



EISENHOWER MIDDLE SCHOOL STUDENT HANDBOOK 2020-2021

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Due to the nature of our shifting school year with online learning and other changes from the traditional school setting, most of these expectations are for when we return to in-building learning. There will be some **online-specific details**, but whether in school or online:

All Eisenhower students are to follow the district policies and procedures, state requirements, and the Patriot Code: be safe, be respectful, and be responsible.



Middle School Remote Student Schedule

"A" Day Monday, Wednesday		"B" Day Tuesday, Thursday		LIF* Friday	
Teacher office hours	7:30 – 8 a.m.	Teacher office hours	7:30 – 8 a.m.	Teacher office hours	7:30 – 8 a.m.
1st	8 – 9:15 a.m.	2nd	8 – 9:15 a.m.	1st	8 – 8:25 a.m.
Passing Time		Passing Time		Passing Time	
3rd	9:30 – 10:45 a.m.	4th	9:30 – 10:45 a.m.	2nd	8:35 – 9 a.m.
Passing Time		Passing Time		Passing Time	
Lunch	11 – 11:30 a.m.	Lunch	11 – 11:30 a.m.	3rd	9:10 – 9:35 a.m.
Passing Time		Passing Time		Passing Time	
5th	11:45 – 1 p.m.	6th	11:45 – 1 p.m.	4th	9:45 – 10:10 a.m.
Passing Time		Passing Time		Passing Time	
7th	1:15 – 2:35 p.m.	Directed Independent Learning / SEL advisory (alternating weeks)	1:15 – 2:35 p.m.	5th	10:20 – 10:45 a.m.
Teacher office hours	2:35 – 3 p.m.	Teacher office hours	2:35 – 3 p.m.	Passing Time	
*LIF- Learning Improvement Friday, students dismissed 75 min early				6th	10:55 – 11:20 a.m.
				Passing Time	
				7th	11:30 – 11:55 a.m.
				Lunch	12 – 12:30 p.m.
				Directed Independent Learning	12:30 – 1:20 p.m.
				LIF* Time	1:20 – 2:35 p.m.
				Teacher office hours	2:35 – 3 p.m.

Eisenhower Student Expectations – The Patriot Code

	Be Safe	Be Respectful	Be Responsible
2020 online learning	<ul style="list-style-type: none"> -Keep personal/login/zoom and online class information to self – don't post online or share with others -Follow internet safety guidelines – be a good digital citizen -Personal recording of online classes is prohibited -Use device for school and appropriate purposes 	<ul style="list-style-type: none"> -Be respectful with staff and students during online meetings and small group work– keep comments/chat respectful, kind, and class appropriate -Use email appropriately -Support a positive learning environment -Mute yourself when you are not speaking -Follow class expectations 	<ul style="list-style-type: none"> -Be on time to zoom meetings and classes -Keep video settings, actions, and words classroom appropriate -Participate and engage in classes -Complete and turn work in on time -Ask for technical help -Alert teacher to any online class concerns
All Areas	<ul style="list-style-type: none"> -Keep hands/feet to self -Move with caution -Use equipment/materials safely -Report concerns to adults/Get help from adults when needed 	<ul style="list-style-type: none"> -Use appropriate voice level -Use kind words and actions -Follow staff directions without argument -Respect others' space and property 	<ul style="list-style-type: none"> -Be prepared, on-time, and ready to learn -Keep valuables at home -Keep the school clean -Report harassment-intimidation-bullying to adults
After School Activities/Events	<ul style="list-style-type: none"> -Stay in the location of the activity/event for the duration of the activity/event -Make sure you have a ride home after the activity/event is over 	<ul style="list-style-type: none"> -Follow staff directions without argument -Attend for the purpose of the event/activity -Be kind in words and actions 	<ul style="list-style-type: none"> -Arrive on-time to activities -Follow the school and event rules -Remain in the building during the activity/event or until your ride has arrived -Arrange timely transportation
Assemblies	<ul style="list-style-type: none"> -Stay with your teacher and class -Enter and exit the bleachers using the stairs -Walk at all times -Sit in bleachers appropriately -Remain seated 	<ul style="list-style-type: none"> -Keep hands/feet to self -Follow quiet signals -Listen to the presenter(s) -Be quiet and attentive -Show attention and appreciation appropriately 	<ul style="list-style-type: none"> -Follow staff directions without argument -Enter and exit quietly -Be a positive example to others
Before School	<ul style="list-style-type: none"> -Stay in the designated areas before the 8:00 am bell – the commons/cafeteria or the library (if open) 	<ul style="list-style-type: none"> -If you eat breakfast, go directly to the cafeteria when you arrive at school 	<ul style="list-style-type: none"> -Between 8:00-8:10, make sure you are prepared for your day and head to your first period class -Be on time to your first class
Cafeteria	<ul style="list-style-type: none"> -Walk at all times -Sit at the table, one person per seat, stay seated while in cafeteria -Stand in a single file line -Keep hands/feet to self -Only eat your own food 	<ul style="list-style-type: none"> -Use inside voices -Listen and follow directions -Be kind to others -Open seating available to first student to sit in a seat -Use appropriate language 	<ul style="list-style-type: none"> -Clean up your table area -Throw away garbage -Attend One Note at the beginning of lunch if your name is listed -Attend the correct lunch -Food remains in cafeteria

