



# **SEAHAWKS**

ANACORTES HIGH SCHOOL

2019-20

# ANACORTES HIGH SCHOOL

## STUDENT HANDBOOK

1600 20TH STREET  
ANACORTES, WASHINGTON 98221

PHONE: 360-503-1300  
FAX: 360-503-1301  
<http://ahs.asd103.org>

### ASB OFFICERS

<i>President</i>	Mackenzie Wakefield
<i>Vice-President</i>	Aynslee King
<i>Secretary</i>	Elizabeth Koals
<i>Business Manager</i>	Elizabeth Chambers
<i>Advisor</i>	Erik Titus/Robert Hancock

### CLASS OFFICERS

<i>President:</i>	<u>Senior Class</u> Megan Rowell
<i>Vice President:</i>	Nicole Jordan
<i>Secretary:</i>	Ava Hawkins
<i>Business Manager:</i>	Savannah Sevieri
<i>Advisor</i>	Dana John

### Junior Class

Alison Perez  
Josh Ocampo  
Cooper Nichols/Abby Schnabel  
Chloe Eriksen  
Amy Ubungen

<i>President:</i>	<u>Sophomore Class</u> Ryan Horr
<i>Vice President:</i>	Michael Hanrahan
<i>Secretary:</i>	William Waldrop
<i>Business Manager:</i>	Chloe Chambers
<i>Advisor</i>	Carol Leander

### Sophomore Class

### Freshman Class

Reese Illston  
Braden Thomas  
Claire Schnabel  
Will McClintock  
Spencer Andrich

## **ASB PRESIDENT'S WELCOME**

Hello Seahawks!

Welcome back to the 2019-2020 school year! I hope everyone's summer was fun-filled and most importantly...relaxing. This is our second year in the brand new high school! We have already created an imprint of what AHS students are all about, and I can't wait to continue to leave our mark. I am especially excited for the opening of our new gym, theater, and CTE hall later this fall! Speaking on behalf of the ASB officers, we are so grateful for this opportunity to serve the students of AHS. This school year will be filled with exciting opportunities to meet new faces and get involved. I hope to create an environment that all students feel welcome and at home. I want to challenge the student body to get out of your comfort zone and try new things. This could be as simple as joining a club, a sports team, or attending an ASB event. I'd like to encourage every student to take advantage and appreciate these moments in high school because we will truly cherish these memories forever.

Let's make this year amazing together!

Sincerely,  
Mackenzie Wakefield  
ASB President

## **PRINCIPAL'S WELCOME**

Welcome Seahawks to the 2019-20 school year and your new high school! The staff at Anacortes High School is excited about the year ahead and we are looking forward to assisting you in making this year a memorable one. Your educational experience and preparation are our number one priority. This handbook will familiarize you with policies, procedures and expectations that govern Anacortes High School. Please take a few moments to review the information with your parents and approach a staff member should you have any questions about the contents. It is very important that you have a clear understanding of our policies and procedures.

***Our Mission: To empower all students to be successful, confident and passionate in a changing world.***

***Our Vision: By encouraging positive relationships, honoring student voice, and supporting individual excellence.***

As we assist you in planning your courses and activities, we ask that you reflect upon three guiding questions: Who am I? Where am I going? and How am I going to get there? In other words, what courses, activities and experiences will help prepare you for life after high school? Anacortes High School offers a large number of activities and opportunities – something for everyone; you are encouraged to get involved. Part of being College, Career, and Citizenship Ready is the ability to consistently exhibit respectful and responsible behaviors - these are my expectations of students and staff. We are excited about having you at Anacortes High School and look forward to assisting you in achieving your goals, creating opportunities to work collaboratively with peers and staff, and having some fun along the way. Have a great year, be kind to others, be a positive influence, and never forget that you represent Anacortes High School Seahawks!

**In Seahawk Pride!**

**Principal Ronngren**

# NOTICE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Anacortes School District is committed to providing a quality education for all students regardless of learning differences. Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal. The Anacortes School District provides equal access to the Boy Scouts of America and other designated youth groups.

