



Ike Pages

Student Handbook

2012-2013

Eisenhower Middle School

10200 25th Avenue SE
Everett, WA 98208

Office: 425.385.7500
Attendance Line: 425.385.7505
FAX: 425.385.7502

Student Name

ID Number

Grade

Period	Subject	Teacher	Room

Communication

Main Office	
Hours of Operation	7:30am– 3:30pm
Main Line	425.385.7500
FAX	425.385.7502
Health Center	425.385.7506
Attendance Line	425.385.7505

Counseling Center	
Counseling Office	425.385.7510
6 th Grade Counselor	Ms. Lynn Reynolds
7 th Grade Counselor	Ms. Jaimie Burton
8 th Grade Counselor	Ms. Debbie Wade
Registrar	425.385.7510

District and School Websites	
District Website	http://www.everett.k12.wa.us
Eisenhower Website	http://cms.everett.k12.wa.us/eisenhower
Staff Email Contact	http://www.everett.k12.wa.us/eisenhower/Staff%20Contacts
On-Line Parent/ Guardian Access	https://lms.everettsd.org/secure/HomePage.aspx

Who Do I Contact ?		
Activities	Office Manager	425.385.7501
Athletics	Assistant Principal	425.385.7500
Attendance	Attendance Secretary	425.385.7503
Building Use	Office Manager	425.385.7501
Class Schedules	Registrar, Counselors	425.385.7510
Discipline	Assistant Principal	425.385.7500
Fees and Fines	Main Office	425.385.7500
General Information	Main Office	425.385.7500
Grade Information	Registrar, Counselors	425.385.7510
Homework Requests	Main Office or Email Individual Teachers	425.385.7500
Illness and First Aid	Health Room Assistant	425.385.7506
Lockers	Assistant Principal	425.385.7500
Registration and Withdrawal	Registrar	425.385.7510

General Information

ACTIVITIES

Students at Eisenhower have an opportunity to participate in before and after school clubs. The clubs vary, depending on the success of our fundraiser.



Clubs meet once or twice each week.

For safety and security, students who participate in after school activities should be on campus only during the scheduled event.



Therefore, if the activity does not begin immediately after school it is the expectation that students leave campus and return at the appropriate time for the supervised, after school activity. The students must promptly leave campus after the event.

ARRIVAL

Students that eat breakfast at Eisenhower are allowed to enter the school building at 7:45 am. Those students remain in the cafeteria until the first bell at 8:07 am or go back outside to wait.

Students who provide their own transportation to Eisenhower should not arrive before 8:00 am as there is no supervision on campus before that time.

The building doors open and the first bell rings at 8:07 am. First period begins at 8:15 am.

ASSEMBLIES

As part of the curricular program at Eisenhower, students participate in a variety of assemblies throughout the year. These may include choir and band concerts, guest speakers, fundraisers, awards assemblies, contests, and informational assemblies.

Visiting presenters often remark on the excellent behavior of Ike students. Below are expectations for student behavior during assemblies or presentations:

- Students accompany their teachers to the gym or auditorium in an orderly manner and sit with their teacher and class.
- Students are respectful of the presenters and behave in a manner that is appropriate to the theme of the assembly. Cheering, whistling, stomping of feet, and “call-outs” are not appropriate.
- During the assembly, students are expected to:
 - Cooperate with staff
 - Show self-control
 - Demonstrate respect
 - Listen attentively
 - Sit appropriately
 - Keep hands/feet to themselves
 - Remain seated
- Regular classroom behavior expectations remain in place throughout the assembly.
- Restrooms may not be used during an assembly unless it is an emergency or is pre-approved by a staff member.
- Students listen and follow dismissal instructions following the assembly.

Any student that is removed from the seating area during an assembly due to inappropriate behavior and/or failure to follow these expectations is subject to disciplinary consequences and may lose assembly privileges for the remainder of the school year.



ASSOCIATED STUDENT BODY (Policy 5010, RCW 28A.325.020)

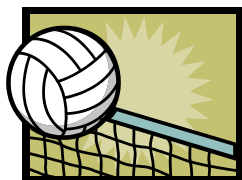
The Eisenhower Middle School Associated Student Body (ASB) and leadership students meet to discuss ideas for activities and services for the school. Students have an opportunity to get involved in student leadership in a variety of ways. Six and seventh grade students have the opportunity to run for an ASB officer position in the spring, prior to their 7th and 8th grade year.



An advisory cabinet is selected to assist the ASB officers in planning and implementing student activities. The ASB Cabinet is a decision-making group and a communication link among all students and administration. The ASB Cabinet works to create a positive school climate and appropriate student involvement activities including, but not limited to: community service, school beautification, school assemblies, reward activities, school celebrations, and spirit activities.

ATHLETICS

Eisenhower students participate in the Everett School District's middle school athletic program. There are four sports seasons available for all 7th and 8th grade students. It is possible that students in 6th grade may practice but not compete in some sports. Students interested in participating need the appropriate forms for parent/guardian permission, medical insurance, a physical examination, an ASB card, and maintain academic eligibility. An athletic fee is charged for participation in athletics.



This fee must be paid after a student becomes eligible for the team after tryouts and before the first game or event. Students in need may apply for a scholarship to waive this fee.

A current physical is good for all seasons during the school year and remains viable for two years. All forms must be completed and returned to the office one week prior to the start of a season to ensure eligibility to participate.

Students shall be held responsible for compliance of all school rules and Everett School District policies during after school activities. Infractions of those rules are subject to the same corrective action or discipline as if applied during the regular school program.