Classroom	<ul style="list-style-type: none"> -Move safely in the classroom -Use classroom materials and equipment appropriately/safely -Keep hands/feet/belongings to self; keep aisles clear -Enter/exit in a calm, safe manner 	<ul style="list-style-type: none"> -Use kind/encouraging language -Be helpful to others -Follow teacher/guest teacher directions without argument -Listen -Use inside voices 	<ul style="list-style-type: none"> -Arrive to class on-time -Participate in class -Complete classwork and activities -Come to class prepared -Be a thoughtful group member and do your part in group assignments
Dress Code	<ul style="list-style-type: none"> -Refrain from wearing any gang-related, hate group, obscene, sexual, or drug/alcohol related apparel -Wear appropriate footwear and clothing appropriate to being safe at school 	<ul style="list-style-type: none"> - Clothing must cover upper torso (stomach, back, shoulders, chest) and lower torso -Clothing must cover undergarments 	<ul style="list-style-type: none"> -Follow dress code expectations and staff directions about dress code without argument -Wear weather-appropriate clothing
Hallways	<ul style="list-style-type: none"> -Walk at all times -Keep to the right-hand side -Watch out for others -Enter/exit through appropriate doors -Keep hands/feet to self 	<ul style="list-style-type: none"> -Keep your hands/feet/belongings to yourself -Use indoor voices -Use appropriate language -Pick up garbage in the hallways 	<ul style="list-style-type: none"> -Go directly to class and be on time -Use vending machines at lunch, before, and after school only -You must have your planner hall pass with you to be in the halls
Playground	<ul style="list-style-type: none"> -Play games in a safe manner -Stay in boundary areas 	<ul style="list-style-type: none"> -Follow staff directions -Keep hands/feet/belongings to self -Be quiet around classroom areas -Be kind in words and actions 	<ul style="list-style-type: none"> -Return borrowed equipment on time -Line up when the whistle is blown -Alert recess staff with concerns
Technology in the Classroom	<ul style="list-style-type: none"> -Store 1-1 device safely in backpack when not in use during class -Keep track of your 1-1 device, charger, pen -Handle 1-1 device with care -Loaning your 1-1 device to other students is prohibited 	<ul style="list-style-type: none"> -Use 1-1 device in school appropriate ways -Be kind online and in group documents/discussions -Personal cell phones/PEDs must be kept off and stored in backpack during school hours 	<ul style="list-style-type: none"> -Bring 1-1 device fully charged to class each day -Keep track of your 1-1 device – don't leave unattended -Use 1-1 device for school purposes only -You are responsible for any cell phone/PED – keep track of it
Transportation	<ul style="list-style-type: none"> -Walk in crosswalks and stay on sidewalks -Walk bicycles while on campus -Load onto buses calmly and safely – make sure driver sees you -Stay seated and face forward -Keep aisles clear of feet, arms, objects -Use inside voices 	<ul style="list-style-type: none"> -Listen to the driver's directions without argument -No eating or drinking on the bus -Use inside voices -If you are listening to music or phone, you must use earbuds/headphones -Keep hands/feet/belongings to self 	<ul style="list-style-type: none"> -Lock up bicycles in the designated area -Get on and off at your designated bus stop -Wait at bus stops appropriately -Get a bus pass (if needed) beforehand -If you ride a bus or a bicycle, exit at bus lane doors; if you walk/get ride, exit out front doors

Patriot Expectations

We expect the students to:

- Respect self and others at all times.
- Attend school regularly and arrive to class on time. **This is during online learning as well.**
- Be prepared to work with class materials.
- Listen to, and follow, instructions.
- Apply best effort to classroom activities.
- Respect and care for school and personal property.
- Treat all guests and substitute teachers with respect and courtesy.