## **Title IX / Affirmative Action**

Anacortes School District #103 complies with all applicable State and Federal laws, including but not limited to, Title VI, Title VII, Title IX of the Civil Rights Act, the Americans with Disabilities Act (ADA), RCW 49.60, Law Against Discrimination, Section 504 of the Rehabilitation Act, and RCW 28A.640, "Sexual Equality", and does not discriminate on the basis of race, creed, color, national origin, sex or handicap/ disability. This holds true for all district employment and educational opportunities, as well as all extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to:

*K.C. Knudson, RCW Officer .....(360) 503-1214*  
*Connie Sheridan, Title IX Coordinator .....(360) 503-1221*  
*Fran McCarthy, Section 504 Coordinator .....(360) 503-1216*

# Table of Contents

<b>NOTICE OF EQUAL OPPORTUNITY &amp; NON-DISCRIMINATION</b>	4	<b>COUNSELING AND GUIDANCE</b>	12-13
<b>ADMINISTRATION/SUPPORT STAFF</b>	7	Advisory	12
<b>GUIDING BELIEF STATEMENTS</b>	8		
<b>ASB AND ACTIVITIES</b>	9-10	Commencement Ceremony	13
Activities: clubs and sports	9	Credits from Non-AHS Programs	13
AHS Alma Mater	9	Early Graduation	13
ASB Cards	9	Schedule Changes	13
Assemblies	9	<b>GRADING AND ACADEMICS</b>	13-14
Athletics	9	Honor Roll	14
Dances	10	Student and Family Access	14
School Spirit and Pride	10	Transcripts	14
Student Government	10	Valedictorian	14
Yearbook	10	<b>SAFETY/HEALTH</b>	14-15
<b>GENERAL INFORMATION</b>	10-12	Accident/Injury	14
Bulletin Boards/Posters	10	Emergency Information	14
Bus Service	10	Medication at School	14
Change of Address	10	<b>ATTENDANCE</b>	15-16
Closed Campus	11	Becca Law and Unexcused Absences	15
Driving and Parking	11	Excused Absences	15
Eighteen Year Old Students	11	Excused Absences Limit	15
FERPA	11	Attendance Notification	15
Lost and Found	12	Leaving School Early	15
Technology Fee and Use of Networks	12	Make-up Work/Homework Request	16

		Hall Passes	19
Off Campus Passes	16	Harassment/Intimidation/Bullying	19
Skiping	16	Progressive Discipline	20
Tardiness	16	Nondiscrimination Procedures	21
Twenty day Withdrawal	16	Restitution Service	22
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	16-21	Skateboards/Longboards	22
Discipline Sanctions	17	Substance Use Policy	22
Academic Dishonesty	18	Substance Use Support and Services	22
Classroom Conduct	18	Tobacco Policy	23
Display of Physical Affection	18	Water Guns, Pets, Laser Pointer, etc.	23
Dress and Appearance	18	Weapons	23
Electronic Devices	19	<b>DANCE POLICY</b>	24-25
Emergency Expulsion	19	<b>ATHLETIC/ACTIVITY CODE</b>	26-32
Fighting or Assault	19	<b>AHS PARKING REQUEST FORM</b>	33
Grievance Policy/Procedure	19	<b>ACADEMIC DISHONESTY POLICY</b>	34

# **ADMINISTRATION AND SUPPORT STAFF**

## **AHS ADMINISTRATION & MAIN OFFICE STAFF**

Jon Ronngren, Principal  
Kecia Fox, Assistant Principal, AVID Coordinator  
Erik Titus, Activities & Athletic Director  
Mike Baribault, Dean of Students & HIB Building Contact  
Travis Dotzauer, School Resource Officer  
Monique Malamma, Administrative Assistant: Principal  
Kellie Franklin, Administrative Assistant: Main Office  
Carey South, Administrative Assistant: ASB and Athletic Department

## **AHS STUDENT SERVICES**

### **COUNSELORS AND SUPPORT STAFF**

	<u>2023, 2022 &amp; 2021</u>	<u>2020</u>
Wells, Joyce	A - G	A - F
Lahey, Maggie	H - PA	G - M
Poggie, Ashlee	PE - Z	N - Z

Christy Blouin, Administrative Assistant: Counseling Office  
Carol Kirkpatrick, Administrative Assistant: Registrar  
Jeanine Dickison, Administrative Assistant: Attendance  
Jamie Woodards, Administrative Assistant: Testing Coordinator  
Diele Harrold, Administrative Assistant: Counseling and CSHS Registrar  
Kitti Westbeld, School Psychologist  
Adelle Fisher, School Nurse  
Melanie Engman, Social Worker

## **ANACORTES SCHOOL DISTRICT ADMINISTRATION**

Dr. Mark Wenzel, Superintendent  
K.C. Knudson, Assistant Superintendent of Teaching and Learning  
Fran McCarthy, Executive Director of Student Support Services  
Dave Cram, Executive Director of Finance and Operations

## **ANACORTES SCHOOL DISTRICT BOARD OF DIRECTORS**

Bobbilyn Hogge, President  
Erin Rieger, Vice President  
Dr. Bill Shaw  
Marilyn Hanesworth  
Matt Cutter

## **STUDENT SCHOOL BOARD REPRESENTATIVES**

Grace Hill  
Carson Lindholm  
Cooper Nichols  
Jaida Mason

# GUIDING BELIEF STATEMENTS

## AHS MISSION

To empower all students to be successful, confident and passionate in a changing world

## AHS VISION

By encouraging positive relationships, honoring student voice and supporting individual excellence

## AHS Collective Commitments

1. We are committed to creating an environment where ALL are **valued** and **supported**
2. We are committed to believe that ALL people have **potential**
3. We are committed to **growing** as professionals
4. We are committed to providing all students **opportunities** to engage in the classroom and community
5. We are committed to holding ourselves **accountable** and supporting each other



## **ASB ACTIVITIES and ATHLETICS**

Anacortes High School offers a wide variety of athletics and clubs open to all students who have purchased an ASB card.