Eisenhower Middle School is a member of the Washington Interscholastic Activities Association (WIAA). While the WIAA is aware of the important role that interscholastic athletics play in the development of students, the WIAA member schools are also committed to the philosophy that the primary purpose of our secondary schools should be to academically prepare students to become productive citizens upon graduation.

In order to qualify to turn out for athletics, a student must pass a minimum of six classes in the previous trimester. In order to maintain athletic eligibility during the athletic season, a student shall maintain passing grades in all classes. The athletic handbook with guidelines and a Code of Ethics are available online and in the Attendance Office.

ATHLETICS (continued)

The school year sports program is available for 7th and 8th grade students. The seasons and sports are as follows:

Season I (September-October)

Eighth Grade Football*
Seventh Grade Football*
Cross Country+
Fast Pitch

Season II (November-December)

Eighth Grade Boys' Basketball
Seventh Grade Boys' Basketball
Eighth Grade Volleyball
Seventh Grade Volleyball

Season III (January-March)

Eighth Grade Girls' Basketball
Seventh Grade Girls' Basketball
Eighth Grade Wrestling*+
Seventh Grade Wrestling*+

Season IV (April-May)

Track+

* Wrestling and football can include both genders.

+ At the time of publication of this handbook, sixth grade students may turn out but not compete in this sport.



BACKPACKS

Due to the potential safety hazard caused by backpacks lying on the floor, backpacks are not allowed in classrooms, the gymnasium or locker room, the cafeteria, or any other common area at Eisenhower. Every student is issued a locker and is expected to store her/his backpack in a locker during school hours.

Backpack passes may be issued to students for special circumstances. Students must meet with their counselor to apply for a backpack pass.

BICYCLES

Students who ride bikes to school must store their bike in Eisenhower's bicycle cage. The bicycle cage is locked during school hours. To ensure student safety, Eisenhower requires all bike riders to:

- Walk your bike on campus at all times.
- Wear a bike helmet.
- Obey all bicycle rules.

Failure to follow these expectations may result in the loss of bicycle privileges.



Eisenhower is not responsible for damage or theft of parts while bikes are parked in the racks. Students are advised to supply a lock to secure their bike to the bicycle cage.

CELL PHONES

Cell phones are to be turned off and stored in a locker from the time a student enters the building in the morning until 2:45pm. Cell phones not stored in a locker may be confiscated at any time for any reason by staff. A parent/guardian may pick up the phone in the Main Office during office hours. Confiscated phones will not be returned to the student. Further disciplinary action may occur for repeat offenses.

Student Access and Use of Technology (Policy 3245P)

Use of cell phones with cameras in restrooms and locker rooms is prohibited. Eisenhower Middle School assumes no responsibility for the loss of or damage to a student's personal electronic property including cell phones. Students choosing to bring a cell phone to school need to understand that there is a risk of loss, damage, and/or theft and the student assumes full respon-



CLOSED CAMPUS

Eisenhower is a closed campus, this means that once students arrive, they must remain on campus until they leave at the end of the school day unless signed out by a parent/guardian through the office. Students are expected to leave within ten minutes of the last bell unless waiting for a parent/guardian or involved in a school activity.

COMMUNITY RESOURCES

Need help? The Counseling Center has a complete listing of community resources and private practice professionals. Here is a sampling:

- Alcohol/Drug Help Line
- Children of Alcoholics
- Child Protective Services
- Compass Health
- Crisis Clinic Teen Link
- Domestic Violence Hotline
- Family Support Center
- Runaway Teen Hotline
- Sexual Assault Crisis Center
- Youth Crisis Hotline

COMPUTER NETWORK ACCESS

Eisenhower Middle School has a fully functioning computer network, with access from every classroom, library, and office. Typical student use of the network might include use of the Internet, use of a shared classroom account for communication purposes or saving work files to a local file server.



Access to the Everett School District's electronic network system is a privilege, not a right. Middle school students are assumed to have parent/guardian permission to access the Internet unless parents/guardians sign and return the appropriate form denying access.

All students who access the Internet must agree to abide by these student use guidelines. Students may not access their own personal accounts from private Internet providers.

Students may not access personal e-mail, proxy websites, engage in unauthorized online chat activities and/or access accounts such as Facebook or Twitter from school. Students publishing work on district-supported internet pages do not receive current or future compensation for their work from the District.



Violations of student access rules result in progressive disciplinary consequences including but not limited to the loss of computer privileges and suspension.

Internet Safety

Important personal safety issues arise when accessing computer networks. For this reason, students must pay attention to the following guidelines:

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

COUNSELING CENTER

School counselors assist students in developing self-understanding and a positive self-concept.

They help students establish goals, make useful decisions, and relate effectively with others. Their primary concerns are the educational, social, and personal needs of all students.



Working closely with parents/guardians and teachers, counselors attempt to meet the developmental needs of all students at Eisenhower Middle School. Their work with parents/guardians is especially valuable and creates a vital partnership toward facilitating a child's growth and development in the school environment.

Students work with the same counselor throughout their three years at Eisenhower Middle School. You are encouraged to contact your counselor whenever you have questions or concerns.

I want to see a counselor what should I do?

- Fill out an appointment request form available in the counseling center during your lunch period, or before or after school.
- The counselor will send for you when s/he can see you.

DRESS CODE (Policy 3224)

Student clothing is regulated to preserve a professional learning environment and to assure the safety and well being of all students. Clothing which presents a health or safety hazard, damages school property, or which creates (or potentially could create) a material and substantial disruption of the educational process is prohibited.

Students wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe could disrupt or interfere with the school environment, activities and/or educational process. The following are not permitted:

- Attire that shows or displays undergarments, inadequately covers chest/breasts, back, midriff, buttocks or thighs, displays obscene, sexual, drug or alcohol-related messages, or displays gang or hate-group related symbolism.
- Any clothing that would create an atmosphere in which a student, staff member, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- Head apparel, other than that which is religious in nature, may not be worn inside the building. This includes hats, hoods, and bandanas.