We expect the teachers to:

- Model respectful behavior.
- Create an environment allowing all students to achieve essential learning standards.
- Provide meaningful instruction at an appropriate level.
- Teach academic and social skills.
- Maintain open communication with students, parents, and other staff.
- Partner with administration and students in achieving a positive school environment.
- Maintain good order and student discipline in the classroom and on campus.

We expect the administrators to:

- Model respectful behavior.
- Maintain a safe and positive school environment.
- Facilitate open communication among students, parents, and staff.
- Consistently and fairly enforce school and district policies.
- Support staff, students, and parents in achieving an appropriate classroom climate.
- Create an environment allowing all students to achieve essential learning standards.

We expect the parents to:

- Ensure regular school attendance.
- Nurture each child's sense of self-worth.
- Maintain a healthy and safe home environment and teach responsible behavior.
- Monitor and encourage students to complete homework, study, and celebrate successes.
- Participate in student's education by communicating and working with teachers. Contact teachers directly with concerns first before involving other staff.

Attendance

The RCW Chapter 28.A.225 of the Washington State Compulsory Attendance Law (BECCA Bill) specifies that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. The law further states that students shall be regular and punctual in attendance. The attendance procedures at Eisenhower Middle School are designed to assist parents/guardians in carrying out this responsibility. Missing school for any reason negatively impacts learning, achievement, and grades.

Online learning:

Middle school students will have attendance taken each period. If your child will miss remote learning, please email the school at their attendance email address, which you can find on the school website.

Online state attendance changes (temporary – updates TBD):

Definition of Remote Learning Absence:

The emergency rule defines a remote absence as when a student is not participating in planned instructional activities on a scheduled remote learning day.

The rule provides examples of what student participation could look like in order to be counted as present, including, but not limited to:

- Daily logins to learning management systems;
- Daily interactions with teacher(s) to acknowledge attendance (including messages, emails, phone calls, or video chats); or
- Evidence of participation in a task or assignment.

Student presence is determined by engaging in planned asynchronous or synchronous activities. If a student does not engage or demonstrate participation in any way, the student would be marked as absent. The new definition most closely approximates in-person learning by establishing when a student has been exposed to a remote learning activity, as opposed to completing or mastering a concept. When a student is not engaging in any way with a class or activity, it tells us something different than when a student is engaging or attempting to engage; a student who is not engaging at all requires a different response from school staff. The rule does not change the definition of in-person absence.

Updates to the BECCA Bill truancy and non-attendance: (temporary through Oct. 4, 2020):

Non-Truancy Remote Learning Absence Until October 4:

The new chapter directs districts to mark any absence from remote learning as a “non-truancy remote learning absence,” that is neither excused nor unexcused until October 4, 2020.

On October 5, districts must differentiate between excused and unexcused remote absences. This change to the rule is intended to provide a transitional period during which a student who is absent from remote learning is not marked as unexcused so that the truancy process is not engaged at the beginning of the school year. This transition period will allow families, students, and districts to re-calibrate schedules, expectations, and routines that have been disrupted and are possibly changing frequently due to COVID, remote learning, and access to childcare.

Guidelines for Enforcement, as outlined by the BECCA Bill (RCW 28.A.225)

1. After two unexcused absences the parent/guardian will be notified in writing.
2. At 3 unexcused absences, an attendance meeting will be held for parent/guardian and students.
3. Before five unexcused absences, the school will take data-informed steps to eliminate or reduce the student’s absences, including the administration of the Washington Assessment of the Risks and Needs of Students (WARNS).
4. After five unexcused absences the school will request a meeting with the parent/guardian and student. At this meeting a contract with the student and parent/guardian will be established outlining school attendance requirements.
5. Upon seven unexcused absences in one month, or ten unexcused absences in the year, the school will begin the Becca petition process.

Absence Reporting

To excuse an absence, a note of explanation needs to be received within 30 days of a student’s return to school. emailed from the parent’s/guardian’s email address and sent to the Eisenhower attendance email: EISAttendance@everettsd.org. Absences can be called in at 425-385-7505. The note needs to contain the following information:

- Student first and last name and student ID number
- Date(s) of absence(s)
- Reason for absence
- Parent/guardian name and signature

-Phone number to call and verify the note

Tardies

Students are tardy if they arrive after the published start time or leave before the published end time for a single class period. The missed learning time will be made up during lunch or after school. Excessive tardies will result in further student discipline.

Early Dismissal

We **discourage early dismissals** because we believe that each school experience is valuable to a student. However, we do recognize the need for doctor and dental appointments, and emergencies that may come up. To pre-arrange an early dismissal, students need to come to the Attendance Office before school with a signed note from their parent/guardian indicating the date and time for early dismissal to receive an early dismissal slip. To dismiss a student early, a parent or guardian must check in at the office to request their student and to sign the student out of school. Students will be released only to parent/guardians or to emergency contacts listed on the student's contact list. You will have to show your Driver's License to office staff.

