

EWHS STUDENT HANDBOOK

**“The Way of a Warrior is based on bravery, humanity, and wisdom.
The qualities of a Warrior are motivation, strength, courage and fortitude.
To be a true Warrior is not a simple matter of wishing to be one.
It is, rather, a lifelong struggle to become one.”**

Mission Statement:

It is the mission of Edmonds-Woodway High School to advocate for students by providing educational services that enable students and staff to maximize their personal, creative and academic potential to become life-long learners and responsible world citizens.

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2009-2010 Key Contacts

District Voicemail System:	425-431-7310
EWHS MAIN OFFICE:	425-431-7900
EWHS ATTENDANCE OFFICE:	425-431-7919 (to report absences, late arrivals or early dismissals)
Michelle Trifunovic, Principal	425-431-7906
Geoff Bennett, Assistant Principal	425-431-7902
Robert Johnson, Assistant Principal	425-431-7908
Jesse Goodsky, Dean of Students	425-431-6173
Tom Smith, School Resource Officer	425-431-6194

Counseling Office

COUNSELING OFFICE:	425-431-7915
Vicki Clark, Last Names A-De	425-431-6017
Angela Bond, Last Names Df-H	425-431-6018
Brad Serka, Last Names I-Mc	425-431-6016
Paul Sevig, Last Names Md-Sc	425-431-6020
Valaree VanderMolen, Last Names Sd-Z	425-431-6019
Nancy Forsberg, DHH	425-431-6024
Brenda McElroy, Counseling Secretary	425-431-6007
Janna Kinnear, Registrar	425-431-6012

Other Contacts

Administrative Secretary, Nancy Ray	425-431-6001
Main Office Secretary, Cindy Scott	425-431-6002
Attendance/Discipline Secretary, Cheryl Menteer	425-431-6175
Athletics Secretary, Denise Lewis	425-431-6177
Drug/Alcohol Intervention, Jerry Green	425-431-6023
School to Work and Career Center, Courtney Cossey	425-431-6122
School Psychologist, Nick Szumlas	425-431-6022

Activities / ASB Office

ASB Office Secretary, Pam Daines	425-431-6179
ASB Activities Coordinator, Sherri Webster	425-431-6056

ASB Officers 2009-2010

President	Lizzy Stafford
Vice President	Mason Hughes
Secretary	Janice Jeong
Treasurer	Theresa Ocfemia
Publicity Officer	Anne Yoon
Clubs Officers	Joe Gilliland
Historian	Renee Ambacher
Technical	Daniel Thal

Class Officers 2009-2010

Class of 2010:

President	Andrew Wells
Vice-President	MyPhuong Tong
Secretary	Heidi Ro
Treasurer	Kristi Ohlinger
Appointed Officers	Jessica Garza-Hutmacher, Corriisa Kellett, Katie Jaimes, Susie Stephan

Class of 2011:

President	Diana Chung
Vice-President	Amia Nash
Secretary	Jack Jacobs
Treasurer	Sarah Fine
Appointed Officers	Nanta Carlson, Jenny Lee

Class of 2012:

President	Dylan Bratz
Vice-President	Monica Nash
Secretary	Lisa Hysa
Treasurer	Gabi Vaicekonis
Appointed Officers	Leah Doh, Naomi Silassie

Class of 2013 Officers: To Be Elected Fall of 2009

District Interhigh Representatives

Camille Rochester
Khanh Phuong Tong
MyPhuong Tong
AiPhuong Tong
Chelise Jacobson
Senay Yihun
Theresa Ocfemai
Lizzy Stafford
Katie Karzmar
Graham Marmion

Elections for ASB and Class Officers are held in the spring.
Interhigh Representatives are selected by application in May.

Past and/or Upcoming Fundraising Events:

FALL:

Entertainment Books: Drama, Orchestra, Band and Choir
Gold Cards: Football
Homecoming Dance: Assembly, Parade downtown Edmonds, Pizza & Root beer Party
Homecoming T-shirt Sales: Each Class has its own design: Senior, Junior, Sophomore & Freshman
Husky Concessions: Senior and & Junior Classes
Cookie Dough: Volleyball

Gift Wrap Assorted items: Leadership
Sno-cones after school: Sports Medicine Club
Night at the Rock: % of night sales Hi-Q
See's Candies sales off site: Key Club
Spirit Gear: ASB & Leadership
Spooky Street: Canned food drive- all clubs
Tolo Dance: Cheer & Yell Leaders

WINTER:

Concessions at Basketball and Wrestling Events: Drill and Yell Leaders
Valentine Grams: Various Clubs
Crush Cans: FCCLA
Matchmaker Survey: Freshman Class
Song Dedications: Music programs
Spirit Gear: ASB & Leadership
See's Candies: Off-site sales Anime Club
Sno-cones: Sport Medicine Club
Winter Ball: FCCLA
Key Chains: Bowling
Assorted Occasion Cards: Photo Club