Here are some common items that students may not wear: any color bandanas, slippers, chains, sleeveless shirts including tank tops, muscle shirts, spaghetti straps, and halter tops, accessories containing metal spikes, hats, hoods, sunglasses (indoors), skirts or shorts that do not reach mid-thigh in length, pants worn below the waist and/or hips, leashes or collars, or excessively distracting clothing or body decoration. This list is not necessarily all-inclusive.

Students in violation of the dress code are required to remove the prohibited item and/or change into PE or other alternative clothing. These standards are always attempted to be applied in a consistent and nondiscriminatory manner. Students who violate these standards are subject to progressive discipline.

EARLY DISMISSAL FROM SCHOOL

Occasionally, there may be a need for a student to leave school early. Students are required to check out using these procedures:

- Bring a note signed by a parent/guardian to the Attendance Office window before school to get an early dismissal slip.
- Show the early dismissal slip to your teacher at the time you will be picked up.
- Come to the office to wait for your parent/guardian.
- Parents/guardians must come to the office, show a picture ID, and sign their student out.

ELECTRONIC EQUIPMENT

Personal electronic equipment must be turned off and stored in a locker from the time a student enters the building in the morning until 2:45 pm.

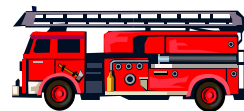
This includes but is not limited to iPods, mp3 players, and handheld electronic games. Electronic equipment that is not stored in a locker may be confiscated at any time for any reason by staff. A parent/guardian may pick up the item in the Main Office during office hours. Confiscated electronic equipment is not returned to the student. Further disciplinary action may occur for repeat offenses.

Eisenhower Middle School assumes no responsibility for the loss of or damage to a student's personal electronic property. Students choosing to bring electronic equipment to school need to understand that there is a risk of loss, damage, and/or theft and the student assumes full responsibility.



EMERGENCY PROCEDURES

Do not talk during an emergency or emergency drill; this is necessary to ensure you hear all directions and so that staff are able to communicate with one another. When instructed by your teacher, return to the building in the same quiet manner.



Disaster and evacuation drills are scheduled throughout the school year. To ensure efficiency and safety, students need to treat each drill as if it is really an emergency.

When an alarm sounds, students:

- Follow all teacher's directions.
- Wait for the teacher to give the signal to leave the room.
- Walk from the building quietly, quickly and in a single file line.
- Wait silently in the evacuation area with the teacher until the "all clear" is given.

FACILITIES AND MATERIALS

Take pride in our grounds both inside and outside by keeping them clean. Students are expected to clean up their area, throw away trash, and return classroom materials at the end of each period. Students can help by picking up trash outside, disposing of lunch garbage appropriately, and not engaging in behaviors that causes damage to the facility or classroom materials. Students and their parent/guardian are responsible for any damage done to the building, property, or school materials by a student.



FUNDRAISERS

Students participate in a fall fundraiser. The proceeds from the fundraiser support all student activities and athletics.

GUESTS

Due to the large number of students attending Eisenhower Middle School, students are not allowed to have guests at school. An exception may be made for a family member that is assisting with a particular project and who has received prior approval from the classroom teacher and school administration. Any approved guest must report to the office, sign in, and wear a visitor's badge.

GUEST TEACHERS

We have guest teachers serving our students in the absence of their regular classroom teacher. Guest teachers are to be treated with complete cooperation and respect. Classroom disruptions and rudeness toward guest teachers are not tolerated and may result in discipline.



GUM

Out of respect for our facility, Eisenhower is a "GUM-FREE" campus. Inappropriate gum use results in damage to carpet, walls, and clothing; it also increases facility cleaning costs. Students are not allowed to have or to chew gum on campus at any time.

HALLWAY BEHAVIOR

The hallways can be very crowded; students are moving from one class to another, accessing their lockers, or using the restroom during the four minute passing period. Also, some classes are still in session when some students are passing between classes.

HALLWAY BEHAVIOR (continued)

The following guidelines are expected to be followed at all times:

- Keep to the right.
- Always walk in the halls, cafeteria, and other common areas on campus.
- Use an appropriate voice; no yelling, shouting, or any other outburst.
- Keep moving; do not block the hallway to stop and talk to friends.
- Respect the property and personal space of others; keep your hands, feet, and other body parts to yourself.
- No food or drink may be consumed outside of the cafeteria.
- Pick up trash that you have dropped or that has fallen from your locker.
- Appropriate language is expected at all times; no swearing.
- If asked to do so, always identify yourself to a staff member.

All students are required to have a hall pass when traveling through the halls during class time.

HARASSMENT, INTIMIDATION AND BULLYING (District Policy 3204)

It is the policy of Everett School District to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are 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 electronic, written, verbal, nonverbal, or physical conduct on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

The superintendent is authorized to direct the development and implementation of procedures for carrying out this policy.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

Cross References:

Board Policy 3200 Rights and Responsibilities
Board Policy 3210 Nondiscrimination
Board Policy 3240 Student Conduct
Board Policy 3300 Corrective Actions or Punishment

Legal References:

RCW 9A.36.080 Malicious harassment—Definition and criminal penalty
RCW 26.44 Abuse of Children
RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies—Model policy and training materials—Posting on website—Advisory committee.
RCW 28A.600.480 Reporting of harassment, intimidation, or bullying Retaliation prohibited Immunity.
RCW 28A.640 Sexual Equality
RCW 49.60 Law Against Discrimination
WAC 180-40-215 Student Rights
WAC 392-190 Equal Educational Opportunity—Sex Discrimination Prohibited
Title IX Education Amendments of 1972

IKE PAGES

Students are required to purchase and utilize the Ike Pages Student Planner. Each teacher expects that students bring their Ike Pages to class each day and use it to record assignments, projects, and due dates; the Ike Pages also contain the Student Handbook. Students learn how to effectively utilize the student planner at the beginning of the year and they are given time during class to record homework. The planner also is a good tool for communication between home and school; teachers and parents/guardians may choose to record comments and/or questions in the planner to be shared by the student. If a student misplaces her/his Ike Pages, s/he is expected to purchase a replacement.