End of Day Dismissal

Students are to go directly home when the school bell rings at **2:50 p.m., unless they are involved in a supervised school activity**. School rules apply while students are on their way to and from school. If you are meeting your child on campus, please meet your student outside on the east side (front) of the building. **Please do not stand outside classroom doors at the end of the school day, as this is a safety issue.**

The safe arrival home of every child is our highest priority. To ensure students arrive home safely, parents must notify the school with a written note when there is a pre-planned change in how the student will be going home. Such changes include: parent pick-up, going home with a friend and/or going home on a bus with a friend that is not their regular bus route. If a note has not been provided, we will instruct the student to follow their regular transportation arrangement. Please contact us prior to 12:50 p.m. to ensure your message reaches your student prior to leaving campus.

Make-Up Homework

If your student will be absent for three (3) or more days you may request homework. **Please allow 24 hours for assignments to be collected and sent to the main office for pick up.** There will be extra time allotted to make up work. Students have the responsibility to find out what was missed while they were gone. Students will be expected to make up all missed assignments, including P.E. Students will need to schedule PE make-ups with their PE teacher. We discourage student absences due to vacation or appointments scheduled during the school day. Please refer to **EPS Policy 3122** for additional information on our district's attendance guidelines.

Prearranged Absences

Students are discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date. It is difficult to duplicate the classroom learning experience where group activities and in-class participation are essential to the understanding of the lessons presented. In order to be considered excused absences, these absences must be pre-approved by an administrator. Please notify the office at least two weeks prior to the absence. Make-up work should be requested at that time.

Student Expectations and Eisenhower Policies

Student Conduct Expectations

An effective instructional program requires everyone to do their part in following the expectations. The board requires that each student adhere to district and school rules of conduct and submit to student discipline as a result of conduct violations.

Students are expected to:

1. Conform to reasonable standards of socially acceptable behavior;
2. Respect the rights, person and property of others;
3. Pursue the required course of study;
4. Preserve the degree of order necessary for a positive climate for learning; and
5. Comply with district rules and regulations; and
6. Submit to the authority of staff and reasonable discipline imposed by district employees and respond accordingly.

See EPS Policy 3240 and 3240P for additional information.

Assembly Expectations

It is important that guest speakers are treated respectfully and courteously. We expect our students to sit quietly, applaud when appropriate, and use good manners. At the end of assemblies, students need to remain seated until their class and/or row is dismissed.

Campus Expectations

All acts of aggression, harassment, and violence are unacceptable and will result in disciplinary action.

- Eisenhower is a gun-free, weapon-free zone. Items including pocketknives, laser pointers, lighters and any flammable materials are not allowed.
- Eisenhower will be free of offensive language.
- Eisenhower will be free of inappropriate physical displays of affection (i.e. kissing, hugging, hand holding, inappropriate touching, hanging on another student, etc.)
- Eisenhower students will follow The Patriot Code and other expectations as posted in classrooms and around the school campus.

Cell Phone/Electronic Device Expectations

Everett Public Schools provides students with the technology they need during the school day to access digital and online learning experiences.

Elementary and middle school students who choose to bring cell phones and other Personal Electronic Devices (PEDs) to school may only use them before or after the school day. **During the school day, all cell phones and other PEDs must be powered off and stored** (e.g., in the student's backpack, locker, other district provided storage). **AWAY FOR THE DAY!**

For more information about PED use at school, please refer to **EPS Policy 3246 and Procedure 3246P**.

Students whose behavior is in violation of school/district policy will be subject to progressive student discipline.

Dress Code

Student dress will be regulated to preserve a beneficial and safe learning environment for all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the educational process is prohibited as per **EPS Policy 3224**.

Students will wear appropriate school attire, including shoes. Clothing must cover upper torso (stomach, back, shoulders, chest) lower torso, and undergarments.

School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. **The following are not permitted:**

1. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
2. Create a health or other hazard to the student's safety or to the safety of others;
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence;
4. Imply gang or identifiable hate group membership or affiliation by written communication, marks, drawing, tattoos, painting, design, and/or emblem upon any school or personal property or one's person.

If the student's dress/grooming is objectionable under these provisions, admin staff shall request the student to make appropriate corrections. If the student refuses, admin staff will contact parent and discuss the request to make appropriate corrections. Refusal to make corrective actions at this point will result in student discipline. **See EPS Policy 3224 and 3224P for more information.**

Gender Inclusive Schools (policy 3213)

"In order to foster an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms,

- communication and the use of names and pronouns,
- student records,
- confidential health and education information, communication,
- restroom and locker room use and accessibility,
- sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement."

