

WILDCAT PRIDE

Endicott-St. John Middle and Endicott Elementary School has implemented the character education program PBIS (Positive Behavior Interventions & Supports) to benefit our entire student and staff population. Here are the key points of PBIS:

1. We have five clearly defined expectations: **P**erseverance, **R**espect, **I**ntegrity, **D**iscipline, and **E**mpathy (**PRIDE**). Every student will be taught the expectations in multiple settings throughout our school.
2. We will continually self-evaluate our school culture to effectively meet the social and emotional needs of all our students, and staff.
3. We have reduced the need to always be reactive by replacing it with a more proactive positive approach of teaching students our expectations first, as well as recognizing and rewarding those examples of **PRIDE** with all our students and staff.
4. Research has shown that PBIS not only improves a school culture, but it will also improve academic performance.

The purpose of implementing Positive Behavior Supports and Interventions at Endicott-St. John Middle and Endicott Elementary School is to:

1. Create a more positive culture in the entire learning community: P-8 building, buses, extra-curricular activities and homes.
2. Continue to improve life in school for all students.
3. Challenge students and adults to maintain consistent expectations.
4. Inspire positive behaviors within the learning environment.
5. Empower the decision-making process by utilizing behavioral data.
6. Celebrate the successes of our students and staff.

Defined Expectations: **PRIDE**

PERSERVERANCE = Always keep trying!

RESPECT = Ourselves, other, and property!

INTEGRITY = Do what's right!

DISCIPLINE = Do your best!

EMPATHY = Be understanding!

Simply put in all areas or activities related to the school, we expect students and staff to always model Wildcat **PRIDE**!



ACADEMIC EXPECTATIONS

FAMILY ACCESS

The administration and staff at the St. John-Endicott Schools recognizes that many parents would like to play a greater role in their child's education. To make it easier for you to get involved, we are providing you with the ability to view up-to-date student information anytime day or night by utilizing our Skyward student database system. With this program, you can be a more proactive member of your child's educational team. If you have a question or need to contact a teacher, staff email addresses are provided through Family Access for your convenience. Parents of Middle School students can view their student's Schedule, Assignments, Grades, Missing Assignments, Attendance, School Calendar, Food Service Information, Account Balances, Deposits, and Student Information – address, phone numbers, emergency contacts, and health alerts. Family Access and Student Access is available at <http://family.endicott.wa-k12.net/>

STAT (STUDENT-TEACHER ACCESS TIME)

Grades are collected Thursday of each week. Students not meeting adequate grades (a D or lower) will be assigned to a STAT class for the following week. The purpose of the STAT class is to assist students who are struggling in a class to improve their understanding of the concepts. Parents will be notified of students who are assigned into STAT. Students will be pulled from their incentive class and assigned a STAT class for a one-week minimum (unless otherwise specified by the teacher). The student may return to their incentive class the following week or when their grade improves. Students may also be assigned to a STAT class for falling behind with homework, to prepare for an upcoming assessment, or a variety of others reasons at teacher discretion.

ACADEMIC FIELD TRIPS

Academic fieldtrips are planned to enhance the educational process by attending activities not normally available within the school setting. This requires additional planning and cost to the district, as well as causing disruptions to other classes. For those reasons, it is important for students to attend school and participate when field trips are planned.

Every year the district allows the students in each class an opportunity to take part in one non-academic fieldtrip. These fieldtrips are a privilege that is earned through good behavior and academic performance. Only students who are passing all classes at the time of the trip and have not received more than two suspensions and/or five detentions (in-school or out of school) will be allowed to attend. Students may be granted the opportunity to earn back the right to attend a fieldtrip. Administration will use reasonable professional judgment on an individual case-by-case basis. Improved behavior can have an impact in two ways. First, the improved behavior may provide the opportunity for the student to attend the trip and second, would eliminate the need for the student to be accompanied by an adult parent/guardian on the trip. If your child has been suspended from school for more than two days, you (parent or guardian) will be required to be a chaperone for your child on the field trip.

GRADING SCALE

Middle School (Gr. 6-8)

93-100% = A	77-79% = C+
90-92% = A-	73-76% = C
87-89% = B+	70-72% = C-
83-86% = B	65-69% = D
80-82% = B-	64 and below = F

HOMEWORK GUIDELINES

1. Assignments are due on a daily basis at the beginning of each class period. Assignments must be complete at time of turn in. Long-term assignments will have due dates posted in advance.
2. Assignments received later on the same day or up to two days late will be worth 50% credit. Assignments two days late or incomplete will be worth 0%.
3. Students absent for illness or appointments will have one day for every day missed to make up assignment work. This guideline does not apply to long-term assignments which have clearly established due dates.