LOCKERS

Every student is assigned and required to use a locker. Students need to keep their locker combination secret. Students are expected to keep their lockers clean. Students are allowed an opportunity to clean out their lockers periodically. Damaged or dirty lockers are assessed a fine at the end of the year. Acceptance of the locker by the student constitutes acceptance of the locker policies defined here.

Permitted Locker Use:

Student lockers shall be used only for the storage of those items necessary or proper for use at school. Such items may include clean clothing, a backpack or book bag, items of personal hygiene, books and supplies, lunch, and electronics. Items of personal hygiene including deodorant, perfume, and other scent-emitting products are not to be used in the hallways.



Prohibited Items:

No item shall be stored, temporarily or otherwise, that constitutes a violation of school rules, district policy, or state law. Such items include gum, permanent markers, white out, laser pointers and other items that could reasonably be considered weapons, tobacco products, matches, lighters, alcohol, narcotics or drug paraphernalia, any item which is determined to be a substantial disruption, and any other item the possession of which is illegal under the laws of this state.

Inspections:

All lockers remain the property of the Everett School District and are subject to random inspections by the Eisenhower administration at any time. Furthermore, if school personnel have reasonable suspicion that any locker may have contents which are against school rules, district policy, or other state law, the locker in question can and will be searched by a school administrator. Where reasonable, students may be present for these searches.

LOCKERS (continued)

Locker Access:

Students are allowed access to their lockers before and after school, between classes, before and after lunch, and with staff permission. Students are encouraged to carry only the items necessary for classes.

Students are issued a locker in their physical education class for their PE clothing. PE lockers are subject to the same policies and procedures outlined above for hallway lockers.

LOST AND FOUND

Lost clothing items are kept in the Lost and Found bin in the cafeteria and locker rooms. Unclaimed items are donated to a non-profit clothing bank at the end of each trimester.

Items that can be identified with a student name printed in them are returned to the student.



Lost valuable items, such as purses and jewelry are kept in a safe place in the Main Office or PE office.

LUNCHES

Eisenhower Middle School provides lunch service for all of our students. Free or reduced lunch price information and forms may be obtained in the office.

There are three separate lunch times with each lunch lasting forty minutes long. In general, students are assigned a lunch with same grade level classmates. Students remain seated during the lunch period at all times. All students are expected to eat in the cafeteria during the first twenty minutes of their lunchtime. Students are typically allowed to leave the cafeteria after twenty minutes to go outside for recess or to the library or classrooms (with a pass previously obtained).

After cleaning up their eating area, students may exit the cafeteria only after given permission. Students choosing to go outside for recess are expected to remain on the black-top and in the designated areas on the west side of the building. Students are to remain in areas that are visible to adult supervisors.

Students are not to be in the halls or restrooms outside the cafeteria without a pass and prior permission. Students may go to the attendance and counseling offices during lunch with a valid reason. Students may not access lockers during lunch except for the passing times signaled by the bell at the beginning and at the end of the lunch period.



LUNCHES (continued)

Lunch Expectations In The Commons:

- Show a positive attitude at all times.
- Be cooperative with adult supervisors and food servers.
- Sit on the seats at the table while eating at all times. You may not walk around.
- Use a quiet tone of voice.
- Keep your food, hands and feet to yourself.
- Eat only in the commons; food and/or drink may not be taken outside the cafeteria.
- Clean up the table and the floor underneath by putting garbage into the garbage cans and wiping up spills.
- Students choosing to remain inside after eating may play board games and/or visit with friends (all lunchroom expectations are still in effect).

Lunch Expectations At Recess:

- Play equipment may be checked out with an ID card and must be returned at the end of the lunch period.
- Play respectfully and safely.
- Follow all established rules for group activities.
- Remain in approved, supervised areas at all times.



Lunch Consequences For Inappropriate Behavior:

- Choosing steps for a portion of, or the remainder of the lunch period
- Warning and problem solving discussion
- Lunch detention
- After-school detention
- Cafeteria cleanup
- Suspension

LUNCH DETENTION

Students are assigned lunch detention for a variety of reasons as part of the Eisenhower building-wide Citizenship and Self-management Program. Common reasons for being assigned lunch detention may include eating in unauthorized areas, failure to follow lunchroom or outside expectations, missing homework, or excessive tardies to classes or school.



When assigned lunch detention the student is responsible for signing in within 5 minutes of the beginning of the lunch period, eating lunch in the detention room, remaining quiet for the remainder of the lunch period, and signing out at the end of the lunch period.

An additional day of lunch detention can be assigned for each day a student forgets to sign in or for not following through correctly with lunch detention responsibilities. Only students assigned to lunch detention may sit in the detention room. It is considered "off limits" to non-assigned students.

Students who are unable to follow detention expectations and who are disruptive to the environment are subject to discipline up to and including suspension.

FOOD AND BEVERAGES

Students are expected to consume food and beverages in the cafeteria only. They are confiscated and disposed of if they are being consumed in an undesignated area. Students are allowed access to a water vending machine during the day. All other snack machine use is restricted to lunch and after school. It is not possible for Eisenhower to refund money lost to vending machines. All use of vending machines is at your own risk.