Hallway Expectations

Students will walk from class to class in a courteous and safe manner, staying to the right side of the hallway. Students need to go directly to their classes in order to be in class on time. You must have your planner/hall pass to be in the hallways during class time.

No running, play-fighting, eating, chewing gum, rough-housing, binder checking, or applying makeup or fragrances in hallways. Keep hands to self in hallways.

Health Room

If you are not feeling well or are injured, report to the health center located in the main office.

Please do not call your parent from a classroom if you are ill. The phone call needs to be made from the Health Room. The phone in the Health Room is available for you to use for health-related matters only.

Please try to arrange taking medication at home. If it is necessary to take medication during school hours, come to the Health Room or have your parent or guardian call, to get the forms required to take the medication at school. There are different forms for different situations, ranging from independent to staff dispensed.

If your temperature is 100 degrees or higher or if you are injured/sick and unable to attend class, you will be required to go home. Only a parent/guardian, or people listed as emergency contacts, will be allowed to pick you up. Your parent/guardian will always be called first. **See EPS Policy 3414 and 3414P for more information.**

Leave at Home

The following items should not be brought to school: trading cards, pets, chains, lighters, gaming electronics, toys, gum, hats, roller blades, shoes with rollers, skateboards, scooters, basketballs, footballs or any other sporting equipment, or large amounts of money. Failure to leave these items at home may result in their loss or confiscation. The school will not be responsible for lost/damaged/confiscated items.

Possession and/or use of light or laser pens by students at school or on the school bus could be considered a weapon and are prohibited. **Refer to EPS Policy 3240.**

Library Expectations

- You may come with your teacher in a class.
- You may come with a pass. Please sign the notebook and leave your pass.
- When leaving, get your pass signed by the librarian or librarian assistant.
- You can use the Library before and after school or anytime with a pass from your teacher.

Basic Library Rules

- Have a Library Purpose
- Be Considerate
- Use a quiet voice
- Be Respectful of others
- Be Helpful

If you have overdue books or two books checked out, you must return them before checking out additional materials.

Library Numbers

Your 6-digit student ID number is how you check out books. You must have your student ID card or know your number. It's best to memorize your student ID number and never let others use it.

LIBRARY HOURS: 8:00 a.m. - 3:00 p.m.

Lunch / After School Detention

Students may be assigned lunch or after school detention for disciplinary reasons as warranted. If a student is assigned detention, he/she will report directly to the assigned location at lunch or after school.

Lunchtime Expectations

Students will eat lunch in the commons. We expect our students to follow the cafeteria expectations as listed on page 2.

Lunchroom problems should be reported to the Lunchroom/Recess Supervisor/s.

Physical Education (PE)

You will need PE clothes – appropriate athletic shorts, sweats, or leggings, and a plain white or grey T-shirt that can be written on. You may choose to purchase a PE uniform from the school or provide your own appropriate clothes. Tennis shoes must be worn on our gym floors. Check with your PE teacher about clothing expectations.

PE clothes should be taken home every Friday, to be washed. Remember to bring them back on Monday! PE lockers are assigned to each student. Students will have a locker with a school-issued combination lock on them for the security of their belongings. Students should not share locker combos with friends.

The locker room is a changing room and restroom. **Do not bring or leave valuables in this area.** If you change and leave clothes/items here, they **must** be locked up. This is a densely populated area and theft is possible. **Students are responsible for their possessions and the proper security of their items.**

PE Teachers will communicate about class expectations and student responsibilities.

Technology 1-1 Devices Expectations

Before receiving a device, each parent/guardian and student must sign the Student/Parent One-to-One Agreement.

Students must adhere to the Everett Public Schools' **Technology Handbook** Guidelines.

Students are required to use the devices ethically, legally, and efficiently for learning. Students who violate the rules are subject to disciplinary action.

Students need to bring their 1-1 devices to school each day fully charged and ready to go.

See EPS Policy 3245 and 3245P for additional information.

Problem Solving Expectations

We all need to work together when concerns arise. First, go to the person who is directly involved.

For example:

- If the difficulty involves a grading procedure, homework, or classroom student discipline, contact the **teacher**.
- If the problem concerns a scheduling issue or daily/weekly progress report, speak to the **counselor**.
- If the situation regards safety or an office student discipline referral, contact the **Assistant Principal or Principal**.
- If you experience a problem with a peer, you are encouraged to tell the person to stop the bothersome behavior and seek adult help if the problem persists.