### ***CLUBS***

Art Club	Dellutri/Pilar	FIRST Robotics	Fitch
ASB House & Senate	Titus/Hancock	Green Club	Garcia
Band & Jazz Band	Dyel	Gay Straight Alliance	Pullen
Broadcast Club	Thompson	Honor Society	Stamper/Fankhauser
Cheer	Raabe	Key Club	Bassart
Choir & Jazz Ensemble	Leander	Knowledge Bowl	Hancock
Debate	Gibson	LINK Crew	Gibson & Andrich
Drama Club	Burnett	Math Club	Holtgeerts
FBLA	Wallis	Metals Club	Boyce
FCCLA	TBD	Rhododendron (Yearbook)	Thompson
		Journalism	Thompson/McCartney

### ***SPORTS***

#### **FALL**

Cross Country  
Football  
Soccer (Girls)  
Swimming (Girls)  
Tennis (Boys)  
Volleyball

#### **WINTER**

Basketball  
Swimming (Boys)  
Wrestling  
Bowling

#### **SPRING**

Baseball  
Golf  
Soccer (Boys)  
Softball  
Tennis (Girls)  
Track

### **AHS ALMA MATER**

*Long ago our Seahawks fought for fame for purple and white. While our faithful Alma Mater backed with all its might  
Lift the chorus, speed it onward, loud our praises cry. Hail to thee our Alma Mater, ANACORTES HIGH!*

### **ASB CARDS**

ASB cards go on sale shortly before school starts and cost \$40.00. Fee reduced if student qualifies for Free or Reduced Lunch. This card is required for students who participate in sports and clubs. The fee covers entrance to all home regular season athletic events, and reduced admissions to student body dances and other activities.

### **ASSEMBLIES**

Assemblies are provided for the benefit of students. Assemblies are a part of the regular school day and are treated as a class period. Students are required to attend assemblies. At all times the student's behavior should be respectful and courteous. Any student removed from an assembly for unacceptable conduct may lose the privilege of attending assemblies.

### **ATHLETICS**

Students are encouraged to participate in the many athletic programs available at AHS. Eligibility is determined by the Washington Interscholastic Activities Association (WIAA) and the Anacortes High School Athletic Department. Students participating in a sports will be assessed a fee of \$75 for each sport (Cap of \$300 per Family per year). Fee reduced if student qualifies for Free or Reduced Lunch. See Activity/Athletic Code towards end of handbook for eligibility and conduct requirements.

## **DANCES**

The following guidelines will be used to determine appropriate dance behavior:

1. All attendees must have a signed Dance Contract on file with the ASB office prior to attendance at any dance. Dance Contracts will not be accepted at the dance.
2. Dances are for Anacortes High School students only and pre-approved guests.
3. Guests are only allowed for Homecoming, Tolo, and Prom.
4. Guests must be at least a 9<sup>th</sup> grader and under 21 years of age.
5. Guest signup sheets and request forms are available in the ASB office 2-3 weeks prior to each dance.
6. All school rules (Dance Policy, discipline code, etc.) are in effect at all school dances.
7. Theme dance dress policy will be reviewed with students' prior to the dance and must be followed.
8. No readmission once a student or guest leaves the dance. Students must leave premises after leaving dance.
9. All dances will have the doors closed for admission 1 hour after dance start time.
10. After game dances end at 11:00 p.m. Theme dances are held from 9-midnight.
11. Students will be warned one time about inappropriate dance movements or clothing. A second violation will result in dismissal from the dance and be barred from the next dance.
12. If a student is removed from a dance due to a violation of these rules, there will be no refunds.
13. The complete Dance Policy is at the end of this handbook.

## **SCHOOL SPIRIT AND PRIDE**

School spirit and pride means loyalty to all functions of the school. Loyal students support their peers, the school, and they try to represent the school positively in all places, on all occasions, and in front of all audiences.

## **STUDENT GOVERNMENT**

Anacortes High School has an elected representative form of student government. A constitution has been ratified and officers have been elected for the current school year. All students are a part of the ASB and may participate in its many functions. All students are eligible to run for elected office providing they comply with the rules and regulations stated in the constitution.