SPRING:

Talent Show: Melloaires
Softball Clinic: Softball
Cheer Clinic for little kids: Cheer
Little Drillers: Drill Team
Math Pi Day: Math Club
Student Store: 60% to DECA/40% to ASB
T-shirts Sales: National Honor Society
Beverage Machine Commission: ASB General
Snack Machine Commission: ASB General
Garage Sale: Music Boosters
Garage Sale: Drill Team

Bell Schedules

MONDAY-THURSDAY BLOCK W/STUDY HALL		FRIDAY SCHEDULE		MON-THURS 2 HR Late Start TWO-HOUR LATE START	
7:30am-9:05am	1 st /2 nd	7:30 am – 8:20 am	1 st	9:30 am - 10:40 am	1 st /2 nd
9:05am-9:15am	travel	8:20 am - 8:30 am	Announcements	10:40 am - 10:50 am	Announcements
9:15am-9:45am	StudyHall	8:30 am – 8:40 am	travel	10:50 am - 11:20 am	A Lunch
9:45am-9:55am	travel	8:40 am – 9:30 am	2 nd	11:20 am - 11:25 am	travel
9:55am-10:45am	3 rd /4 th	9:30 am – 9:40 am	travel	11:25 am - 12:35 pm	3 rd /4 th
10:45am-11:20am	A lunch	9:40 am – 10:30 am	3 rd	10:50 am - 10:55 am	travel
11:20am-12:05pm	3 rd /4 th	10:30 am – 11:00 am	A Lunch/travel	10:55 am - 12:05 pm	3 rd /4 th
9:55am-11:30am	3 rd /4 th	11:00 am – 11:50 am	4 th	12:05 pm - 12:35 pm	B Lunch
11:30am-12:05pm	B lunch	11:50 am – 12:00 pm	travel	12:35 pm - 12:40 pm	travel
12:05pm-12:15pm	travel	10:30 am – 10:40 am	travel	12:40 pm - 1:50 pm	5 th /6 th
12:15pm-1:50pm	5 th /6 th	10:40 am – 11:30 am	4 th	FRIDAY TWO-HOUR LATE START	
		10:40 am – 11:30 am	4 th	9:30 am - 10:00 am	1 st
		11:30 am – 12:00 pm	B Lunch/travel	10:00 am - 10:10 am	Announcements
		12:00 pm – 12:50 pm	5 th	10:10 am - 10:15 am	travel
		12:50 pm – 1:00 pm	travel	10:15 am - 10:45 am	2 nd
		1:00 pm - 1:50 pm	6 th	10:45 am - 11:20 am	A Lunch/travel
				11:20 am - 11:55 pm	3 rd
				11:55 am - 12:00 pm	travel
				10:50 am - 11:25 pm	3 rd
				11:25 am - 12:00 pm	B Lunch
				12:00 pm - 12:35 pm	4 th
				12:35 pm - 12:40 pm	travel
				12:40 pm - 1:10 pm	5 th
				1:10 pm - 1:15 pm	travel
				1:15 pm - 1:50 pm	6 th

A Lunch: English, Math, Social Studies, Music, Technology, World Languages
B Lunch: Art, Family & Consumer Science, Learning Support, Life Skills, PE, Science

The High School Proficiency Exam (HSPE) is the replacement to the WASL. It includes testing of all 10th graders, as well as testing of 11th and 12th graders who have not met standard in one or more areas.

March 16: Reading
March 17 & 18: Writing
April 13: Math
April 15: Science

STUDENT BEHAVIOR EXPECTATIONS

Guidelines for Student Behavior

Students are expected to respect the rights and property of others, and to be courteous and cooperative with staff and other students.

Students who violate the code of conduct described herein shall be subject to appropriate disciplinary action. Students and parents should be aware that this section only describes the most common and most serious problem areas (also see Student Management Policy chart). At any time students may be counseled by a staff member regarding a special inappropriate behavior. When asked to leave class for inappropriate behavior, students are to report immediately to the Attendance Office.

We urge you to carefully read the information provided so you have a good understanding of appropriate student behavior at EWHS. This basic code of conduct is intended to support all students. We sincerely hope it will provide an atmosphere conducive to learning in a school our students are proud to attend.

Alcohol, Drugs, Illegal Substances

Students who come onto the EWHS campus, or any other Edmonds School District Property, in possession of, or under the influence of, alcohol or drugs face a long term suspension from school through the end of the current semester or 30 days, whichever is longer. For a first offense, the suspension can be reduced to 5 days with the remainder held in abeyance if the student agrees to undergo drug and alcohol counseling and treatment. A subsequent offense will result in a long term suspension. On random dates, the Edmonds Police Department may walk a drug sniffing dog through the EWHS parking lots. All vehicles parked on the EWHS campus are expected to be drug, alcohol and weapon free.