School Bus/District-Provided Transportation Expectations

The rules of conduct and behavior expectations that apply to schools and classrooms also apply to students riding school buses and other district-provided transportation.

Key bus riding rules:

-While waiting for the bus, students are to stand a safe distance from the roadway and avoid unsafe activities that could injure themselves or others. Students are to form a single line as the bus approaches.

-Students are under the supervision and authority of the bus driver when boarding, riding, or leaving the bus. Disrespectful or defiant behavior, disruptive conduct, and/or obscene language or gestures toward the driver or other riders may result in corrective action. Harassment, intimidation and bullying of any kind is prohibited.

-Students are expected to identify themselves promptly and willingly when asked by the bus driver. A student may be assigned a seat in which he/she will be expected to remain at all times while on the bus.

-Students are to observe the same rules of conduct on the bus as in the classroom. Students should conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus. Quiet conversation is acceptable.

- Students are expected to get on and off the bus in a safe and orderly manner. When getting on the bus, students are to go directly to their seats and remain seated while the bus is in motion. In preparation for getting off the bus, students should remain seated and not stand up until the bus has come to a full stop.

- Students should only open bus windows with the permission of the bus driver. Students shall not extend any part of their body out of the bus window. Objects shall not be thrown out or passed through open bus windows or doors.

- Students are to assist in school bus cleanliness by picking up after themselves before getting off the bus, and taking all their belongings with them as they exit the bus.

-Eating and drinking while on the bus shall be avoided, unless permission to do so has been given by the bus driver.

Students who violate any of the rules/expectations may be subject to student discipline, up to and **including suspension and or denial of the privilege of riding the bus. See EPS Policy 3244 and 3244P for more information.**

Wheeled and Recreational Devices

Students may ride their bicycles to and from school; approved safety helmets are required at all times. Bikes must be walked on campus. All students who ride their bikes to school are to follow **EPS Policy 3241**.

Skateboards, hoverboards, roller blades, scooters, and similar devices are not allowed at school. There are no appropriate means for storing these safely during the school day. The district is not responsible for the loss/theft of these devices.

Interventions and Discipline

Positive Student Discipline Plan

We have set up the student discipline plan in order to ensure a safe and orderly academic environment. It is based on a consistent set of expectations among our students, parents, and staff. Part of growing up involves making mistakes, and in our efforts to help children learn from their mistakes, we will follow the plan as outlined below:

Teacher Intervention

Teachers and students at each grade level will select their own classroom behavior expectations, rewards, and consequences. These will contribute toward a positive classroom environment, and will respect and maintain the dignity of each individual.

Positive Recognition: Activities will be developed by staff for use throughout the year and may include: Patriot Pride tickets, Popcorn tickets, in-class incentives, positive comments, awards, special privilege coupons, post cards, brag notes, and calls to parents.

Student discipline: Classroom disruptions will be addressed by the classroom teacher, specialist, or school staff. School staff will deal with behavior problems as they occur in their areas, and will notify administration of behavior incidents which are serious or of a continuing nature.

****Classroom disruptions when a guest teacher is present may result in an Immediate Referral to the office.****

School staff may choose one of several techniques in order to deal with inappropriate behavior. These techniques may include a short conversation with the student, a time for reflection (Patriot Pause), establishing some type of "contract" agreement with the student, and/or utilizing partner teacher's classroom (Buddy Room). These interventions will likely include communication with parents.

Administrative Referral

Positive Recognition: Positive recognition will be celebrated through Popcorn Tickets, Patriot Pride, and end of year assembly.

Student discipline: Should teacher/staff efforts prove to be ineffective in improving student behavior, the student will be referred to an administrator on a **Progressive Referral** (3 smaller incidents occurring in one class / learning space) or on an **Immediate Referral** (unsafe / extremely disruptive behavior). Consequences will be determined based upon the administrator's judgment for the seriousness of the act, circumstances surrounding the act, and/or the previous record of the student. When possible, the parents of the student will be contacted by telephone and informed of any interventions at this level. Before returning to the class, or other school activities, the student will assure the administrator that he/she understands the problem and is capable of productive and cooperative behavior. Students may remain in the office if they are unable to comply with expectations.

See EPS Policy 3300 and 3300P for more information

Everett Public Schools Safety Tip Line
Call or Text: 855-637-2095, email: 1350@alert1.us

District Policy for Prohibition of Harassment, Intimidation or Bullying

The board is committed to a safe and civil educational environment for all students, employees, parents/ legal guardians, volunteers and community members that is free from harassment, intimidation, or bullying (HIB). Our district's core values include our commitment to value differences among people and treat one another respectfully. HIB of students by other students, by staff members, by volunteers, by parents or by guardians is prohibited.