## **YEARBOOK (RHODODENDRON)**

The cost for the yearbook will be \$50.00 until Thanksgiving. After Thanksgiving the cost increases to \$70.00. Order your copy early before they sell out.

# **GENERAL INFORMATION**

## **BULLETIN BOARDS/POSTERS**

The bulletin boards are primarily for the display of school notices or posters. All material must be approved by an administrator or designee before posting. Posters, including campaign signs, should reflect good taste and add to the environment in a positive way.

## **BUS SERVICE**

Students violating standards of conduct for riding buses or to and from bus stops will face disciplinary action and may be denied access to bus services. Questions about the transportation system often can be best answered by calling 293-1223. Once a student leaves the high school campus, this includes across the street, he/she forfeits the privilege of riding the bus home after school.

## **CHANGE OF ADDRESS/CONTACT INFORMATION**

It is the parent/guardian's responsibility to notify AHS of a change in address or contact information. We would like to have e-mail addresses for parents whenever possible.

## **CLOSED CAMPUS**

Anacortes High School is a closed campus. Non-students are not allowed on campus without administrative approval. **Freshmen and Sophomores are not allowed to leave campus at lunch. Juniors and Seniors are only allowed to leave campus at lunch with permission.**

## **DRIVING AND PARKING**

The use of motor vehicles and bicycles for travel to and from school is an assumption of responsibility by parents and students. **Parking on or near school property is AT YOUR OWN RISK.** Student usage of school/district parking facilities is a privilege, not a right. Students are expected to comply with the procedures developed for usage of all transportation vehicles on and near Anacortes School District grounds and traveling to and from school sponsored events. Failure to comply may result in loss of parking privileges. **Parking lots are school district property and cars parked in the lots are subject to search by school administration.**

### ***A student may use the school parking lot subject to the following conditions:***

- An annual parking permit must be obtained from the ASB Office for the cost of \$5.00. A student can obtain the permit by providing copies of their valid driver's license; vehicle registration and proof of insurance. Cars parked in school lots without current, visible permits are subject to a ticket (incremental fine applies).
- The student is responsible for notifying security if they are using a different vehicle than registered.
- Student Parking will remain in lower north parking lots. A gravel pathway has been installed to allow students to safely walk to the new building.
- Access to student parking lots during class time is prohibited without permission. Students may not occupy a vehicle (without permission) during the school day.
- Only students with an Off Campus Lunch Pass or those who have checked out of school through Attendance may remove their vehicles from the designated parking areas during the day.
- Possession/use of alcoholic beverages, illegal substances, firearms or a dangerous weapon shall also extend to a student's vehicle.
- The student acknowledges that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- Students who do not operate their vehicle safely will lose driving/parking privileges on school grounds.
- Students in violation of parking regulations may be subjected to ticketing or towing. A student who does not conform to the above rules shall be subject to corrective discipline.
- Students understand that administration may search a student's vehicle when there are reasonable grounds to believe the search may yield evidence of the student's' violation of the law or school rules.

## **EIGHTEEN YEAR OLD STUDENTS**

Only students who are 18 years of age or older who are self-supporting and independent may take responsibility for their own education. Administration will verify information prior to approval. All dependent 18 year old students need parent signatures and permission on all forms.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STATEMENT**

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. If a parent or adult student does not wish, information such as student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards

received, and other similar information, to be released, they should advise the principal of their school.

#### **LOST AND FOUND**

Lost and found boxes are located in the hall by the cafeteria. If items are not claimed after one month, they will be donated.

#### **TELEPHONES:**

There is a student phone available in the main office.

#### **TECHNOLOGY/USE OF NETWORKS**

Students must comply with the district's "Grade 7-12 Student Technology Equipment Use Agreement" form 2022-F2. Students and families must also agree to follow the guidelines and expectations found in the Secondary Student and Parent Mobile Device Handbook. Failure to follow these expectations will result in consequences in accordance with state and school policies.

If a family does not want publicly viewable (district website, social networking sites, news article) publishing of their student's work or images they need to fill out an opt out form found on the district website.

## **COUNSELING, GUIDANCE, AND ADVISORY**

AHS Counselors are committed to helping all students become college and career ready. They are also trained and prepared to confidentially help with personal and social concerns.

Your counselor is looking forward to helping you:

- Stay on track for high school graduation and meet all state requirements.
- Develop a *High School and Beyond Plan*.
- Choose appropriate courses to meet your college and career goals.
- Provide information on post-high school options, including college, military, work, and scholarships.
- Assist with confidential concerns that impact personal and academic success.

Counselors meet with students individually, and also in groups during Advisory and classroom lessons throughout the year. Students are welcome to stop by the Counseling Center anytime to schedule a time to meet with their counselor. Parents are also welcome to call the AHS Counseling Center with any questions or concerns.