Students who distribute drugs or alcohol on school district property face expulsion and criminal charges.

STUDENT ALCOHOL AND DRUG USE POLICY

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district is committed to the development of a program which emphasizes prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognized the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

Part of our responsibility is to inform you each year of the district's policy on student use of drugs/alcohol. This policy is as follows:

Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension or expulsion.

Buses

Students will comply with all rules and regulations pertaining to school district transportation. Failure to comply will result in disciplinary action and possible loss of bus pass privileges. Any students who the Community Transit system are expected to comply with all Community Transit rules.

Criminal Acts

Behaviors which are criminal in nature, i.e., bomb threats, arson, false fire alarms, gambling, extortion, trespass, forgery, theft, assault, etc., will result in a police referral and include disciplinary action up to and including long-term suspension or expulsion.

Dangerous Weapons

By state law, it is a gross misdemeanor for any person to carry a dangerous weapon, firearm, or certain other devices which may cause harm to others or self, onto public or private school premises. This includes school transportation, areas directly adjacent to the campus, and any area while it is being used for a school function. **Any student carrying a legally defined dangerous weapon or firearm shall be expelled from EWHS.** Students who possess a weapon or dangerous object shall be subject to suspension or expulsion. Students using **any** object to threaten, intimidate or cause harm to another shall be subject to suspension or expulsion.

"Possession" includes, but is not limited to: 1) on a student's person, or 2) in a student's locker, desk, or other assigned space, or 3) in a student's property, i.e., clothing, purse, backpack, vehicle, etc., or 4) under the student's control, or 5) hidden by the student on or near school premises, or 6) given by the student to another person.

Directory Information

The Edmonds School District is allowed, and in some circumstances required by law, to release directory information unless parents/guardians or secondary students instruct the district not to release this information. Directory information can include: student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially-recognized activities and sports, weight/height of members of athletic teams, grade in school, diplomas and awards received, and the most recent previous school attended by the student. **THIS INFORMATION IS NOT RELEASED FOR COMMERCIAL PURPOSES.** It can be released to provide educational, scholarship, vocational/occupational and/or military recruitment information, or to the news media or law enforcement.

If you do not want student directory information released, please complete the "Do Not Release" form that is posted on the district website and available by hard copy in the Main Office. The form must be returned to the Main Office or ESC by the first week of October. If a family has previously filled out and filed the form, the request remains in effect until the student graduates or until the family requests a change.

Electronic Devices

All electronic devices, except laptops (used for instructional purposes only), are banned during the school day instructional time (7:30 am – 1:50 pm) in all areas, including the library. Exception: Students may use electronic devices during passing and lunch period.

Consequences:

First offense: Electronic device is confiscated by teacher and returned at the end of class.

Second offense: Electronic device is confiscated and may be picked up at the Attendance Office at 1:50 pm.

Third and all subsequent offenses: Electronic device is confiscated and may be picked up at the Attendance Office by parent or guardian only, during normal office hours.

Emergency Procedures

Evacuation procedures during an emergency or drill are important to the safety of all students. Specific directions for evacuation are posted in every classroom. Teachers will instruct students on these procedures. Students must not return to the building until the all clear signal is sounded or they are instructed to do so by their supervising teacher. Students should return to the class from which they came unless instructed otherwise.

Extra-Curricular Activities Expectations

At all school-sponsored activities, all school rules apply, including: no drinking; no drugs or narcotics; no smoking; and no obscene or vulgar language. Students must show a current **student picture I.D. at the door.** The student must show an ASB sticker to receive a discount. Guests are welcome at EWHS dances but will be expected to comply with all school rules. A guest pass must be obtained from the Main Office prior to the activity, one guest pass per student. Not all dances allow for guests.

Fines

Students are expected to have paid all fines or made arrangements with an administrator before registering for the next school year. Students are advised that any unpaid fines are carried forward from year to year, which could accumulate into a problem at graduation time if not paid promptly when first received. Student diploma, transcript, and graduation ceremony tickets will be withheld until all fines are paid.

Gang Activity / Association

Students who use hand signals, graffiti, wearing apparel, jewelry, accessories or manner of grooming which by virtue of color, marking, symbols or arrangement or any other attribute indicates or implies membership or affiliation with gangs create an atmosphere where the threat of fear, intimidation, harassment, violence, and other violations of school rules and unlawful acts may occur. Any student engaged in such behavior which has the effect of causing intimidation, harassment, physical or mental harm to students or staff, or causes damage to school property or disruption to the educational process, shall be subject to discipline, suspension or expulsion.

Harassment, Intimidation and Bullying Edmonds School District Notice to Parents and Students

It is the intent of the students and staff in the Edmonds School District to create an environment for learning and work that promotes and values respect, diversity and trust. Individuals have the right to be treated with respect and dignity, and have the responsibility to treat others the same way.