It shall be a violation of this policy and the District's student discipline policy for any student of the District to harass, intimidate or bully another student through verbal, nonverbal, or physical conduct as defined by this policy on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

Definition – "Harassment, intimidation or bullying" (HIB) means any intentional electronic, written, verbal, or physical act that:

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, embarrassing or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of HIB may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. Nothing in this section requires the targeted student to actually possess a characteristic that is a basis for HIB.

Many behaviors that do not rise to the level of HIB may still be prohibited by other district policies or building, classroom or program rules.

Reporting – Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a staff member for assistance in resolving the matter. Staff members are expected to intervene and to report when necessary. See the Safety Tip Line up above for ways to report as well.

Students are encouraged to report school-related harassment, intimidation, and bullying of which they have knowledge. False reports, retaliation and reprisal for harassment, intimidation, and bullying also constitute violations of this policy, and student discipline will be imposed as appropriate.

Retaliation/False Accusations - Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting HIB, or participating in an investigation. It is also a violation of district policy to knowingly report false allegations of HIB. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Student Discipline – The district will take prompt and equitable corrective measures within its authority on findings of HIB. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Disciplinary actions will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student’s history of problem behaviors and performance. Student discipline will be implemented according to EPS policy 3300 and 3300P – Student Discipline.

Should a complaint regarding harassment, intimidation or bullying not be resolved at the school level, the complainant may contact Robert Polk, the district Compliance Officer.

See EPS Policy 3204 and 3204P for more information.

School Information

Online School Schedule: see the first pages of this handbook

Normal School Schedule:

- Eisenhower school hours are from 8:15 a.m. – 2:50 p.m.
- Many Fridays end early at 1:35 p.m.
- Students may enter Eisenhower beginning at 7:50 a.m. From 7:50-8:00, students may be in the commons or library only. There is no supervision before 7:50 a.m.
- At the end of the day, students are required to leave campus by 3:00 p.m. (or 10 minutes after end of the day) unless they are involved in a supervised, after-school activity.

Bell Schedules (Regular Schedule)

6th Grade

First Bell – 8:10 a.m.	
1 st Period	8:15 – 9:03
2 nd Period	9:07 – 9:55
3 rd Period	9:59 – 10:47
Lunch	10:52 – 11:22
4 th Period	11:27 – 12:15
5 th period	12:19 – 1:07
6 th Period	1:11 – 1:59
7 th Period	2:03 – 2:50
Buses Depart 2:57 p.m.	

7th Grade

First Bell – 8:10 a.m.	
1 st Period	8:15 – 9:03
2 nd Period	9:07 – 9:55
3 rd Period	9:59 – 10:47
4 th Period	10:51 – 11:39
Lunch	11:44 – 12:14
5 th Period	12:19 – 1:07
6 th Period	1:11 – 1:59
7 th Period	2:03 – 2:50
Buses Depart 2:57 p.m.	

8th Grade

First Bell – 8:10 a.m.	
1 st Period	8:15 – 9:03
2 nd Period	9:07 – 9:55
3 rd Period	9:59 – 10:47
4 th period	10:51 – 11:39
5 th Period	11:43 – 12:31
Lunch	12:36 – 1:06
6 th Period	1:11 – 1:59
7 th Period	2:03 – 2:50
Buses Depart 2:57 p.m.	

Modified Schedules

1-hour late start: School starts @ 9:15 a.m.

2-hour late start: School starts @ 10:15 a.m.

Early Dismissal Schedule: School ends @ 12:20 p.m.

LIF Friday Schedule: School ends @ 1:35 p.m.

You will be notified if a start or release time will be changed by an automated (ConnectEd) phone call to your home. During inclement weather, please consult the district website or local TV/radio news channels for delayed or closure information.

Closed Campus

Our campus is "closed" during the instructional day, as well as during extra-curricular activities (**7:50 a.m. – 5:00 p.m.**). Once students arrive on campus, they are expected to remain all day unless they have permission from the office to leave. Students need to be signed out of the office by a parent or guardian before leaving campus. **Students not involved in a supervised activity must leave school by 3:00 p.m.**

Counselors

Grade 6 – Ms. Linda Jones

Grade 7 – Mr. Morgan Wolff

Grade 8 – Ms. Jana Eggers

Counselors will have three years to get to know students, as they will move from grade to grade with students over the course of their middle school experience.

Students may stop by during lunch, or before or after school. Students need to bring a pass if they want to see a counselor during class time.