#### **ACADEMIC SUPPORT**

Academic support is available everyday after school. It is recommended that students needing extra support work with their teachers before or after school. Teachers, counselors and/or administrators may require homework center for students needing additional assistance, who have missing assignments, and/or who are failing.

#### **ADVISORY**

All students participate in the AHS Advisory Program throughout high school. During Advisory, students explore three guiding questions: *Who am I? Where am I going? How am I going to get there?*

Advisory is a designated class period once per week led by students' advisors with lessons prepared by the counselors and high school leadership team. During this time students prepare their High School and Beyond Plans, explore college and career options, develop social and emotional skills, prepare for student led conferences, and senior presentations. This time is also for student leadership activities and furthering a positive school climate and culture at Anacortes High School. Activities may include ASB activities, assemblies, class meetings, school policy review, community building, surveys, and student-teacher conferences/work time.

## COMMENCEMENT CEREMONY

The Commencement ceremony is an opportunity for students, parents, relatives, and friends to celebrate a student's successful completion of Anacortes High School graduation requirements. Only students who are in good standing, and have fulfilled graduation requirements by the specified date in June, will be allowed to participate in the ceremony.

Participation in graduation is not a requirement for receiving a diploma. A student graduates when he/she has met all Washington and AHS requirements. Commencement is a celebration of meeting those requirements. Students who are unable to participate in the commencement ceremony will receive their diplomas through another means. Graduates must be cleared of all fines before receiving their diplomas.

At least one graduation practice is held near the time of the ceremony. All graduates are required to be in attendance at any/all graduation rehearsals that are held. Punctual attendance at all graduation practices is required. According to ASD policy, students who miss graduation practices may not participate in the commencement ceremony.

## CREDITS FROM NON-AHS SCHOOL PROGRAMS

AHS will accept a limited number of credits earned in non-AHS settings, contingent upon the student receiving approval in advance from the AHS principal or designee. These include:

1. Correspondence Courses: Maximum 3.0 credits.
2. AHS Independent Study Courses: Maximum 2.0 credits.
3. Home school programs: Subject to principal review and approval.

## EARLY GRADUATION

Students interested in graduating early from Anacortes High School with an AHS Diploma must demonstrate that they have met all graduation requirements. This process will involve several steps, including an initial meeting with counselor, a letter to the principal, an outline demonstrating that all requirements will be met, along with a valid reason for request. Early graduation plans must also demonstrate adherence to the school policies. Written requests must be submitted at least one semester in advance of the proposed departure date from AHS. (School District Policy 3123)

## SCHEDULE CHANGES

Students who require a schedule change must sign up to speak with their counselor and turn in a completed schedule change request form with parent/guardian signature during the first 5 days of each semester. All students must follow the schedule given to them unless an official schedule change is made.

## GRADING AND ACADEMIC PROGRESS

Anacortes High School issues a report of student progress every 45 days. Grades are issued for 90 school days and are recorded on the student's permanent record. A student may repeat a course to improve the grade earned. After completing the repeated course, the higher grade earned will be used to grant credit in the specific subject area and both grades will be included in the calculation of the student's GPA (WAC 392.415.055). Students who want to exclude the lower grade from both earned credit and GPA calculation must request this option by submitting a "Course Repeat Request" form available from the Counseling Center. *Note: The course grades will remain on the student's transcript, but credits earned will be changed to 0.0 and the grade will not affect GPA calculation.*

**For the purpose of determining a student's GPA, the following scale is used:**

<b>A</b>	<b>4.0</b>	<b>C</b>	<b>2.0</b>
<b>A-</b>	<b>3.7</b>	<b>C-</b>	<b>1.7</b>
<b>B+</b>	<b>3.3</b>	<b>D+</b>	<b>1.3</b>
<b>B</b>	<b>3.0</b>	<b>D</b>	<b>1.0</b>
<b>B-</b>	<b>2.7</b>	<b>F</b>	<b>0.0</b>
<b>C+</b>	<b>2.3</b>		

## **HONOR ROLL**

Honor Roll: Students who receive at least a 3.0 GPA for a semester's courses are placed on that semester's honor roll. Grades for Running Start, NCTA and correspondence courses are included in the GPA calculation. Students are recognized at assemblies for their achievements (GPA of 3.0-3.49, 3.5-3.99, and 4.0).

## **STUDENT & FAMILY ACCESS**

Students and parents may monitor the student's on-going academic progress via Student & Family Access. For student log-in information contact the Counseling Center. For family login information contact the main office.

## **TRANSCRIPTS**

A record of a student's progress, academic record and a graduation requirement update is presented to the student each year. If all of the student's fines are cleared, a final transcript is mailed after graduation to the college or university that a graduate plans to attend.