MEDIA CENTER (LIBRARY)

Great care has been taken to supply students with a variety of educational resources and an environment beneficial to a learning community in our state-of-the-art Media Center.

- Books may be checked out for two weeks and may be renewed.
- Magazines may be checked out for five days.
- Reference books may be checked out for classroom use only.
- Remember that the Media Center is also a classroom and you are expected to use a normal classroom speaking voice.
- Take good care of books and magazines.
- Do not allow other students to use your student number to check out books. You pay replacement costs for any loss or damage to anything checked out on your number.



MEDICATION AT SCHOOL

(Policy 3416, RCW 28A.210.260)

If medication is to be taken while at school, a Medication Authorization Form must be completed by a physician and returned to the Wellness Center. Contact the health room assistant or school nurse for more details and to obtain the required form. Students may not carry any over the counter medication without completing the Medication Authorization Form.

PROHIBITED ITEMS

These items are not necessary for academics, are potentially damaging to our facilities, are a nuisance, and/or unsafe, and/or they are a potential threat to substantially disrupt the learning environment at our school. Therefore, these items are expected to remain at home:

- Gum
- Aerosol products
- Stink bombs
- Permanent markers (Sharpies)
- White out
- Toys
- Skateboards/Rollerblades/Scooters
- Wheelie-type shoes
- Large amounts of money
- Water pistols
- Rubber bands
- “Shocking” devices
- Laser pointers
- Balloon bouquets
- Fireworks/Firecrackers
- Items intended for sale or for exchange for money

Students in possession of these items, or any other items that potentially could interfere with the safe and orderly operation of school, are subject to disciplinary consequences.

PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Kissing, arms linked, arms around shoulders, hands on private parts, extended or “hanging” hugs, and arms around waists are inappropriate displays of affection and they are not allowed. Students failing to respect this policy are subject to progressive disciplinary consequences.



RESTROOMS

Students are allowed access to restrooms before school, during passing periods, during lunch, and after school.



Access during class time requires teacher permission and the student must use the proper check out procedures. Students using the restroom are expected to access the closest restroom to the class they are in and they are required to carry an approved hall pass during class time. Restroom vandalism of any kind is not tolerated and disciplinary consequences will be enforced.

SCHOOL BUSES

All school policies are in effect to/from bus stops, at bus stops, and on school buses at all times. Student misconduct is subject to progressive discipline up to and including suspension from the bus for the remainder of the year.



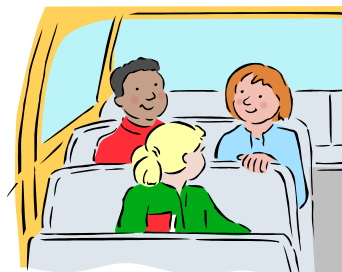
Student transportation is a privilege, not a right. Violation of school bus rules can create an immediate danger to the health and safety of others. Student conduct on the bus and to/from/at bus stops must reflect good judgment and meet the expectations we have for all students while at school. You are expected to follow these expectations/rules at all times. Any infraction of the rules may result in discontinuation of bus riding privileges.

Bus Riding Expectations/Rules

- Follow all directions of the driver willingly the first time they are given. Show respect for driver and other students on the bus.
- Eating, drinking, or chewing gum is not permitted. Place all litter in the trash can.
- Harassment is not acceptable and is not tolerated.
- Remain seated, keeping all parts of your body inside the bus and within the bus aisle. Seat assignment is the discretion of the driver and/or school administration. Classroom conversation and conduct must be observed at all times.
- When entering or exiting the bus, students must be in view of driver. Always cross in front of the bus. Exit only at assigned stop.
- Students must get on and off at their assigned stop.
- Pets, harmful objects, or vandalism are not acceptable and not allowed.
- Emergency exit procedures apply in the event of an actual emergency.

The district's transportation department has established routes that safely and efficiently carry students to and from school. If needed, a student will receive a copy of the Bus Riding Expectations/Rules.

School bus riding is a privilege; any infraction of the rules may result in loss of bus riding privileges.



SCHOOL BUSES (continued)

Students who need to ride a bus home, other than their assigned bus (example, riding home with a friend) must bring a parent/guardian note to the attendance office before school. A special bus pass is issued.

Consequences For Violating Bus Rules could include:

- 1st Offense: Conference, parent/guardian notified
- 2nd Offense: 1-week suspension from the bus
- 3rd Offense: 2-week suspension from the bus
- 4th Offense: Suspension from the bus for the remainder of the year

Serious Violations of Bus Rules

Any major infraction of the rules or severe inappropriate behavior (including, but not limited to insubordination, or endangering another passenger) shall result in the immediate suspension of bus riding privileges for the balance of the trimester or school year, as determined by school administration.



SCHOOL CLOSURE PROCEDURES

When the school must be closed due to weather conditions, announcements are made on the area radio and television stations. Please do not call the school as it



ties up telephone lines that may be needed for emergencies. For up-to-date information, check the Public Schools Emergency Communications

System (PSECS) Internet website, www.schoolreport.org and select the Everett School District from the Snohomish County school list.

SCHOOL SUPPLIES

Students are asked to be prepared for learning and to have the following supplies on hand, at school, year round. Additional supplies may be required for certain classes. A list of those items is sent home by individual teachers at the beginning of the school year.