Definition

Harassment, intimidation, or bullying is an intentional written, verbal, or physical act which:

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

Recognizing Harassment

The following behaviors are among those commonly identified as forms of harassment, intimidation or bullying:

Written or Verbal

- Remarks and / or suggestions that are unwanted / unwelcome.
- Comments about body
- Teasing, joking or making dehumanizing, derogatory, lewd remarks
- Ethnic/political/racial/religious/sexual slurs
- Hazing (initiation activities)
- Unwanted / unwelcome written, verbal or electronic messages
- Exploiting a physical / mental disability
- Pressure for sexual activity
- Threats / acts of aggression
- Suggested favors to obtain preferential treatment
- Extortion
- Demanding compliance accompanied by implied / overt threats
- Making demeaning comments in front of others
- Spreading rumors
- Unwanted questions or comments of a highly personal nature

Physical

- Unwanted / unwelcome touching / grabbing
- Impeding / blocking the free movement of another
- Staring / leering in a way that makes a person uncomfortable
- Displaying offensive graphics / drawings / graffiti / cartoons
- Intentional brushing against body
- Obscene gestures
- Pranks
- Lewd conduct

Students, parents and volunteers are encouraged to report incidents of harassment, intimidation or bullying to the appropriate school official. Disciplinary action will be taken to address the behavior or the perpetrator. No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. False reports or retaliation will receive consequences.

Legal References:

Washington State RCW 26.44.030, RCW9A.36.080 (3) and SHB 1444

Edmonds School District Policies #8200, 8205, 8206, 8207 and 8208

2/19/04

Equal Educational Opportunity and Sexual Harassment

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that 1) they guarantee the rights of all students to partake fully in the educational process, and 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior.

If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Officer, Debby Carter, 425 431-7012.**

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

SEXUAL HARASSMENT

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

STUDENT MANAGEMENT POLICY

The following are considered acts of "exceptional misconduct" by the Edmonds School District and Edmonds-Woodway High School. Discipline actions may include detention, suspension or expulsion for students identified in the commission of the following:

- being under the influence of, or the use, possession, sale, offering for sale, or distribution of alcohol, illegal drugs, prescription medication or drug paraphernalia
- assault, battery, fighting or issuing threats
- lewd conduct, indecent exposure, use of obscenity or profanity (oral, written or gestured)
- arson, and/or the use, possession or sale of explosive devices
- possession of firearms, weapons, or other dangerous objects – including toy or facsimile weapons
- vandalism, burglary, extortion, forgery, robbery or theft, possession of stolen property
- unlawful interference with or intimidation of school authorities
- failure to comply with reasonable direction by school staff
- failure to identify oneself to school staff
- lying or misrepresentation
- bullying, harassment or intimidation
- commission of any act classified as a felony or gross misdemeanor under the laws of the State of Washington

Closed Campus Policy

EWHS is a regulated, closed campus. All students are required to remain on campus during lunch unless they are issued a lunch pass. Lunch passes will be granted to students upon parental request and the approval of a signed lunch pass form. **Lunch passes are a privilege, and may be revoked at any time** by a Dean or Administrator for not following school rules, inappropriate behavior or at parent request. We have a closed campus for freshmen.

As per School Board Policy, EWHS will have a regulated campus requiring all students to remain on the school grounds from the time of arrival until the end of the school day, unless officially excused. Students are expected to be somewhere in the central core of the campus during school hours. Students with valid lunch passes may be off campus during their assigned lunch period. Students are not to loiter in the parking lot after they arrive. Other restricted areas include the athletic fields, along the sidewalks adjacent to the school building, the stadium area and all parking lots.

Posters

Posters must be approved by the Activities Coordinator. Posters must reflect good taste, and must be removed within 10 school days. Campaign posters must be removed immediately after election. Tape may not be used on any painted surface. Do not tape or staple signs on wooden doors.

Profanity

Obscene, lewd, vulgar or offensive expression or profanity will not be tolerated on any part of the campus. This includes during all activities. Students who engage in profanity will be disciplined up to and including suspension.

Saul Haas Foundation

The purpose of the Saul Haas Foundation at EWHS is to provide assistance to students who are experiencing financial difficulties which could limit their opportunities to participate in the full school program. This aid will help them continue in school programs. The Foundation does not usually pay the full amount needed, but provides partial assistance. Ask your counselor for more information.

Student Search

Administrators may make general searches of all student desks, lockers, or storage areas without prior notice given to students. Narcotic detection dogs may be used to search unattended areas. An individual student and his/her property, including vehicles may be searched by a school district employee if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

Student Drivers / Parking Lot

PARKING LOT RULES AND REGULATIONS:

Student parking passes are available on a first come - first served basis in the attendance office. To apply for a permit, students must be free of school fines, provide a valid driver's license, proof of insurance, and pay a fee of \$50.00. A lost parking pass may be replaced for a \$20 fee.