MAKE-UP WORK – DUE TO ABSENCES

The primary responsibility for missed work belongs to the student. Teachers are willing to assist students in all reasonable ways to make up the work that has been missed.

Students with excused absences will have one day for each day missed to complete assignments. If the assignment was given prior to the absence, it will be due on the original date, or when the student returns to school. Parents may write a note requesting the school to excuse an absence, but the decision of the school is based on state law and board policy. This guideline does not apply to long-term assignments which have clearly assigned due dates.

Students with pre-arranged absences will have their assignments due as per expectations of class, but no later than the first day back.

ASSESSMENT INFORMATION

1. Assessments will be worth at least 60% of the final grade.
2. Students who score below a 70% on any assessment may be placed into STAT, so that the teacher can correct the student's misconceptions and the student can demonstrate their improved understanding and regain some of the lost points.
3. The final assessment score will be worth no less than the average of the two assessments (the original assessments and any retakes).

STUDENTS WITH FAILING GRADES

There should be no surprises to the students or the parents. The school will do everything possible to inform the parent and work collaboratively to help mitigate the failing situation. The school will:

1. Contact students who are failing, in class or during STAT, to discuss options for raising their grade (this is for overall failing grades, not individual assignment grades), and make personal contact with the student's parents/guardians to let them know their student is failing and discuss options to provide assistance.
2. If no change/improvement after two weeks, contact the parents/guardians again to inform them of the student's continued struggles and to make a plan with them on how to help the student.

PROMOTION

Students receiving ongoing failing scores will be subject to the district promotion policy. Note listing below for further details regarding the promotion program and related activities. Parents desiring a copy of said policy/procedure should contact the Principal.

Credit/Behavior Eligibility and Eighth Grade Promotion Program:

1. Students must be academically eligible to participate in 8th grade promotion. Students on an IEP must meet the conditions of the IEP in order to be promoted.
2. Students detained for school-related and disciplinary action will not be eligible to participate in the eighth grade promotion program.
3. Students not promoted will not participate in any promotion related activities.

LAP SERVICES (LEARNING ASSISTANCE PROGRAM)

Our LAP program provides assistance for students struggling in reading, as identified by multiple data sources. Our intervention specialist provides assistance in a variety of ways, including but not limited to, pullout and/or in-class services.

HIGHLY CAPABLE PROGRAM

Highly capable services are available in St. John and Endicott School Districts at all levels (K-12) for students whose academic needs are not being met by our general education curriculum. A teacher, parent/guardian, student, and member of the community, or any person who has knowledge of the student's abilities may initiate a referral for highly capable services.

Referral forms are available in the school office and may be submitted before October 1st to the principal at the school. A Parent Information Referral is also available. Referrals are reviewed annually.

REGISTRATION

Pre-registration for students will take place in the spring prior to the upcoming school year. Additional registration will also be available one week prior to the first day of school. The school counselor will help each student make proper registration decisions based on each student's needs.

CLASS CHANGES

Students will be allowed to change electives classes in the first week of each semester. If a student is interested in changing classes they must get a change of class form from the office, obtain permission from the teacher in their currently assigned class, the teacher in the class they wish to transfer into, from their parent/guardian, and from the school counselor. Once permission has been obtained from everyone, the student must give the change of class form back to the school counselor. Requests made after the first week will not be allowed.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home four times during the school year, after the conclusion of an academic quarter. Teachers may choose to send home intermittent progress reports over the course of each academic quarter.

ACADEMIC ELIGIBILITY REPORT

It will be our practice to mail the eligibility reports to parents of students doing failing work, near failing work, or showing a decline in performance at any time during the grading period. A weekly eligibility report will be mailed in hopes that, through cooperation from parents, teachers and students, the work can be brought up to a satisfactory level by actual report card time. A parent/guardian may choose to opt out from the weekly eligibility report mailing by completing a form in the office. Parents are asked to contact teachers directly for clarification of any grading issues.