Here are some good reasons to visit your counselor:

- You are new to the school.
- Your best friend has moved.
- You have a success to share.
- It is hard to complete your homework.
- You are having a problem with a teacher.
- You need mediation with another student.
- You are just feeling down and/or stressed.

Homework

Homework is an extension of the work done at school. Its purpose is to apply and reinforce what you are learning.

Homework success tips:

- Establish a regular study time
- Find a quiet place to study.
- Check your agenda for assignments due.
- Check off assignments as completed.
- Place all materials together for return to school.

IKE Cafe

All students must memorize their student identification number located on their student schedule. These numbers are needed to purchase a school lunch. Lunches may be prepaid by using cash or check payable to Everett Public Schools – Food Services. You may also pay for lunches online by debit or credit card.

	<u>Full Price</u>	<u>Reduced Price</u>
Breakfast:	\$ 1.50	Free
Lunch:	\$ 3.00	\$.40
Milk or Juice:	\$.55	

When purchasing your lunch, make sure you are acknowledged by the cashier before entering the Café. Students must show the kitchen staff that they have their fruit, juice or vegetable by placing it on their tray. If they are going to One-Note or the library at lunch, make sure and ask for a paper plate. The cafeteria does not sell snacks between lunches.

Lost and Found

Please be sure to put your name on your property. All unclaimed items should be brought to the office. Found items are then placed in a box in the Commons. Before winter and spring breaks, items will be placed on tables for a week or more; any unclaimed items will be donated. Items found in the gym area will be kept in the PE offices. Lost or broken PE locks should be reported immediately.

Report Cards

Report cards are issued two times each year; in early February and late June. In February, report cards will be sent home with students, and in June they will be mailed.

Sales Prohibited

Only school / ASB authorized items may be sold on campus. Private sales are prohibited at school. Students selling items on campus may be subject to disciplinary action.

School Phones

Students who need to call home may do so using the school phone located in the office. Students should limit the use of the school phone to call home for important or emergency situations. Students may not use their

personal cell phones to call/text home during school hours. If they need to communicate with parents/guardians during the school day, they must come to the office and use the school phone as directed.

Supply List

Each grade level's supply list is posted on the Eisenhower Middle School website.

Textbooks

Textbooks are often checked out to students. Please examine the books and note any existing damage with the librarian. **The cost of books, which are damaged, lost, or stolen, will be the student's responsibility.** We urge you to use a book cover to protect them.

Visitors

Parents or guardians are always welcome to visit the school. It is important for parents or guardians to make an appointment prior to their visit by calling 385-7500. Classroom visits during the school day require prior approval and a minimum of 48-hours' notice. Visitors are required to check in at the office and are asked to wear a visitor tag. **Students may not bring guests to school.** Non-students who remain on our campus after being asked to leave may be charged with criminal trespassing on school property.

Sports

Currently, for the start of the 2020 school year, all middle school sports have been postponed/suspended until further notice.

We have athletic opportunities for students in grades 6, 7 and 8. **To turn out for sports you need a series of forms, including permission, insurance, and a physical.** The forms to sign up for sports are online. A sports physical is required and is good for two years.

"Participation in interscholastic activities is a privilege and not a right. Students may be excluded from participation for violations of program rules or requirements."

Sixth graders can participate in, but not compete in, some of the sports at Eisenhower. They are identified by an asterisk (*) in the following chart:

Sports Seasons

	<u>Boys</u>	<u>Girls</u>
Fall	Football Cross-Country*	Softball Cross-Country*
Winter 1	Basketball Soccer	Volleyball Soccer
Winter 2	Wrestling*	Basketball Wrestling*
Spring	Track*	Track*

Athletes must keep passing grades in order to be eligible to play –failing grades will result in athletic probation or suspension.

Athletes must follow the district's athletic code of conduct. Failure to follow the code may result in removal from the team and/or other student discipline.

Athletes must follow their coach's and team's rules and the school's expectations as well.

Some sports teams have "cuts," which means there are a set number of athletes selected for that particular season. These include Girls' Basketball, Soccer, Softball, and Volleyball, and Boys' Basketball and Soccer.

Spectators are welcome! Come out and cheer positively for our teams! Games start at 3:45 p.m. Student spectators must take their regular route home prior to sporting events and may return to campus at 3:45 p.m. **There is no supervision, so all non-participating students must be off campus between 3:00 – 3:45 p.m. prior to a game.** No food or drinks are allowed in the gym. Students may not enter and re-enter the gym during games. Students must stay in the spectator areas during games. Students must follow the school rules and event expectations while watching athletic games at school. Failure to comply with rules/expectations will result in discipline.

The Patriot Code

Be Safe, Be Respectful, Be Responsible