Parking rules are as follows:

1. Students may park only in student parking spots in the large parking lot south of the school. The parking lots to the north and west of the school are for visitors and staff only. Parking spots are defined by white lines. Open areas of pavement not defined with white lines are not legal parking spots. Violators will be fined \$20 for their first offense. Subsequent violations may result in loss of parking permit or vehicle impoundment. Parking permits must be displayed on the rearview mirror of the vehicle with identification number facing outward at all times.
2. Once parked on campus, students may not drive off campus except for the following reasons:
 - * To attend an off campus class.
 - * To leave for an appointment cleared through the attendance office.
 - * To leave campus for the day.
3. Students are forbidden to drive other students off campus without pre-approval from the attendance office. Any student seen driving other students off campus during school, or picking up other students after leaving the parking lot, will lose their parking privileges.
4. If students do have pre-approval to drive off campus during the school day, they may not have any passengers unless the passengers also have pre-approval from the attendance office.
5. Observe speed limit (5 mph) and regulations as you enter EWHS campus.
6. Carpool; Rideshare permit ownership may not be transferred during the school year.

Telephones

The office telephones are for official school business only and should be used by students only in the case of an emergency. Phones are available at the Main Office, Counseling Office, and gym. Classroom telephones may be used only with teacher permission. Students may not use "Walkie Talkies." There is a policy regarding the use of electronic devices explained in detail on page 6 of this handbook.

Theft, Damage to and/or Destruction of Personal or School Property

Students are expected to refrain from willful damage of personal and school property or the unauthorized taking of property. Willful damage or theft of property will result in disciplinary action and restitution. When you break something you pay for it. Intentional or willful vandalism / damage may also result in disciplinary action including suspension from school and police referral. Do not write on the walls or lockers, damage equipment, or alter any software program. Throwing snowballs is not permitted.

ATTENDANCE POLICIES

FREQUENTLY ASKED QUESTIONS ABOUT EWHS AND ESD ATTENDANCE POLICIES AND PROCEDURES

Q. What is an absence?

A. When a student is more than 10 minutes late to a class or does not appear in at least half of a class on a given day.

Q. How long do students have before to turn in a note to the attendance office to excuse an absence?

A. 48 hours from the time of their return to school – this is Edmonds School District policy.

Q. What is a tardy?

A. If a student is late to class, but not more than 10 minutes, then it is classified as a tardy.

Q. If a student is more than 10 minutes late, what should they do?

A. If it is their first class of the day, they should check in at the attendance office and go to class. If it is not their first class, they should go to class. If the absence is excused, turn a note excusing the absence in to the attendance office within 48 hours.

Q. What happens when students bring notes to excuse their absences?

A. After giving the note to the attendance office, students are issued an “excused absence” slip. Students then show these to their teachers. Teachers are not compelled to allow students to make up work missed during an unexcused absence.

Q. Can absences be excused by phone?

A. Yes, parents can call the Attendance Office at (425) 431-7919 to excuse a student or arrange for an early dismissal.

Q. What happens if a student turns in a note that is not really written by a parent or guardian?

A. A falsified - or forged – note will earn the student a minimum of a one day suspension from school.

Q. How are absences counted if a student is suspended?

A. Suspended days are considered excused absences by EWHS, the Edmonds School District, and the Becca Bill.

Q. If a student needs to leave school early, what do they do?

A. Students must check out at the attendance office before leaving campus. The attendance office must have contact with a parent in the form of a note or phone call to allow students to check out. If they do not check out, or if the parent is not contacted by staff, the absence CANNOT be excused.

Q. What are some common reasons for absence that the schools WILL NOT excuse?

A. Oversleeping, alarm failure (unless a power outage), travel which is not prearranged or a note turned in more than 2 days after returning to school.

Q. Who can I ask if I have other questions about school attendance?

A. The Dean of Students.

Q. Where is the Dean of Students’ office?

A. In the Attendance Office.

Family Trips

We ask that any trips be planned outside of school time. If a family trip must occur during school time, the following should be closely adhered to:

1. A student must bring a written request to the Attendance Office at least three (3) or more days prior to the absence.
2. At least one day prior to the absence, the student must return the prearranged absence form signed by all his/her teachers to the Attendance Office.

Emergency Information

In the event of the need for emergency start times, notification will be made over one of the following mediums:

Radio

AM: KIRO (710), KING (1090), KOMO (1000)

FM: KLSY (92.5), KMPS (94.1), KPLZ (101.5), KUBE (93.3)

Local TV

KIRO, KOMO, KING, FOX

Website

www.edmonds.wednet.edu

**** Please note ****

All announcements are made for one day only. Assume school is on regular schedule if you hear no announcement to the contrary. Please do not call the school office for start times.