## **VALEDICTORIAN**

Students with a 4.0 at the end of their 7<sup>th</sup> semester will be considered for class Valedictorian. Valedictorian status will be contingent upon satisfactory grades, satisfactory behavior, and satisfactory attendance during the 8<sup>th</sup> semester.

# **SAFETY/HEALTH**

## **ACCIDENT/INJURY**

1. Report the incident ASAP to the teacher in charge or nearest staff member.
2. If the incident requires immediate attention, contact or report it to the main office.
3. Students may be asked to fill out an incident report.

## **EMERGENCY INFORMATION**

- A. Fire/Earthquake/Lockdown Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and when directed clears the building by the prescribed route as quickly as possible. When we evacuate to Rice Field students are to locate and remain with their advisory teacher.
- B. Emergency Conditions/Cancellations: Weather conditions may require a change in bus and school schedules or the cancellation of events. Notice will be given to local radio stations for such announcements, put on the district phone line and posted on our web <http://www.asd103.org>.
- C. Anyone turning in a false alarm is violating the law and subject to criminal charges.

***\*Parents are asked to not call schools during emergency situations and tie up phone lines.***

## **MEDICATION AT SCHOOL**

Every effort should be made to assure that all medication, prescribed or un-prescribed, be administered before and/or after school hours under the supervision of a parent/guardian:

If medication is to be given at school, the following procedures must be followed: *This procedure covers prescription and nonprescription medications given at school.*

1. An "Authorization for Administration of Oral Medication at School" form is to be completed for each medication. See school nurse for form, details and/or questions.
2. Parent/guardian **and** physician, through the form, will provide the District with a written request for the dispensing of medication during the school day.
3. The medication must be furnished in an original container from the pharmacy with the student's name, name of medication, and amount to be given. Non-prescription medication must be furnished in the original container from the manufacturer.
4. It should be indicated on the "Authorization for Administration of Oral Medication at School" form if a student is

to self-medicate. This needs to be discussed on an individual basis with the school nurse.

*Complete details of the procedure can be found in School Board Policy #3416. Any student found with medication who fails to complete the form and/or follow the Board Policy #3416 regarding medication may be subject to the school substance use policy.*

## **ATTENDANCE**

Attendance is absolutely critical to success in school. Furthermore, Anacortes High School considers regular attendance necessary for college and career readiness. "When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail, or written note, and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school," ASD School Board Procedure 3122.

### **BECCA LAW AND UNEXCUSED ABSENCES**

The attendance office, administrators, and counselors will ensure that Anacortes High School complies with the WA State truancy law, RCW 28A 225 (Becca Law). The law requires parents to ensure their students attend school and to provide valid justification to the school when their student is absent. WA State law (Becca) says that school districts must report any student with 7 or more unexcused absences during a one month period or 10 for a year. The law asks that courts take jurisdiction over students who do not attend school.

### **EXCUSED ABSENCES**

Students are responsible for daily attendance in all classes. A student's guardian is responsible to inform the attendance office of the absence or the absence will remain unexcused, (360-503-1331). The following are valid reasons for excused absences:

- Illness
- Family emergency
- Medical or dental appointments
- Religious Holidays
- Pre-arranged family trips (such trips **must be approved prior** to the trip itself)
- Other situations deemed appropriate by the administration

### **EXCUSED ABSENCE LIMIT**

If a student exceeds 10 excused absences in a school year, a **doctor's note may be required in order for further absences to be excused**. Without a doctor's note, all absences after 10 will be counted as unexcused absences and subject to the Becca Law and Truancy court (School Board Policy 3122).

### **ATTENDANCE NOTIFICATION**

At one (1) unexcused absence in a calendar month, the school will notify the home (via a phone call). Continued absences, either excused or unexcused, will result in notification letters, phone calls, and/or conferences. At three (3) unexcused absences in a calendar month, the school will notify by letter and a conference will be scheduled. After five (5) unexcused absences the school district will schedule a Community Truancy Board with the student and their parent/guardian. After ten (10) unexcused absences the school district will schedule a second Community Truancy Board with the student and their parent/guardian. After the second Community Truancy Board, any additional unexcused absences will result in the school district filing a Truancy Petition asking the court to take action that will compel the student to attend school (Becca).

### **LEAVING SCHOOL EARLY**

Leaving school for appointments or illness during the school day **requires students sign out at the attendance office** before leaving. If students do not sign-out AND submit parent permission to leave, the absence will be considered unexcused.

### **MAKE-UP WORK AND HOMEWORK REQUESTS**

Students have the right to make up work after an excused absence. It is the student's responsibility to get make-up

assignments in a timely manner. **Teachers are not required to allow students to make up work for unexcused absences.**

Homework requests are available, with 24 hours notification, for students who will be absent for 3 or more days. Students and Parents are encouraged to e-mail or call teachers directly for homework requests for 1 or 2 days of absence.