WITHDRAWAL PROCEDURE

Any student wishing to withdraw from school must have parent/guardian permission. The checkout procedure will include returning books and equipment, payment of all fees and fines,

and getting a signed clearance from all teachers under whom the student has participated in classes and activities. Records will not be released until fines and fees are paid. The principal will sign off and approve any withdrawal forms.

ACTIVITIES & EXTRA/CO – CURRICULAR

A.S.B.

The Associated Student Body annually elects an executive board. The executive board holds a minimum of one meeting a month called by the A.S.B. president with the consent of the faculty advisor. The ASB is the student voice in building leadership. The A.S.B. executive boards' duty shall be to represent the will of the Student Body.

ATHLETIC & EXTRA CURRICULAR ACTIVITY POLICY

Extra-curricular activities are an important part of the school program. The development of physical, mental, and teamwork skills are vital for healthy personal growth and development. Participation in extra-curricular activities like sports, clubs, field trips, band and chorus/drama programs is an earned opportunity. High expectations for behavior and academic standing will be an important part of extra-curricular eligibility.

EXTRA-CURRICULAR ELIGIBILITY

Eligibility will be determined Thursday of every week in accordance with the grade checks for STAT. Student must be passing in all subjects and maintain at least a 2.0 cumulative grade point average on the grade checks for all subjects. This means a student receiving an 'F' marking would become ineligible to participate in activity situations. If a student is determined to be ineligible the student will remain ineligible for any extra/co-curricular activity until they meet the academic requirements to resume participation. The student is expected to attend any practices during the academic probationary time, but is encouraged to meet with teacher(s) in the class (es) causing their probation after school. During the probation period, the student is not eligible to participate in activities, and may not travel with any team. The athletic/activity director will be responsible for notifying parents and students.

Step 1:

A student declared ineligible, in any class or classes on Thursday, will remain ineligible until they raise their grade(s) to passing. The student must continue to attend practice.

Step 2:

A student declared ineligible in any class or classes on Thursday will be ineligible for one-week minimum. After that time, a student-athlete may regain eligibility by earning a passing grade(s) at any point during the remaining time period. The student will continue to attend practice but will not be allowed to participate in or accompany the team to any contests that would require the student to miss school.

**Coaches/Advisors may put students on stricter academic requirements with the approval of the Athletic Director and/or Principal.*

REQUIREMENTS FOR PARTICIPATION

1. Prior to a student athlete participating on any team or being issued any equipment, he/she is responsible for having on file with the coach the following five signed forms: Current Physical Examination, School Insurance or Waiver of School Accident Plan, Athletic Travel Permission, Warning and Assumption of Risks, Emergency Treatment Release, Concussion Information and Sudden Cardiac Arrest Awareness. All necessary forms are mailed to students prior to school's opening and are also available in the secretary's office. They must be completed and returned to the coach prior to the beginning of practice.

2. Beginning with the fourth (4) consecutive school scheduled practice day without practice, the total number of days missed will be subtracted from the number of days previously practiced to determine compliance with pre-contest practice requirements.

ACTIVITY ABSENCES

1. St. John/Endicott distinguishes absences as:
 - a. Unexcused
 - b. Excused
2. For activity participation, either in practice or competition, a student needs to be in class every scheduled period of the school day, except when approved by the principal or athletic director. Students missing class due to unexcused or excused absences are ineligible on the day of absence for practice or competition.
3. Students who come late to school (in excess of 10 minutes after the start of the school day) will fall into the unexcused category and may not participate or practice on that day, except when approved by the principal or athletic director.

EQUIPMENT RESPONSIBILITIES

1. School equipment checked out by the student athlete is his/her responsibility and is to be kept clean and in good condition.
2. Loss of issued equipment or damage to issued equipment will be the student's financial obligation.
3. Issued equipment is to be worn only while participating with the team in practice or during a scheduled contest.
4. The W.I.A.A. prohibits the use of school issued equipment while participating in any event outside the W.I.A.A. sports season or activities not sponsored by the W.I.A.A.

TRAVEL GUIDELINES

1. All students participating in any school-sponsored activity shall ride as a group/team to and from that activity on transportation provided by the Endicott or St. John School Districts. In order for a student to be excused from district transportation a parent/guardian must make prior arrangements with the coach. If the student will be riding with someone other than immediate guardian, then a note must be provided prior to the activity. In all cases the student must be released to another adult. In order to promote the team concept riding to and from activities as a group is the preferred manner.
2. Each team member will remain with the team and under the supervision of the coaching staff when attending away games.
3. Each team member, while traveling to and from athletic contests, will obey all school bus regulations.
4. It is required that student athletes dress appropriately for home and away contests and their respective assemblies. For boys this shall consist of a collared shirt and one's best pants; dresses or nice pants are to be worn by girls.