Terms Used on Emergency Broadcasts

Limited Bus Transportation:

Students will be picked up and returned to the stops designated by district as emergency routes.

Schools Closed: All schools are closed for the day. All before and after school activities are cancelled except athletics. Athletes need to contact their coaches or the school office.

GENERAL STUDENT INFORMATION

Student Rights and Responsibilities

We, the community of Edmonds-Woodway High School, are concerned for the welfare of each member of this community. Our behavior is an indication of our concern that all who attend or work at EWHS be treated with respect in an atmosphere where growth is a continuous process, and each of us has the opportunity to reach his/her potential.

Student Identification - ASB Card

All students must have a student picture I.D. card to attend any school function and to use the library. Most student activities such as athletics, the newspaper, dances and assemblies, etc., are financed by student funds. The greatest source of revenue comes from ASB card sales. The ASB card is a real bargain. It provides free admission to all regular season home football, basketball, volleyball, wrestling, and soccer contests and reduced admission to away games. It permits the owner to purchase WESCO tickets away from school at a reduced price and to have reduced admission to EWHS school dances. The card may be purchased at registration, during tutorial, or at lunch any time during the school year from the ASB office. The active student who attends many games and dances could save more than \$150 by purchasing an ASB card. **All students participating in an activity funded by the ASB (such as drama, music, sports, etc.) must purchase an ASB card to be eligible to participate in those activities.**

**STUDENTS ARE REQUIRED TO CARRY THEIR ASB/ID CARDS
AT ALL TIMES WHILE ON THE EWHS CAMPUS.**

Academic Honesty

Students are expected to do their own work. The E-W definition of cheating includes, but is not limited to, copying or lending assignments; communicating, in any way, during a test; using notes in a situation where notes are not acceptable; plagiarism (the intentional or unintentional failure to give clear credit to the author of any word / ideas not your own), in any form (individual / group work). A first offense will result in loss of grade points for the assignment (for all individuals claiming credit) with no possibility of make-up. The parent will be notified and documentation of the incident will be placed in the student's file. A second offense, regardless of date or previous grades, may result in a loss of semester credit for the course.

Students who turn in undocumented work products, in any form, will be charged with plagiarism. Remember: NOTHING matters more than your honor!

Career Center

You will find information on career planning, part time employment, college planning and college entrance testing in our Career Center. Special services available in the Career Center include: career interest evaluation, computerized college search software, resume assistance, college catalogs, internship placement, volunteer service placement, Job-Mart employment services and extensive information on careers.

Computer Usage / Internet

EWHS is committed to the policy of making computers available to our students. EWHS has several computer labs, and computers are available in the Library. Any improper use or disruption of school computers and/or software available on school computers will result in disciplinary action, and may result in loss of computer privileges.

Dress Code

Students are required to wear clothing which is appropriate for a school environment. Some clothing is considered inappropriate, and the school reserves the right to request a change of apparel. Tank tops or dresses must be of modest cut. Clothing may not reveal undergarments or reveal a bare midriff. Shorts and skirts must be no shorter than mid-thigh length. Shirts must be long enough to reach the top of the beltline or waist. Halter tops may not be worn. Shoes must be worn at all times. Alcohol-, tobacco- or drug-related clothing is forbidden. Students may not wear clothing signifying membership in an unauthorized group. Chains are not permitted, and may be considered a dangerous weapon.

Financial Aid / Free and Reduced Lunch

Financial aid for school-related costs is available to any student in need. Free and reduced breakfasts and lunches are available. Ask your counselor for details. Free and reduced lunch applications are available in the Attendance Office and the Main Office. Income guidelines are established by the federal government and are on the application.

Lost and Found

Items that are lost or found are turned in to the Attendance Office.

Messages / Deliveries

Messages from parents / guardians OF AN EMERGENCY NATURE will be accepted and delivered to students. Flowers, balloons and gifts will not be accepted for delivery. Messages from friends, employers and other students will not be accepted. This is to keep instructional time interruptions to a minimum.

Medication

Students are not to take any medications at school without proper authorization. Prescribed oral medication and over-the-counter medications such as aspirin may be dispensed to students on a scheduled basis upon written authority and instructions from a parent and with a signed and dated verification and written directions from a licensed physician or dentist. The prescribed medication must be properly labeled and be in the original prescription container. Only those designated school personnel in the Main Office may administer medication.

Non-Discrimination

The Edmonds School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, disability, or physical, sensory or mental handicaps (see Board Policy 6005). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RW 28A.640 Compliance Officer, Debby Carter (425-431-7023); Section 504 Coordinator, Katy Wysocki (425-431-7186); or ADA Coordinator, Debby Carter (425-431-7023). Visit or mail: 20420 68th Ave. W, Lynnwood, WA 98036.