#### **OFF CAMPUS PASSES**

Seniors and Juniors in good standing are eligible for Off-Campus Lunch Passes. Students must return the application with parent approval to be eligible. Once approved, students must carry their ASB card containing off-campus sticker with him/her whenever leaving campus during lunch, and must show it upon request of a staff member. Students forgetting their ASB card will be denied the privilege of leaving. This privilege may be revoked if the student develops significant attendance and/or discipline issues, including excessive tardiness.

#### **SKIPPING/TRUANCY**

Skipping is defined as missing one to three periods, as opposed to the whole day. Skipping class is disruptive and will result in progressive discipline.

#### **TARDINESS**

Tardies are disruptive to the classroom, will not be excused, and will be considered a discipline concern. When a student arrives after the bell but within the first 5 minutes of class, the student is considered to be tardy. If a student reaches three tardies the student will be written up by the teacher, which will be supported by the AHS discipline policy. Excessive tardiness is subject to consequences including, but not limited to, schedule change and/or reduction of school day.

#### **TWENTY DAY WITHDRAWAL**

Any student absent for 20 consecutive days must be deleted from school rolls (WAC 392.121.108). Parent/Guardian will be notified by mail.

## **STUDENT RIGHTS AND RESPONSIBILITIES:**

Pursuant to School Board Policy #3240, students are expected to:

- A. Conform to reasonable standards of acceptable behavior.
- B. Respect the rights, person and property of others.
- C. Preserve the degree of order necessary for a positive climate for learning.
- D. Submit to the authority of staff and respond accordingly.

The AHS administration and staff believe the purpose of the student discipline code is

- for students to be accountable for their actions.
- for a fair and consistent behavioral standard to be used.
- for students to learn from their mistakes.
- for students to develop an understanding of laws and policies.
- to provide and maintain a safe and effective learning environment for all AHS students: every day, in every class.
- at every event to ensure a safe working environment for staff.

*At the request of our neighbors and at the encouragement of student council members and representatives of the community, AHS will be enforcing school rules not only on campus but also in areas around the campus.*

#### **DISCIPLINE SANCTIONS**

**Misconduct** includes but is not limited to:

- Failure to comply, in a passive way, to follow reasonable directions, corrective actions or consequences imposed



by a school employee.

- Disruption in the classroom.
- Encouraging and/or contributing to the disruption of school or violation of school rules (such as fights).
- Forgery.
- Harassment, intimidation and/or bullying of others.
- Vandalism, destruction, damage, or theft of school property or property of others that is less than \$50.
- Inappropriate display of public affection.
- Skipping
- Gambling
- Inappropriate exchange of class materials/information.
- Littering/Cafeteria mess.
- Misuse of internet and/or electronic policy violation.

***Corrective Misconduct Actions*** may include, but are not limited to:

- First Offense—Counseling, parent contact, loss of privileges, detention, in-school suspension, short term suspension.
- Second Offense—Additional counseling, student and parent conference, loss of privileges, in-school suspension, short or long term suspension, and/or behavior/attendance contracts.
- Repeat Offenses—short term or long term suspension.

***Exceptional (very serious) misconduct*** includes, but is not limited to:

- Drugs and Alcohol (possession, use, sale, or under the influence of).
- Possession of drug paraphernalia (including vape pens and accessories).
- Arson
- Burglary
- Commission of any criminal act while under school jurisdiction.
- Continued Forgery
- Academic Dishonesty
- Explosive devices and weapons (use or possession).
- Extortion
- Failure, in an active or intimidating manner, to follow reasonable direction, corrective action or punishment imposed by a school employee, such as refusing to reveal name, follow to office, etc.
- False alarms
- Fighting/Assault
- Continued electronics policy violations or technology user violations.
- Vandalism, destruction, damage, or theft of school property or property of others that is greater than \$50.
- The possession, handling or transmission of any object which can reasonably be considered a weapon.
- Any lewd, indecent, obscene conduct or expression which interferes with the educational process.
- Tobacco possession, sale, or use.
- Malicious mischief
- A student shall not repeatedly fail to comply with school district policies or school rules or with the lawful directions of school personnel acting in the performance of their duties. The cumulative effect of such violations shall be cause for discipline, suspension or expulsion.

***Corrective Exceptional Misconduct Actions*** may include, but are not limited to:

- First Offense—Student/parent conference and short or long term suspension.
- Second Offense—Short term or long term suspension.
- Repeat Offenses—Long term suspension or expulsion.