CODE OF CONDUCT

1. Each student athlete shall totally abstain from the use of controlled substances (drugs and alcohol) or tobacco related products (including e-cigarettes). The possession or use of tobacco, alcohol or controlled substances in any form by students on or off of school property is strictly prohibited. This means during school days and also at all school sponsored activities, or anywhere else. This shall be interpreted to include the carrying of such on your person or keeping such within the building.
2. Attention to an appropriate diet is expected from each student athlete.
3. Each respective coach shall establish his/her own curfew hours which student athletes are expected to adhere to during the sports season.
4. Each student athlete's behavior in school and at games should honor the individual, team, and communities.
5. The use of profane or abusive language or obscene gestures will not be tolerated.
6. Attendance at practice is mandatory. Excused absences are to be cleared through the coach.
7. Additional rules and regulations may be established by individual coaches following administrative approval.

A student athlete who does not abide by the above rules and regulations shall be subject to disciplinary sanctions. Disciplinary decisions resulting from any violation shall be subject to the following procedures: First Violation - The student athlete may be suspended from participation for a period equaling one tenth of the competitive season but must continue to turn out and practice with the team in a regular manner. Students serving detention or suspension time may not be eligible for practice until the completion of the disciplinary action. Second Violation - While a student of Endicott-St. John Middle School, the student athlete may be dropped from the team for the remainder of the sport season.

PEP ASSEMBLIES

Pep assembly approval is required. Cheerleaders and the A.S.B. organize an agenda and present it to the principal. There will be no more than one pep assembly per week.

SCHOOL SPIRIT

Good sportsmanship is promoted by good conduct. Exemplary behavior is expected on all occasions (sporting events, pep assemblies, etc...).

ATTENDANCE

Education is a cooperative venture to which the student, teacher and the parent/guardian contribute. Prompt, regular attendance is an important factor in determining a student's academic success, including success in meeting state and local requirements. Students who attend school consistently develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, responsibility, and have greater success academically. St. John/Endicott Public Schools recognize that school attendance is the responsibility of the student and parent/guardian, supported by teachers and administration. The following procedures are designed to encourage regular and punctual school attendance so that learning can take place. It is intended to be positive and corrective, and all measures taken will be in the students' best interest. These practices and procedures will assist families and school personnel in making attendance decisions.

STUDENT RESPONSIBILITY

1. Attend all assigned classes and other instructional activities on time every day that school is in session.
2. Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity.
3. Request any missed assignments due to an absence
4. Complete assigned work in a timely manner.

PARENT AND/OR GUARDIAN RESPONSIBILITY

1. Ensure the student is attending school.
2. Inform the school in the event of a student absence.
3. Be aware of and follow the correct procedures for reporting student absence.
4. Work cooperatively with the school and the student to resolve attendance issues that may arise.

EXCUSED ABSENCES

These include family authorized absences and school authorized absences. Absences can be documented through a parent phone call or note. The following reasons shall be sufficient to constitute excused absences:

1. Family authorized absences (legal, medical/dental, bereavement, family emergencies)
2. Personal illness
3. Other activities as approved in advance by the school
4. School sponsored activities

UNEXCUSED ABSENCES

These are absences that are not authorized by the parent/guardian or the school. The following are examples of unexcused absences:

1. Leaving school premises without authorization from the nurse, secretary or principal's office.
2. Failing to attend class (while remaining on the premises) without advanced permission.
3. Family trips/vacations for which no prior arrangements have been made with the school.
4. Other absences not authorized by the school or parent/guardian.

REPORTING STUDENT ABSENCES

1. When a student must be absent from school the parent/guardian is requested to notify the school's office whenever possible, **in advance of the absence**.
2. Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the school policy.

ACTIVITY ABSENCES

1. St. John/Endicott distinguishes absences as:
 - a. Unexcused
 - b. Excused
2. For activity participation, either in practice or competition, a student needs to be in class every scheduled period of the school day, except when approved by the principal or athletic director. Students missing class due to unexcused or excused absences are ineligible on the day of absence for practice or competition.
3. Students who come late to school (in excess of 10 minutes after the start of the school day) will fall into the unexcused category and may not participate or practice on that day, except when approved by the principal or athletic director.