Nurse's Office

If you become ill during the day, you should notify your teacher and report to the health center in the main office. Students may stay 20 minutes before we will request that a parent or emergency contact person pick up the student. If a student is too ill to attend class, parents or emergency contact people will be notified to take the student home. EWHS currently has a nurse in our building just one day per week. We are not qualified to medically treat students.

ACADEMIC INFORMATION

Study Hall

Monday - Thursday students will meet for 30 minutes with their advisors.

Grades

Courses at EWHS are graded A, B, C, D, F, I or NC. An "I" grade is used only for illness during test week at the end of the semester. An "NC" grade indicates that the student will not receive credit. Students may also be granted a "P" for Passing, though typically this grade is reserved for student teaching assistants. **An "NC" is treated as an "F" grade for activities and athletic eligibility.**

Transcripts

Transcripts must be requested on the "EWHS Transcript Request" form. Official Transcripts will not be released if fines or fees are owed. Please submit your form to the Counseling Center.

The limit for courtesy transcripts is five (5) free official transcripts. There will be a \$2.00 charge for each additional official transcript. (Unofficial transcripts are complimentary.) Transcripts are to be picked up in person unless an addressed, stamped envelope is included.

Please pay for transcripts in the Main Office and submit your "Paid" receipt along with your "EWHS Transcript Request" form to the Counseling Center.

*Please note: EWHS will send one final official transcript to your chosen college after graduation free of charge.

Schedule Changes

A computer-generated schedule is created for each student based on the pre-registration choices made the previous spring. Every attempt is made to insure that schedules are complete and accurate, and reflect the pre-registration requests. The schedule a student receives in August is final unless alterations are required due to failed courses or summer school. Schedule changes will be made only under the following conditions and priorities:

Priorities:

- Graduation requirement needed - must repeat a requirement.
- Incomplete schedule - class (es) missing
- Duplicate classes scheduled for same period
- Misplacement / lacking necessary prerequisite
- Data entry error

Course Add/Drop Policy

Students may add a class within the first five (5) days of the semester. Students may drop a class within the first twenty (20) days of the semester without penalty. If a student drops a class after twenty school days into the semester, the transcript will show the dropped class with an "F" grade.

Fall Semester: Last day to add a class: September 14, 2009
Last day to drop a class without penalty: October 6, 2009

Spring Semester: Last day to add a class: February 5, 2009
Last day to drop a class without penalty: March 3, 2009

Graduation Requirement 2009-2010

Seniors must have fulfilled all graduation requirements, including 22 full credits, in order to participate in Commencement Ceremonies.

ATHLETICS, CLUBS AND ACTIVITIES

Clubs and Advisors, 2009-2010

Ace of Spades	Fillman/Danskin	425-431-6209
Adventure Club	Geoff Bennett	425-431-7902
Anime Club	Wendy Priest	425-431-6205
Annual/Yearbook	Ray Johnson	425-431-6146
Art Gallery Club	Al Zugel	425-431-6111

BAM Book Club	Becky Endlich	425-431-6127
Bowling Club	TBD	425-431-1511
Chess Club	Mike Anderson	425-431-6224
Colores Unidos	Cherie Cordel	425-431-6152
Dead Poet's Society	Jay Kirk	425-431-6166
DECA	Matt Laures	425-431-6161
Drama Club	Bruce Mindt	425-431-6251
Environmental Club	Geoff Bennett	425-431-7902
FCCLA	Kolleen Seals	425-431-6211
Frisbee Club	Dave Millette	425-431-6102
HI-Q	Dan Crist	425-431-6117
Hip-Hop Club	Wendy Priest	425-431-6205
Junior Statesmen of America (JSA)	Katie Whitley	425-431-6192
Key Club	Wendy Priest	425-431-6205
Literary Magazine (Writer's Guild)	David Quinn	425-431-6168
Math Club	Catherine Fisher	425-431-6081
Mobile Warriors	Mahoney-Fernandez	425-431-6065
Multi-cultural Club	Courtney Cossey	425-431-6122
National Honor Society	Jen Danskin	425-431-6191
Photography Club	Tanya Johnson	425-431-6113
Ping Pong Club	Geoff Bennett	425-431-7902
Prevention Team	Jerry Green	425-431-6023
Rainbow Warriors	Amy Emond	425-431-6049
Spanish Club	Cherie Cordel	425-431-6152
Sports Medicine Club	Sandy Metzger	425-431-6218
Students for Democracy	Jaime Roberts-Jones	425-431-6190
VICA	Tim Stensland	425-431-6147
Warriors for Christ	Cyndi Hansen	425-431-4258
WASMUN (Model UN)	Jaime Roberts-Jones	425-431-6190

For further information on clubs, activities and athletics, please contact the ASB Activity Office next to Attendance.

