

# **Eastside Academy Handbook 2008-2009**

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## *Eastside Academy Mission*

Inspire change in the lives of at-risk youth through high school education, counseling and life skills programs in a Christ centered environment.

## *Eastside Academy Core Values*

The following values are essential to the ministry of Eastside Academy:

1. Believing that Jesus transforms lives
2. Believing that God uniquely creates everyone for a purpose
3. Serving people who are committed to growth
4. Creating and maintaining a safe and healthy community through a culture of trust and mutual respect reflected by the following:
  - Respecting all members of the community and valuing their unique contributions
  - Caring for the whole person by focusing on the educational, social, emotional, spiritual and physical needs of each person
  - Commitment to taking responsibility, admitting harm, making amends and moving toward change
  - Honoring one another through consistent and clear expectations and healthy boundaries
  - Participation in collective decision making
  - Encouraging creative thinking and collective problem solving
  - Creating opportunities for each person to learn from failures and “try again”
  - Living a balanced life inclusive of work, play and rest

### **Eastside Academy Contact Information:**

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Bellevue, WA 98004

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3030 Bellevue Way N.E.  
Bellevue, WA 98004

Phone Number: (425) 452-9920

Fax Number: (425) 452-5723

Web Site: [www.eastsideacademy.org](http://www.eastsideacademy.org)

### **Eastside Academy Staff**

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## Eastside Academy Staff Message

*Our commitment is to honor those who are committed to growth by providing the tools and resources for spiritual, educational, personal, emotional, relational and physical transformation.*

Welcome to Eastside Academy where we believe every student is a unique creation who God has fashioned for his purpose. We recognize that life and circumstances, often beyond our students' control, have dimmed the picture of who and what they were created to be. We recognize that many teenagers struggle with finding productive ways to invest in themselves and others. At Eastside Academy we believe that young people can move beyond their past and present situation by committing themselves to growth. Eastside Academy's solid, yet innovative, educational practices provide opportunities for students to re-engage with their intellectual and creative capabilities and lead to successful and empowering experiences. Therefore we strive to be the premier alternative educational model on the greater Eastside of Lake Washington and ultimately in the Greater Northwest Region. We expect our students to recognize that being a part of the Eastside Academy community is a privilege, knowing that we are striving to honor each student through experiences that will cultivate life-long learning, self-sufficiency, and ultimately their ability to fully participate in their community and the world around them. Furthermore, opportunities for students to engage in recovery programs with support from mentors and their peers promote re-entry into sustainable healthy choices and "sober thinking". Eastside Academy is equipped to serve those who are committed to seriously pursuing sobriety and working a program. Students' commitment will be measured by their participation in recovery programs in school and the community, having regular contact with a sponsor (fostering accountability) and demonstration of "sober thinking and choices". Eastside Academy honors students by matching them with adults in the community who are excited about offering encouragement and support as the students move toward health and wholeness. Mentoring relationships provide students with new tools for relationships and various life situations as well as opportunities to live and learn from others in a real world setting. We believe that our students deserve opportunities to achieve success. Eastside Academy works individually with students to help them define their academic, personal/social, career and spiritual goals. In honoring students who are committed to growth, students who choose to:

- disrupt the positive learning environment by making teaching or learning difficult for others
- disrupt the sober environment by glorifying, possessing or using illegal substances or demonstrating addictive behaviors
- disrespect other people's time, energy or efforts in offering support towards growth and achievement could forfeit their right to remain enrolled at Eastside Academy.

However, once students are part of the Eastside Academy community they remain part of the community, affording them access to resources and support even when not actively enrolled.

# General Information

## Emergencies and Telephone Messages

Parents/Guardians are expected to call the Eastside Academy administrative offices (425) 452-9920 to reach a student. PLEASE DO NOT CALL YOUR STUDENT DIRECTLY ON HIS/HER CELL PHONE. Students are asked to turn in their cell phones at the start of each class period and parents are asked to support this policy. In the case of an emergency, an Eastside Academy staff will immediately locate your student. Non-emergency messages will be delivered to students at the next class break.

## Phone Calls

Students may use an office phone to make local calls at class breaks or during lunch if time and staffing allows. Phone use can be limited at the discretion of an EA staff or volunteer. Phone use is not to interfere with a student's classes or regular schedule.

## Open Campus

Eastside Academy is an open campus. This means students may leave campus during lunch period. However, students need to be aware that lunch is only 30 minutes which does not allow for lengthy excursions. Students are expected to be responsible in managing their time so they are not tardy or absent from classes and so that they do not violate our Good Neighbor Policy.