ATTENDANCE INTERVENTION

1. Principals at each school will develop an intervention committee. This will provide an opportunity for proactive intervention by the school, and the family of the student.
2. Students acquiring **five (5) or more Unexcused or Excused absences per calendar month** will be considered at risk for developing **chronic absenteeism**. Once a student has accumulated his 5th, (excused or unexcused) a letter will be sent to the parent notifying them that their child has accumulated 5 absences (excused or unexcused).
3. Student acquiring **ten (10) or more Unexcused or Excused absences per semester** will be considered in danger, and will be required to meet with the **intervention committee**, and a letter will be sent to the parent or guardian.

SCHOOL-HOME COMMUNICATION

In order to keep students and parents informed of school events, we send out a bi-monthly principal newsletter, and occasional informational fliers. In addition, the school bulletin is updated daily or as changes occur and can be found on our website.

To access please go to:

1. www.sje.wednet.edu
2. Click on the Endicott link in the red column on the left hand side
3. Scroll down and click on the "Bulletin"

TARDY POLICY (PER SEMESTER)

The first three times a student is tardy to class, the issue will be handled by the classroom teacher, following the teacher's established policy. A fourth tardy will be handled according to the progressive discipline policy. A tardy will turn into an absence when a student is more than 10 minutes late without administrative approval.

TRUANCY DISCIPLINE PROCESS

All steps include "no credit for class work on days of truancy (per semester)."

- Level 1:** Notification of parent/guardian and 45 min. After School Detention
- Level 2:** Multiple detentions or In-House Suspension (1-3 days)
- Level 3:** Referral to court & In House Suspension (3-5 days)
- Level 4:** Possible Loss of semester credit & Long-Term Suspension

STUDENT BEHAVIOR AND DISCIPLINE

CONDUCT

All students of school age are expected to conduct themselves in a responsible manner at all times and comply with all district and school rules. Failure to do so shall be cause for consequences and/or discipline. Individual freedom must be compatible with equal rights of others. Each student must consider the welfare of the group. The rules shall be enforced by school administrators/staff:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event;
3. Off school grounds if the action or incident was initiated on school grounds, or
4. Off the school grounds if the actions of the student materially and substantially affect the educational process.

When considering the level of discipline to be administered to a student, school authorities shall consider several factors including, but not limited to, the student's attitude, the severity of conduct, the student's intent, the effect on other students and/or staff, the safety of the student and other students and/or staff, mitigating circumstances, and the student's discipline history. Depending on these factors, a more severe punishment or alternative consequences may be imposed. The range of sanctions so noted is generally progressive. Repeated offenses could result in more severe sanctions. When violations of the laws of the United States and the State of Washington are involved, the school will refer such matters to parents/guardians, or appropriate authorities and/or agencies.

ELEMENTARY DISCIPLINE

Elementary teachers handle the majority of the discipline issues within their classroom, according to their individual policies. Occasionally an elementary student is referred to the office, at which time the progressive discipline policy is implemented.

PROGRESSIVE DISCIPLINE

Student safety is a primary concern in the St. John-Endicott school district. School discipline is recognized as part of the educational process. Unfortunately, good people sometimes make poor choices. Progressive discipline is a model designed to dissuade students from making poor choices. Increasing severity for repeated behaviors is the basis of progressive discipline. Care is used in applying these principles in a respectful manner and administration will use reasonable professional judgment in each situation and proceed as necessary.

DISCIPLINE, SUSPENSION AND EXPULSION

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all the rules and responsibilities within this handbook, as well as the St. John and Endicott Board of Directors' Policies concerning student conduct, and other rules set forth by the St. John and Endicott School Administration. Students not adhering to any of the above will be subject to discipline, suspension and/or expulsion. When a student is on out-of-school suspension, the student will not be permitted on school grounds; therefore, they will not be allowed to participate in extra-curricular activities, either practice or interscholastic competition, during the suspension time. A student assigned Step 1 or Step 2 more than three times during any semester is subject to the next Progressive Discipline step, determined by the principal.

DANGEROUS WEAPONS

Possession of a dangerous weapon, such as firearm or knife, including those listed in RCW 9.41.250 and RCW 9.41.280, or any weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another, or that warrants alarm for the safety of other persons, is not allowed. Pocket knives or any other type of utility knives are NOT to be carried onto the school grounds at any time. Students violating this guideline will be subject to discipline sanctions as outlined under the progressive discipline plan found in this handbook.