Student Government

Edmonds-Woodway has a very active and strong student government. Each year students elect eight (8) ASB Officers. These are President, Vice-President, Secretary, Publicity Officer, Clubs Officer, and Historians. In addition, each class elects four officers, and each advisory class elects a representative to the ASB Senate. Additionally, five students are selected each year to represent EWHS at the Edmonds and WESCO Interhigh meetings which are held on a monthly basis. Even if you are not an elected officer, there are many ways to get involved. Talk to one of the ASB or Class Officers, or just stop by the ASB Activities Office across from the cafeteria or go to one of your class officer meetings. Get involved!!

General Sports Information

Athletic Director: Julie Stroncek 425-431-6082

Athletic Secretary: Denise Lewis 425-431-6177

Edmonds-Woodway High School is a member of WESCO Conference, Northwest District, and the Washington Interscholastic Activities Association. Our teams compete with other teams throughout the conference and state for league, district and state honors.

Sports Eligibility and Requirements

In order for students to participate in any interscholastic program they must clear their eligibility through the ASB Office before their first tryout. To be eligible, athletes must:

1. Earn at least two credits in the last semester; be currently enrolled in at least five (5) full credit-bearing classes and passing four (4) classes; and have no more than one failing grade if enrolled in more than five classes. (Being a teacher's assistant does not count.) Purchase an ASB Activity Card.
2. All previous sports equipment / uniforms have been turned in or paid for before clearance for participation.
3. Have a physical examination.
4. Have an insurance policy or an insurance waiver.
5. Have a parent permission slip signed prior to participation.

Before the first practice athletes must have completed:

1. The parent permission form, AD-2HS
2. The single sports clearance form, AD-1HS
3. A current medical / physical examination AD-2HS
4. All EWHS fines must be paid. Payment can be made in the main office during normal office hours

All forms are available in the EWHS Attendance Office. The forms are also available to download on the district website. Go to:

www.edmonds.wednet.edu/forms/

Before the athlete participates in a scheduled competition, he or she must:

1. Purchase a \$45.00 ASB card
2. Be academically eligible by passing four full credit classes and failing no more than one class in their most recent grading period

3. Pay a \$100.00 Sports Participation Fee

All forms should be turned in to Denise Lewis, the athletic secretary in the attendance office, 24 hours prior to the first day of practice, in order to be cleared to participate on the first day of practice.

Please watch for updates and reminders regarding sports information in *The Crier*, our monthly family informational mailing.

EWHS Athletics Program

EDMONDS-WOODWAY HIGH SCHOOL
ATHLETICS 2009-2010

Denise Lewis – Athletic Secretary – lewisde@edmonds.wednet.edu – 425-431-6177
Sandy Metzger – Athletic Trainer – metzgers@edmonds.wednet.edu – 425-431-6218
Julie Stroncek – Athletic Director – stroncekj@edmonds.wednet.edu – 425-431-6082

FALL SPORTS

Football begins August 19, 2009

Rest of fall sports begin August 24, 2009

Cross Country – Joel Hamilton – joel.hamilton@filson.com
Football – John Gradwohl – gradwohlj@edmonds.wednet.edu
Girls' Soccer – Bill LeCompte – bihockeysticks@aol.com
Girls' Swimming – Kate Trettevik – katerby@yahoo.com
Boys' Tennis – Dan Crist – cristd@edmonds.wednet.edu
Volleyball – Mike Pittis – mpittis@hotmail.com

Fall Sport Parent Meeting – Tues., Sept. 1st, 7:00pm - Great Hall

WINTER SPORTS

1st turnout is Monday, November 16, 2009

Boys' Basketball – Todd Rubin – rubintodd@hotmail.com
Girls' Basketball – Duane Hodges – dhodges123@aol.com
Boys' Swimming – Kate Trettevik – katerby@yahoo.com
Wrestling – Joe Trieu – coachtrieu@yahoo.com

Winter Sports Parent Meeting – Tues., Nov. 24th, 7:30pm - Great Hall

SPRING SPORTS

1st turnout is Monday, March 1, 2010

Baseball – Dan Somoza – somozad@edmonds.wednet.edu
Fastpitch – Mike Venable – venablesm@aol.com
Boys' Golf – Tom Davis – davisth@edmonds.wednet.edu
Girls' Golf – John Richer – caldwellm@edmonds.wednet.edu
Boys' Soccer – Tony Gilman – afg1146@comcast.net
Girls' Tennis – Dan Crist – cristd@edmonds.wednet.edu
Track & Field – Rick Fillman – fillmanr@edmonds.wednet.edu

Spring Sport Parent Meeting – Tues., Mar. 9, 7:00pm - Great Hall

Cheer – Brianne Cook – cookb@spu.edu
Drill – Deb Johnson – debj0115@comcast.net