## Lunch

Eastside Academy does not have a regular lunch program. Eastside Academy will occasionally provide groceries that the students may use to prepare a simple lunch. However, students are expected to provide their own lunches. Eastside Academy does have access to a kitchen including a refrigerator and a microwave. Students are expected to eat only in designated areas and clean up after themselves.

## Advisory

For one period a day all students are scheduled in an Advisory course. In this class period students are exposed to the Bible in an effort to explore the life and teachings of Jesus. Students are also exposed to study and life skill materials which will help them work toward individual, academic, personal, vocational and spiritual goals. Advisory is a credit and grade earning class which will be displayed on student transcripts as Life Skills. Students are assigned to an advisor who is the primary contact for those students and their parent/guardians. Students are expected to bring their independent reading book with them every day to advisory.

## Study Tables

Study Tables are held on Monday, Tuesdays, Thursdays, and Fridays from 3:15 p.m. until 4:00 p.m. Study tables are open to all students desiring additional academic support. Students who fall below the 80% academic achievement level will be assigned study tables. (See Academic Achievement Policy). All Eastside Academy policies and expectations apply during study tables.

## School Supplies

Each student will be provided with a "starter kit" of school supplies (if needed) including a notebook, dividers, pens, pencils and paper. Students are responsible for maintaining school supplies and providing additional supplies as needed. Students are expected to bring their notebooks with them to each class.

## **Washington State Department of Health Information**

All students are required to be current on immunizations, unless they have completed a waiver with their medical practitioner. Students and parents can receive information on diseases and vaccinations, including HPV, from the Washington State Department of Health. [www.doh.wa.gov](http://www.doh.wa.gov)

## **Student Parking**

All students who wish to drive to school must have parent/guardian permission. Students are expected to abide by state driving laws and be cautious in and around the school parking lot. The privilege of driving to school may be revoked if driving privileges are abused.

## **Attire**

Eastside Academy students are expected to dress modestly, respect themselves, practice healthy hygiene and dress for academic and personal success. Clothing is not to contain obscene language, symbols or pictures. Clothing with drug and alcohol related symbols or slogans are also prohibited. Additionally, clothing must cover midriffs, cleavage and behinds.

## **Smoking**

No smoking is allowed within the “Good Neighbor Area” or during Eastside Academy sponsored events. Students found smoking within the “Good Neighbor Area” or at Eastside Academy sponsored events will be sent home immediately and will not be permitted to return to school until a meeting with the student, advisor and parent/guardian can be scheduled. Students who desire to quit smoking can participate in a smoking cessation program. We expect students who do smoke to respect the choice of students who do not smoke.

## **Drug/Alcohol Glorification, Possession or Use**

Under the Drug Free Schools and Community Act, Eastside Academy must remain free of all illegal drugs and alcohol. Drug or alcohol glorification, possession, use or distribution at school or Eastside Academy sponsored events is prohibited. Immediate suspension or expulsion will result from drug or alcohol glorification, possess, use or distribution at school or Eastside Academy sponsored events. In order to maintain a drug free environment, Eastside Academy maintains the right to search students’ property at-will. All students enrolling at EA, must commit to a willingness to participate in searches.

## **Rights and Responsibilities Model**

Students are encouraged to view Eastside Academy as “their” school and to actively participate in efforts to continuously improve the school. Students are also encouraged to actively participate in conversations about their own future and how to achieve their goals.

## **Parent/Guardian Involvement**

Eastside Academy is committed to caring for the entire family attached to each student. We expect to work closely with students’ family members and hope they will commit some of their time, energy and resources to the development of the Eastside Academy community. There are multiple opportunities for such participation each year.

## **Mentors**

Eastside Academy believes that caring adults are a necessary part of young people’s lives. Students who are interested can ask to be matched with two adult mentors who are committed to getting to know their student, spending time with their student and supporting their student as they grow.

# Attendance Policy

**Attendance is basic to academic progress and student support.**

**The State of Washington Truancy Law requires all students to attend school daily; therefore full attendance is expected for all Eastside Academy students.**

- If a student is going to be absent because of an illness or an emergency, the student or parent/guardian is expected to call the school immediately. If the student makes the initial phone call the parent/guardian should follow-up by contacting the school at the first possible opportunity.
- If a student needs to leave campus due to an illness or an emergency the student is required to check in with the Administrative Coordinator before leaving campus.
- If a student has not reported to school by 9:00 a.m. or fails to report to any given class during the school day a phone call will be placed to a parent/guardian in an attempt to locate the student.
- If a student falls below 80% overall attendance (by class period) in any given week the parent/guardian will be notified.
- The student is expected to talk with his/her advisor about attendance barriers and bring his/her attendance above 80%.
- If a student's attendance falls below 80% during THREE weeks within a given quarter a meeting with the advisor, student and parent/guardian will be held to determine causes and create a plan for improvement.
- If the student continues to attend school less than 80% of the time, the student may be subject to suspension and must demonstrate change before returning to Eastside Academy.
- Parent/guardians and students are expected to schedule all appointments, interviews, etc. during non-school hours. (Early release Wednesdays allow ample opportunity.)