Upon the first offense, contact of parent/guardian and law enforcement will be made and immediate expulsion for the remainder of school year will occur. The expulsion is subject to an appeal pending written notification to the Superintendent requesting a hearing within 10 school days of receipt of written notification of expulsion.

DRUGS, ALCOHOL AND TOBACCO

Possession or use of illegal drugs, alcohol or tobacco by young people has a debilitating effect on personal development and erodes the very essence of public education. Illegal sales, trafficking and enticement for controlled substance use perpetuates this problem. Therefore, the maximum penalty is to be imposed on those students involved in the sale, trafficking or enticement for the use of controlled substances. In any school-related case when a student is involved with the possession, sale, trafficking or enticement for the use of controlled substances, the building principal or designee shall:

1. Cooperate with law enforcement and probation officers, investigate all of the facts and circumstances related to the case;
2. Carefully evaluate the facts and circumstances of each case and confer with the student's parent/guardian so that appropriate remediation can occur and/or
3. Rehabilitative action may be taken with due regard to the best interests of the individual student and the welfare of the other students of the school; and
4. Prepare a complete written report of all findings and circumstances in each case including the action taken. The report and all similar reports concerning the same student shall remain on file as long as the student remains in the St. John-Endicott School District and shall be open and available to authorized juvenile and probation officers upon subpoena, court order or parent/guardian authorization for release of such information.
5. In every case, when student involvement with controlled substances is established by investigation, a summary report of the case including discipline taken shall be submitted to the superintendent or designee by the building principal.
6. Furthermore, paraphernalia possessed for drug use shall not be allowed on school premises. Students possessing such articles shall be subject to the procedures specified in this policy.

First Offense

The student shall be removed from the regular school program for a period to be determined by the administration. The district will determine whether the removal will involve in-school or out-of-school suspension. If the principal or designee believes the student's presence constitutes a danger to other students or threatens disruption of the educational process, the student may be removed immediately in accordance with procedures regulating emergency expulsion. If the student and parent/guardian agree to an assessment by a certified Drug/Alcohol Agency, the suspension may be reduced.

Second Offense

The student shall be suspended from school and must submit to assessment prior to remittance.

Third Offense

The student will be expelled from the St. John – Endicott Cooperative School Districts.

GRIEVANCES/HEARINGS

Discipline or Short-Term Suspension:

1. Students, parents, or guardians have the right to have a conference with the building administrator to resolve the Grievance.
2. If the Grievance is not resolved, the student, parent, or guardian has the right, with two days prior notice, to present the Grievance to the superintendent or his/her designee.
3. If the Grievance is not resolved, the student, parent, or guardian has the right, with two days prior notice, to present the Grievance at the next regular board meeting.
4. The board shall notify the student, parent or guardian of the decision within 10 school business days after the date of the board meeting.
5. The short-term suspension shall continue notwithstanding the implementation of the Grievance procedure.

Long-Term Suspension or Expulsion:

1. A written request for a hearing must be received by the superintendent, or by his or her office, on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing.
2. The district will schedule a hearing within three school business days after the date upon which the request for a hearing was received.
3. A written decision shall be provided to the student's legal counsel, parent or guardian.
4. An appeal of this decision shall be to the courts.

Emergency Expulsion:

1. A written request for a hearing must be received by the superintendent, or by his or her office on or before the expiration of the tenth school business day after the receipt of the notice of opportunity for a hearing.
2. The district will immediately schedule a hearing to commence as soon as reasonably possible and in no case later than the third school business day after receipt of the request for hearing.
3. Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel, or the student, the parent, or guardian will be notified by certified letter.
4. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to know their responsibilities as well as their rights. These are explained in the student handbook, which is distributed in the fall and available throughout the school year. Students are subject to discipline for violations occurring at school, on school district property, or at school sanctioned events. All students have responsibilities and rights. Due process must be observed when discipline, suspension and expulsion are imposed. The following is only a summary of your responsibilities and rights. A complete copy of the school board policy and the Washington State Administrative Code dealing with discipline, suspension and expulsion is available from the school office or on the school website. Please take time to read this complete document. St. John-Endicott students are expected to conduct themselves in a manner that promotes a proper learning environment and reflects positively on themselves, their classmates, parents, teachers and community.