- ✓ Sturdy backpack or book bag to carry books and supplies between home and school
- ✓ 3-ring notebook with subject tabs or an accordion type binder
- ✓ Composition books
- ✓ White notebook paper, college-ruled
- ✓ Set of colored pencils or fine-tipped markers
- ✓ Glue stick
- ✓ 12" Metric ruler (with cm or mm)
- ✓ Pens, ballpoint, black or blue, erasable best.
- ✓ Red pen for correcting papers
- ✓ #2 pencils, sharpened
- ✓ Eraser
- ✓ Pencil pouch
- ✓ Large box of tissues to share in class
- ✓ A scientific calculator is recommended



SKATEBOARDS, ROLLER BLADES, AND "WHEELIE" SHOES (Policy 3241)

Due to safety issues, skateboards, scooters, roller blades, or "wheelie" shoes are not allowed on campus at any time. These items are not allowed at school and therefore should not be brought on school buses. If observed, these items are confiscated and returned to a parent/guardian only.



STUDENT ID AND ASB CARDS

Student ID cards are issued for all Eisenhower students. ID cards are provided at no cost to students when school pictures are taken in the fall. ID cards are required to checkout play equipment at recess.

Student participation in some activities, including but not limited to clubs and athletics, requires ASB membership. ASB memberships can be purchased in the Attendance Office. Students who have purchased an ASB membership have a symbol on their regular school ID card denoting their purchase .

STUDENT INFORMATION

In order to be prepared for emergency situations that might arise, it is vital that we have the most current contact information on file



for your student. If any information such as guardianship, address, or phone numbers change, please contact the Registrar as soon as possible. This up-

dated information also is used for Attendance Office contact as well as Connect Ed messages sent over the phone to alert you to important information related to your student and/or the school or district.

STUDENT INSURANCE

Student accident insurance is available. Applications may be picked up in the office.



STUDENT SEARCHES

We respect students' rights and privacy and have policies and procedures that govern searches. From time to time it becomes necessary for us to conduct a search. Parents/guardians and students need to know that lockers, desks, and other school storage areas belong to the district; students do not have the right to privacy in those areas. Those areas may be searched at any time for administrative, health or welfare reasons such as locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks or storage areas are being kept clean and free from potential health and safety hazards. This can be done without our being suspicious that we will find evidence of a violation of the law or school rules and it also can be done without prior notice.



TARDIES

Students are expected to arrive to school and to each class on time. If you arrive late to school, go directly to the Attendance Office window to get a tardy slip. If you do not have a note from your parent/guardian stating an excusable reason, your tardy is considered unexcused. Students who develop a pattern of tardiness are subject to progressive discipline up to and including suspension.

The full Eisenhower tardy policy is listed later on in the Ike Pages.



TELEPHONE USE

A student phone is available during lunch and before or after school for emergencies in the main office. Messages may be left for students in the office for pickup during the day and students may use cell phones before they enter the school in the morning and after 2:45 pm.

School phones are for school business. Please arrange after school plans in advance. Due to our limited office assistance only emergency messages to students from parents/guardians are delivered.



TEXTBOOKS (Policy 3520)

Textbooks are provided to all Eisenhower students when necessary and available.

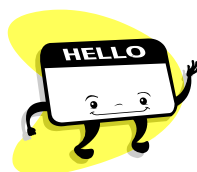


Issued textbooks are the responsibility of each student during the school year. All books are required to be covered to avoid damage. Students are charged for

lost or damaged books, and fines must be paid before replacement books can be issued.

VISITORS (Policy 4314)

All visitors to Eisenhower must check in and receive a visitor's badge at the office immediately upon arrival. If a parent/guardian wishes to visit a classroom, an appointment must be made through the office with an administrator 24 hours prior to the visit.



WEAPONS

Students in possession of any item that can be reasonably considered a weapon are subject to discipline according to District policy. These items may include but are not limited to laser pens and pointers, electric-shocker pens or devices, scissors, rubber bands, utility knives, kitchen knives, pocket knives, firearms, and martial arts weapons.



Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year. Appropriate law enforcement agencies are contacted if there are violations of the firearms and dangerous weapons statute.

Due to a rise in injury caused by laser pens and/or pointers, these items can be classified as weapons. Students in possession of a laser device could be suspended from school.



WELLNESS CENTER

Eisenhower has a first aid-certified Health Room Assistant available during school hours. We also have a school nurse available periodically. The wellness center is located inside the office near the Counseling Center. Students that become ill or injured need to check with their teacher to receive a pass to the clinic. A parent/guardian may be contacted if the student is too ill to return to class. Otherwise, the student is sent back to class when the Wellness Center staff deems it appropriate.



Attendance Policies and Procedures*

Good attendance is absolutely necessary for success in school.

EXCUSED ABSENCES

Absences are excused only in the cases of participation in district or school-approved activities, illnesses and health conditions including medical, counseling, and dental appointments, family emergencies, religious or cultural purposes, court/judicial appearances, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, state-recognized search and rescue activities consistent with RCW 28A.225.055, absences directly related to the student's homeless status, absences resulting from a disciplinary/corrective action, and absences upon which the school administration and the parent/guardian have mutually agreed. A pattern of absences or excessive absences in general (whether excused/unexcused) may result in school administration requesting a doctor's verification of illness and/or impact.** It is the student's responsibility to arrange for all make-up work following an excused absence. After a student has been absent for three days due to illness, the office assists in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow 24 hours for teachers to prepare materials.

To Excuse a Student Absence:
Call the 24-Hour Attendance Line at 425.385.7505 and leave a message.***
Or-
Send a note with your student to Eisenhower when s/he returns.
Direct your student to bring the note to the office.

If a phone call or note from the parent/guardian cannot verify the absence within 24 hours of the student's return, the absence is considered unexcused.

UNEXCUSED ABSENCES

A student whose absences are unexcused may not be allowed to make up work for the days missed. All graded activities shall be treated as if the student had chosen not to participate in them.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, sleeping in, babysitting, or car problems is not a valid excuse for an absence or tardy. Transportation to and from school is a student's responsibility.