## **Tardies to School**

Students arriving late to school for any reason must obtain an admit slip from the school office before going to class. It is at Eastside Academy staff discretion as to whether or not a student will be admitted to the current class period.

## **Tardies to Class**

- Being tardy is a behavior choice that negatively impacts other staff and students who are prepared to teach and learn.
- Students are expected to manage their time responsibly and be in class and prepared to participate when class starts. (Eastside Academy does not have a bell system, but relies on synchronized clocks to determine the start and end to each class period and break.)
- Students who arrive up to FIVE minutes late to class will be marked tardy (10 minutes in first period).
- Students who receive THREE tardies in any given class will receive an Incident Report.
- Students who are more than FIVE minutes late to class (10 minutes for first period) may ask the teacher to be admitted but will be marked absent for the class.
- Students who are not admitted to class due to excessive tardiness are expected to remain on campus and use their time productively.

### **Summer Expectations**

Students who are planning to return to EA are required to check-in once a week during the summer months. To facilitate this expectation, EA staff will host fun student activities during the week such as barbeques, movie nights, open gym times, etc. In addition, students can check-in anytime during summer office hours (9:00am – 3:00pm). Random UA's may be administered. In order to be excused due to family vacations, travel, or extenuating circumstances, a student's parents or guardians must contact the school. We believe that check-ins allow for accountability, continuity, and community-building in a more relaxed summer context.

## **Academic Achievement Policy**

At Eastside Academy we believe that every student can succeed academically, especially within the context of our unique program. For students to be successful they must actively engage in their own learning. Many students have been passive in their education or have simply slipped through the cracks and now face serious deficits. In order to fill in these gaps and reconnect students with their own academic abilities and potential, Eastside Academy students are required to:

- Complete (with proficiency) 80% of their academic activities in each class each week
- Attend Study Tables if they fall below 80% academic achievement in any given class until they have completed all necessary assignments or activities.

The student, advisor and parent/guardian will be notified when study tables are assigned.

### **Grading Scale**

A = 94-100%	C+ = 77-79%
A- = 90-93%	C = 74-76%
B+ = 87-89%	C- = 70-73%
B = 84-86%	D = 60-69%
B- = 80-83%	F = below 60%

- Students and parent/guardian can request a printout of assignments and grades from any teacher at any time during a quarter
- Progress reports for all classes will be provided once a quarter
- Student, Parent/Guardian, Staff conferences will be held once a quarter (both student and parent/guardian are expected to participate)

## Creating a Safe and Healthy Community

At Eastside Academy we believe each student has the right to learn and each teacher has the right to teach. Following are the basic guidelines we believe are necessary to promote a safe and healthy learning and teaching environment.

- Respect and cooperation
- Being present, including arriving on time with all needed items
- Full participation in learning activities
- Using encouraging and respectful language and tone of voice
- Respecting others' personal space

Therefore, the following will not be tolerated:

1. Disrespect or defiance
2. On-going tardiness
3. Leaving class without permission
4. Disrupting class, refusing to participate/work or sleeping
5. The use of electronic devices during class
6. Eating or drinking during class
7. Offensive or demeaning language
8. Physical contact or rough housing

⇒ *We refer to the above as the "Non-Negotiables"*

Upon choosing to engage in any of the above a student will:

- Receive a Verbal Warning (students may be asked to forfeit phones or electronic devices)
- Receive an Incident Report if they continue with inappropriate choices
- Meet with the teacher after school to address his/her choices
- Sign an agreement with the teacher outlining a plan for appropriate choices
- Check in with advisor regarding choices and review Student Empowerment Plan within two days

If a student receives a 3<sup>rd</sup> Incident Report (within any given quarter):

- The parent/guardian will be called by the advisor for notification and to set up a meeting with the student and parent/guardian to review the Student Empowerment Plan and create a behavior modification plan. The meeting must be scheduled for within five school days of the infraction/incident. The student may continue to attend school during those five days provided there are no further incidents.
- If the student fails to meet the terms of the behavior modification plan the student will be suspended from Eastside Academy for the remainder of the quarter and possibly the following quarter and must apply for readmission.