STUDENT RIGHTS

No student shall be denied an equal educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental or sensory handicap. In addition, students have the right to:

1. Receive a meaningful education that will be valuable to them for the rest of their lives.
2. Expect the maintenance of high educational standards in the district.
3. Use established channels to voice their opinions in the development of curriculum.
4. To be secure in their person, peers, and effects against unreasonable searches and seizures.
5. Safe buildings and sanitary facilities.
6. Consult with teachers, counselors, administrators and other school personnel.
7. Free election of their peers in student government. All students have the right to seek and hold office subject to the provisions of the A.S.B. constitution.
8. Democratic representation on advisory committees affecting students and student rights.
9. Review (with authorized person) their cumulative academic folder at reasonable times during school hours.
10. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
11. A relevant education consistent with the stated district goals.
12. Know the requirements of the course of study and to know on what basis the grade will be determined.
13. Be free from the unlawful interference in their pursuit of an education while in the custody of the St. John and Endicott School Districts.
14. To due process of law.

STUDENT RESPONSIBILITIES

1. Pursue their course of studies.
2. Attend school daily and to be on time to all classes.
3. Be aware of all rules governing student behavior and conduct them accordingly.

4. Express their opinions and ideas in a respectful manner so as not to libel or slander others.
5. Dress in a manner, which does not disrupt the educational process, or threaten the health and safety of themselves or others.
6. Conduct themselves in a manner that will not disrupt their education or the education of others around them.
7. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations. Specifically, to refrain from disrespectful behaviors including the use of obscene or profane language, public displays of affection, littering and misuse of school property. Students are expected to be quiet when in the hallways so they do not disrupt classes.
8. Follow established procedures in seeking changes to those policies, rules or regulations which affect them and with which they disagree.
9. Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with reasonable requests of school employees in the performance of their duties.

BULLYING, HARASSMENT, & INTIMIDATION

The District is committed to safe and civil educational environments for all students, employees, parents/legal guardians, volunteers and patrons that are free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional "choosing to engage" written message or image, including those that are electronically transmitted. Also included would be repeated verbal or physical acts, including but not limited to: one shown to be motivated by race, color, religion, ancestry, national origin, gender, or sexual orientation (including gender expression or identity). Other distinguishing characteristics could be mental/physical disability, physical appearance, clothing or other apparel, socioeconomic status, and weight.

An act will be considered bullying, harassment or intimidation if it:

1. Physically harms a student or damages the student's property.
2. Has the effect of substantially interfering with a student's education.
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
4. Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

All students and staff members have the right to a discrimination-free and a sexual harassment-free learning and working environment. Any language or actions which cause people in this school setting or at any activities to feel discriminated against or harassed may result in serious disciplinary action up to and including long-term suspension for students or disciplinary action for staff members. Staff members will set a positive example by providing

discrimination-free and harassment free environments in classes and activities. Any student or staff member who experiences discrimination or harassment should immediately report the incident to the School Counselor, School Principal or another staff member. Every person is a valuable, unique human being with a right to be here and not be subjected to discrimination or harassment.

NON-DISCRIMINATION

The Districts shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the boy scouts and other designated youth groups as approved by the administration.

INTERNET AND NETWORK INFORMATION

Acceptable Use Guidelines

Network

1. All use of the system must be in support of education and research and consistent with the mission of the district. Both districts reserve the right to prioritize use and access to the system.
2. Any use of the system must be in conformity with state and federal law, network provider policies and licenses, as well as district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes, must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Security

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

1. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
2. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

1. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

General Use

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
2. No person shall have access to the system without having received appropriate training; a signed Individual User Release Form must be on file with the district. Students must have the approval of a parent or guardian.
3. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

Violation of any of the conditions of use may be cause for disciplinary action.

SEARCH, SEIZURE, & INSPECTION

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable search and seizure. However, in order to maintain a safe and orderly school environment a student is subject to search, including but not limited to the use of metal detectors, by school officials if reasonable grounds exist to suspect a safety issue, or that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The discovery of contraband, or other evidence of a student's violation of the law or school rules, may precipitate a search.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or dangerous weapon. If contraband is discovered during a search, it may be confiscated and disciplinary action taken and/or the evidence may be relinquished to law enforcement personnel.

Staff are required to search a student, the student's possessions and locker if there are reasonable grounds to suspect the student has violated the law against contraband on school grounds, transportation or at school events.