In accordance with the state's mandatory "BECCA" attendance laws and District attendance policies, if a student is absent without legitimate excuse for one half of the student's educational program day on five or more occasions in a calendar month and/or ten in a year, the School District may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school.

Attendance letters are sent home when a student has accumulated unexcused absences. If you receive a letter, please follow the instructions outlined in the letter to avoid disciplinary consequences for attendance issues. Letters may also be sent home when a student accumulates excessive excused absences.

PRE-ARRANGED ABSENCES

Permission to be absent from school three days or more for any reason other than illness may be granted when requested by a parent/guardian at least one week prior to the absence and agreed upon by school administration.

* Per District Policy 3122.

**The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

***Non-English speakers can call the Everett Public School District line at 425.385.4011.

Eisenhower Tardy Program

Students are expected to arrive to school and to each class on time. If you arrive late to school, go directly to the attendance office window to get a tardy slip. If you do not have a note from your parent/guardian stating an excusable reason, your tardy is considered unexcused. A missed bus, missed ride, sleeping in, babysitting, or car problems is not a valid excuse for a tardy. Tardies for other reasons may be excused with a note from a parent/guardian brought to the office; these tardies will be excused at the discretion of Eisenhower staff. Students who develop a pattern of tardiness are subject to progressive discipline, which may include:

<i>1st Tardy</i>	Warning. Student calls parent/guardian from class.	<i>+ 5th Tardy</i>	Step 4 Conference required
<i>2nd Tardy</i>	Warning. Student calls parent/guardian from class.	<i>* 6th Tardy</i>	Step 5 After-school detention
<i>3rd Tardy</i>	Lunch detention assigned	<i>* 7th Tardy</i>	Step 5 After-school detention
<i>4th Tardy</i>	Two lunch detentions assigned	<i>* 8th Tardy</i>	Step 5 In-school suspension
		<i>* 9th Tardy or more</i>	Step 5 In- or out-of-school suspension

+ STEP 4 – Student may not participate in celebrations or rewards during the trimester.

* STEP 5 – Student may not participate in celebrations or rewards during the trimester.

Eisenhower's Citizenship and Self-Management Program

SPECIAL EDUCATION AND SECTION 504 STUDENTS

The parameters for the discipline of disabled students, i.e. a student with an Individualized Education Plan or Section 504 Plan, are often different than those for regular education students. In accordance with District Policy 3300, "Prior to the imposition of a corrective action upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment." Under District Procedure 2211, in most instances, a similar determination for Section 504 students must take place. If discipline or behavior becomes an issue in your classroom or area, please confer with the student's counselor, special education teacher, and/or administrator, to create a plan for discipline.

Whether disabled students participate in the school's Citizenship and Self-Management Program, commonly referred to as the Steps Program, will be determined by the team involved in developing that student's IEP or Section 504 Plan. Regardless of participation in the Steps Program, disabled students may participate with non-disabled students in non-academic and extracurricular activities associated with the Program, such as reward events and end-of-trimester celebrations, to the maximum extent appropriate. Where corrective action for a student with a disability would result in the exclusion of the student from an extracurricular activity, the school administrator and certificated staff who have knowledge of the student's disability, will review the situation to ensure that the disabled student is not denied an equal opportunity to participate in the extracurricular activity because of the student's disability.

Eisenhower's Citizenship and Self-Management Program (continued)

We support a student's right to make responsible behavioral choices and take an active role in creating and maintaining an environment conducive to student learning. Eisenhower utilizes a self-management program which has been specifically tailored to meet the learning and developmental needs of the middle school-aged student.

THE PURPOSE

- To create an atmosphere that encourages learning.
- To ensure that students know that the results of their actions are predictable, logical, and just.
- To allow students the opportunity to learn from their mistakes as well as their successes while maintaining their dignity.

THE PATRIOT CODE

All students and staff at Eisenhower value one simple rule:

No one has the right to interfere with the learning, safety, or well being of others.

We ask that students do what is expected and do the best they can. Clear expectations for student behavior are established by all staff to assist students in managing their behavior responsibly.

STEPS

A series of steps with a progressively higher degree of intervention are used to modify behavior when a student is not following the Patriot Code in the classroom, while passing from one class to another, in the cafeteria, on the bus, and in any other common areas on campus. More specific information about each Step is on page 21.

If a student's behavior continues or escalates, it may be necessary to remove the student from the classroom/area. In this case, a student is not allowed to return to the classroom/area until a student-parent/guardian-teacher conference occurs or the student may be subject to progressive disciplinary consequences up to and including suspension and expulsion from school. During the student's removal from class, the student is expected to read, complete school work or other assignments as directed by the staff supervisor. Failure to comply with this policy may result in suspension.

If a conference becomes necessary in order to return a student to class, parents/guardians may "drop in" or pre-arrange a conference before or after school. The student must be present and participate in the conference. Teachers are available to conduct conferences between 7:45-8:10 am and then again between 2:45-3:10 pm.

PARENT/GUARDIAN INVOLVMENT

When a student chooses behaviors that interfere in the learning, safety, or well being of others, we ask the student to take accountability for her/his actions and to make a plan to successfully re-enter the classroom. The conference involves a process that allows all of us to work together to support the student. As a parent/guardian, your presence sends a clear message to your child that you care and that you are ready to assist her/him in learning more productive behaviors.

Eisenhower's Citizenship and Self-Management Program (continued)

GENERAL STEP EXPECTATIONS

- Students must be quiet on Step.
- Students do not talk, communicate nonverbally, do school work, eat, etc., while on any Step.
- Students may not argue about whether s/he should be on Step. Doing so results in going to a higher Step.
- If a student would like to discuss the Step with the staff member, s/he may do so after all Steps are completed.
- Students must progress back down through Steps to return to normal classroom activity.