For the following choices, a student will be sent home immediately and may not return to Eastside Academy until a meeting can be scheduled. The meeting must be scheduled for within five school days and must include the student, the student's advisor, an Eastside Academy Director and a parent/guardian.

- Failure to take responsibility for an ongoing problem
- Serious threat to an EA staff, student or volunteer
- Verbal assault toward an EA staff, student or volunteer
- Attending school or EA sponsored event high or drunk
- Drug/alcohol possession or use at school or an EA sponsored event
- Smoking within the "good neighbor" area or at an EA sponsored event
- Damaging school or church property

The meeting will be used to determine:

1. Potential underlying causes of the student's choices
2. If the student and parent/guardian are willing to commit to proactive change
3. If Eastside Academy can meet the student's current needs

If the student, parent/guardian and Eastside Academy staff determine that the student should remain at Eastside Academy, specific guidelines will be developed for the student.

**For the following choices, a student is subject to immediate expulsion:**

- Violence or physical harm to any EA staff, student or volunteer
- Selling or distributing drugs at school, an EA sponsored event or to a fellow student
- Weapons possession

### **Conditions for Readmission**

We at Eastside Academy expend a great deal of time and energy to support our students. When, despite all our efforts, a student is not successful here, the student must make significant changes to return. We find it necessary to impose conditions for readmission, so that the returning student can be successful, and that an atmosphere of learning can be maintained for others. Withdrawn or suspended students forfeit the right to attend Eastside Academy for the remainder of the current quarter and possibly an additional quarter, depending on the circumstances. At the end of this period a student is not automatically readmitted to Eastside Academy, but must submit a readmission application and meet with Eastside Academy staff with no guarantee of readmission. In order to be considered for readmission, students must demonstrate success in one or more of the following:

- School
- Education program
- Employment
- Vocational training
- Treatment program

Students approved for readmission may be placed on a waiting list.

## **Drug and Alcohol Recovery Expectations**

- Students must desire to participate in a recovery program and lead a chemical-free lifestyle.
- Upon admission each student must complete a drug and alcohol assessment with a Director or the Chemical Dependency Professional.
- All students may be subject to a random UA throughout the school year. Failing a UA test will not automatically result in expulsion. Every case will be handled individually and will be used to clear the air about when a student is suspected of using drugs or alcohol. The test is a tool to help struggling students who are in the trap of addiction get on the road to recovery.
- Every student affiliated with an outside agency such as doctors, counselors, and probation, for example, are required to fill out a Release of Information between the agency and Eastside Academy in order to coordinate support services for the student.
- Students needing drug/alcohol recovery will attend a recovery class or group, and must complete, sign, and comply with a Personal Recovery Plan.
- All students with drug/alcohol issues may be required to attend AA 12-Step meetings. This will be worked out case by case. There must be verification (an EA 12-step meeting slip will be provided). They may be asked to obtain a 12-step sponsor (male for males and females for females) unless they already have verified they have one. They must have the sponsor's name and phone number to place in their recovery file and must have at least two phone contacts and one face to face a week with their sponsor.
- Parent/guardians may be required to attend family support groups and/or counseling provided by Eastside Academy or through an outside referral.
- Students that come to school under the influence will be sent home immediately and their parents notified, and the student will not be allowed on campus until a meeting with EA Staff can be scheduled with the student and a parent/guardian. It may be determined that the student must enroll in treatment (outpatient or inpatient) if he/she is not already enrolled. A contract for change will be drafted to help the student get back on track. If the student continues to use it will result in expulsion.
- If a student relapses (after having a measure of recovery) they must be honest with their advisor, counselor, fellow students and Eastside Academy staff to solidify continued support for recovering from their relapse. If a student fails to get back on track with recovery it may be determined that the student must enroll in treatment (outpatient or inpatient) if he/she is not already enrolled. A contract for change will be drafted to help the student get back on track which will include a time frame to successfully complete treatment. If the student does not complete treatment and/or continues to use, it will result in expulsion.

## **Eastside Academy Computer Use Policies**

1. No food or drink allowed when using a computer—even water. If it spills, it could damage the computers.
2. Students are only allowed to use a computer with permission from a staff member.
3. Only appropriate material is to be viewed while on EA computers.
4. Students are not allowed to modify the settings on the computers in any way, including screen savers, backgrounds, etc.
5. Students are only allowed to print material that is class/school related.