The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect student's privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The principal or other such staff

designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable suspicion and in the manner prescribed by district policy.

Staff shall conduct searches in a manner, which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The building administrator/designee may, with approval of the appropriate administrator, due to the prevalence and seriousness of a drug problem at their site, use a “drug dog” certified by the Washington State Police Canine Association in conjunction with its trained handler, to search areas school-wide where the individual has no reasonable expectation of privacy. Positive reaction by the “drug dog” shall be considered probable cause to search. The “drug dog” may not be used to search individuals, student groups or their vehicles unless the administrator has individual suspicion that the search will uncover drug contraband or other evidence of misconduct. Appropriate security and law enforcement agencies shall be notified of and presented with confiscated contraband.

Student lockers, desks and storage areas are the property of the St. John-Endicott School Districts and are made available for student use. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and spaces are subject to search without prior notice or reasonable suspicion. As noted above, school authorities have the right to inspect and /or search desks, lockers and/or storage spaces anytime. In addition, any container in such area including but not limited to, purse, backpack, gym bag, electronic devices (e.g. laptops, cellphones, etc.) or an article of clothing may also be searched if there is reasonable basis to believe that the search will reveal evidence of a violation of the law or school rules. A student’s personal property, including a motor vehicle or other means of transportation, shall be reasonably free from search. However, if there is reasonable cause to believe that school policies and regulations have been violated, school authorities may search such person or property and may take into custody any objects which could disturb or interfere with the educational process or which present a threat to the safety and security of others.

COMMON SCHOOL LAWS OF THE STATE OF WASHINGTON

Listed below, in part, are some of the State laws, State Superintendent of Public Instruction rules and regulations that affect teachers' responsibilities and rights with respect to discipline of students.

RCW 28A.600.040, PUPILS TO COMPLY WITH RULES AND REGULATIONS

All pupils who attend the common school shall comply with the rules and regulations established in pursuance of the law for the government of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of such schools, subject to such disciplinary or other action as the local school officials shall determine.

RCW.600.420, FIREARMS ON SCHOOL PREMISES, TRANSPORTATION, OR FACILITIES

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis.

For purposes of this section, "firearm" means a firearm as defined in 18 U.S.C. Sec. 921, and a "firearm" as defined in RCW 9.41.010.

Nothing in this section prevents a public school district if it has expelled a student from such student's regular school setting from providing educational services to the student in an alternative setting.

RCW 28.A.600.455, GANG ACTIVITY-SUSPENSION OR EXPULSION

A student who is enrolled in a public school or an alternative school may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds.

"Gang" means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

RCW 28A.635.060, INJURY TO PROPERTY

Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student, is subject to suspension and punishment. If any property of the school district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, the school district may withhold the grades, diploma, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damages.

RCW 28.635.010, ABUSING OR INSULTING TEACHERS

Any person who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor, the penalty for which shall be a fine of not less than ten dollars nor more than one hundred dollars.

RCW 28A.635.020, WILLFULLY DISOBEYING SCHOOL ADMINISTRATIVE PERSONNEL OR REFUSING TO LEAVE PUBLIC PROPERTY

It shall be unlawful for any person to willfully disobey the order of the chief administrative officer of a public school district, or of an authorized designee of any such administrator, to leave any motor vehicle, building, grounds or other property which is owned, operated or controlled by the school district if the person so ordered is under the influence of alcohol or drugs, or is committing, threatens to imminently commit or incites another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of the school district or any lawful task, function, process or procedure of any student, official, employee or invitee of the school district.

RCW 28A.635.030, DISTURBING SCHOOL, SCHOOL ACTIVITIES OR MEETINGS

Any person who shall willfully create a disturbance on school premises during school hours or at school activities or school meetings shall be guilty of a misdemeanor.

RCW 28A.635.100, INTIMIDATING ANY ADMINISTRATOR, TEACHER, CLASSIFIED EMPLOYEE, OR STUDENT

It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies.

ACKNOWLEDGEMENT AND RECEIPT OF PARENT/STUDENT HANDBOOK

My child and I have received a copy of the Endicott-St. John Parent/Student Handbook. I understand that the handbook contains information that my child and I will need during the school year. I acknowledge that all students will be held accountable for the guidelines outlined in the handbook and will be subject to the disciplinary consequences detailed in the handbook.

Printed Name of Student: _____

Signature of Student: _____

Signature of Parent: _____

Date: _____