STEP 1

Purpose: To provide the least restrictive environment where a student can succeed and can reflect on the behavior (talking, chewing gum, using inappropriate language, etc.) that resulted in Step 1.

Reason: A student is choosing Step 1 if they interfered with the learning, safety, or well being of others.

Position: While on Step 1 in the classroom, the student sits in the back or off to the side of the room facing away from the learning environment.

STEP 2 and STEP 3

Purpose: To provide a more restrictive environment where a student can succeed and can reflect on the behavior that resulted in Step 2 or 3.

Reason: Not following established expectations of Step 1 or 2.

Position: While on Step 2 or 3, the student stands quietly, at the same location as Step 1, hands at sides, facing away from the learning environment.

STEP 4

Purpose: To explain the interfering behavior to the student's parent/guardian at a student conference, and have the student accept responsibility for the behavior.

Reason: Not following established expectations on Step 3, choosing a Step 4, or choosing an Automatic Step 4.

- A student that has chosen a Step 4 is immediately sent to the main office/Intervention Room with her/his materials.
- The student calls her/his parent/guardian to set up a conference.
- The student fills out the Step 4 Information Sheet. The student will not return to the class in which s/he chose the Step 4. The student may not return to the next class period if s/he refuses to complete the Step 4 Information Sheet, refuses to call home, or is non-compliant in the main office/Intervention Room.
- The student will not return to that class for three days or until her/his parent/guardian comes in for the Step 4 Conference.
- After the Step 4 Conference is successfully completed with a parent/guardian, the student returns to the referring teacher's classroom on Step 3.
- Step 4 conferences occur before or after school from 7:45-8:10 am or 2:50-3:10 pm.

Note:

Students that choose Step 4 on three or more occasions in a school year also receive a Step 5 referral and are subject to additional discipline consequences such as detention, suspension, and expulsion.

Eisenhower's Citizenship and Self-Management Program (continued)

POSITIVE INCENTIVE PROGRAM

In an effort to recognize and celebrate students who are doing what is expected the best they can on a daily basis, Eisenhower has implemented a positive incentives program. This program is designed to reward students periodically during each trimester and then again at the end of each trimester. It is progressive in nature and allows for students to trip up occasionally and then redeem themselves by making more positive behavior choices.



At the conclusion of each four week period, students who have not been removed from class or have not been assigned disciplinary consequences for inappropriate behavioral choices receive a reward. Rewards might include an ice cream bar or another snack during lunch, or students may earn a special privilege. If a student does not qualify for one of the four-week rewards, s/he gets to start over and may qualify for the next four-week reward.

At the end of each trimester the reward is larger and includes a celebration party with activities that may include movies, video games, bingo, sports, and dancing. Students are eligible for this reward based on their cumulative trimester discipline record.



PATRIOT PRIDE PROGRAM

Students have an opportunity to earn recognition throughout the year in the form of seals for a special certificate on display at school. Seals may be earned in three different categories: Scholarship, Wellness, and Pride:



Scholarship – Recognition of academic success, effort, and improvement, and for special achievement or outstanding work on projects and in classes.

Wellness – Recognition for achievement, effort, improvement, or sportsmanship in physical education, and participation in athletics.

Pride – Recognition for good attendance, achievement in the Positive Incentives Program, community service, student leadership, and citizenship.

Certificates remain at school until the end of a student's 8th grade year at which time they are awarded their certificate to keep.



RECOGNITION ASSEMBLIES

At the end of each trimester students are recognized for a variety of accomplishments that contribute to the Eisenhower learning community including positive behavioral choices, good attendance, community service, and department awards.

Grading Policies and Procedures

Individual teachers communicate classroom expectations and grading policies with students and parents/guardians at the beginning of each year and/or grading period. Report cards are distributed at the end of each grading period. The following is a brief summary of GPA calculation procedures and grading scales, as well as information on accessing grades online.

GPA CALCULATION SCALE:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0

Course	Grade	Points
Language Arts	A	4.0
Reading	A-	3.7
History	B	3.0
Math	B+	3.3
PE	C+	2.3
Band	B+	3.3
Science	C	2.0
Total points	=	21.6
Divide by 7	= GPA	3.09

GRADING SCALE

Many teachers at Eisenhower use a standardized system when assigning a letter grade to student work.

A	=	100-93	C+	=	79-77
A-	=	92-90	C	=	76-73
B+	=	89-87	C-	=	72-70
B	=	86-83	D+	=	69-67
B-	=	82-80	D	=	66-60
			F	=	59-0

Some teachers and/or departments at Eisenhower use a standards-based grading system. For example, a student's coursework may be assessed on whether the student is approaching, meeting, or exceeding the standard being addressed. In this case, students are still earning a letter grade that is associated with the compilation of their scores.

REPORT CARDS AND PROGRESS REPORTS

Report cards are distributed at the end of each trimester. Approximately halfway through each trimester students are given a progress report. Progress reports should be signed by a parent/guardian and returned to the teacher.

Weekly progress reports may be initiated by a parent/guardian. The student has the responsibility for picking up a blank form in the counseling office, presenting it to each teacher, and then taking it home. It is not necessary to sign and return these forms. Most families find it helpful to do this on Fridays.

Name: _____ Grade: _____

Graphing My GPA

Instructions: Once you calculate your GPA, plot it on the graph below. Place the date you calculated your GPA on the horizontal (X) axis. Then, find your GPA on the vertical (Y) axis. Plot a point on the vertical line. Connect the points once you have plotted two or more dates.