## **ACADEMIC DISHONESTY**

We believe students at AHS are responsible for their own work, created and intended for the particular class in which the student is enrolled and from which the assignment is given. Academic Dishonesty is defined as a student's use of unauthorized assistance with intent to deceive the teacher who will be evaluating the student's work. Examples of academic dishonesty include, but are not limited to, the following:

- **Cheating** involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the teacher.
- **Plagiarism** is the act of using another person's words or ideas without giving credit to that person.
- **Complicity** involves knowingly contributing to another's acts of academic dishonesty.

Students who have committed academic dishonesty will be subject to academic sanctions cumulative over four years of high school. The complete policy is at the end of this handbook.

## **CLASSROOM CONDUCT**

Students are expected to follow the directions of all staff members. Mutual respect between teachers and students is expected. Student conduct in class may not, under any circumstances, negatively impact instruction, or the rights of other students to learn. Disruptive/uncooperative students will be removed from class for a period of time until the problem is resolved. Repeated offenses will result in removal from class and loss of credit for the course. Teachers have the right/responsibility to teach; students have the responsibility to learn and to contribute in a positive manner to the class.

## **DISPLAY OF PHYSICAL AFFECTION**

School is a work-site for students and staff. Therefore, inappropriate displays of physical affection are not acceptable and may contribute to a "hostile environment." We ask for student cooperation and self-control in dealing with this issue. Multiple offenses may result in disciplinary measures.

## **DRESS AND APPEARANCE**

Through our school mission and vision we strive to develop students and graduates who are *respectful and compassionate humans*. We want students to respect themselves and others. While we encourage individuality, the district's dress code aims to foster a positive and healthy environment.

- Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.
- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.

A violation of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis.

## **ELECTRONIC DEVICES**

All personal electronic devices shall not be seen, heard or used during class time unless it is part of the instructional activity and at the discretion of the teacher. Students that use these devices inappropriately will have them confiscated and turned in to the main office for the remainder of the day.

First offense: student pick-up in the main office at the end of the day

Second offense: parent/guardian pick-up

Repeat offenses: parent/guardian pick-up and/or confiscation for a period of time up to the remainder of the year, referral for defiance (including consequences), and parent conference.

### **EMERGENCY EXPULSION (REFERENCING BOARD POLICY #3241)**

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators, or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators, or continues to cause a substantial disruption to the educational process of the district.

### **FIGHTING OR ASSAULT**

Students who physically assault one another will be suspended or expelled, depending on the nature of the defense. This applies to you whether you hit first or hit back. We will solve problems and end conflicts with our minds not our fists. If someone strikes out at you, you are expected to first block then leave the scene, then report directly to an adult for intervention. Alterations that occur off campus and/or not during school hours still may cause disruption to the educational environment which then may be cause for action by AHS Administration.

### **GRIEVANCE POLICY (REFERENCING BOARD POLICY #3241)**

Pursuant to School Board Policy #3241: Any parent or student has the right to an informal conference with the principal for the purpose of resolving a grievance and/or appealing a suspension. After exhausting this remedy, the parent and student have the right to continue to appeal the grievance/suspension at the district level by contacting the district hearing officer, K. C. Knudson at [kknudson@asd103.org](mailto:kknudson@asd103.org). Request for a hearing regarding anything up to and including short term suspensions must be made within two school business days; long term suspensions and expulsions, require a written request for a hearing, which needs to be submitted to the District Hearing Officer within three school business days after the notice is received.

### **HALL PASSES**

Students must request and receive a hall pass when leaving assigned classrooms during class time. Passes must be shown when requested by a school staff member. Students found in the hallway during class without a hall pass will be viewed as truant.

### **HARASSMENT/INTIMIDATION/BULLYING (HIB)**

Anacortes High School is committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image - including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics (ASD School Board Policy #3207).

HIB occurs when the intentional written, electronic, verbal, or physical act:

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

These behaviors degrade and/or endanger students and disrupt the educational process. Statements or acts such as, but not limited, to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, extortion, hazing (initiations), electronic communication, or other written, oral or physical actions directed at others could cause them to be fearful of their personal well being.

These acts may be met with disciplinary measures up to and including expulsion and/or law enforcement referral.

Furthermore, any acts that occur off campus and/or not during school hours and cause substantial disruption to the educational environment may be met with discipline measures as well.

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

### **Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors.
- Unwelcome touching of a sexual nature.
- Writing graffiti of a sexual nature.
- Distributing sexually explicit texts, e-mails, or pictures.
- Making sexual jokes, rumors, or suggestive remarks.
- Physical violence, including rape and sexual assault.

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here at [www.asd103.org](http://www.asd103.org).

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator. This is often the fastest way to resolve your concerns.

*K.C. Knudson, RCW Officer .....(360) 503-1214*

*Connie Sheridan, Title IX Coordinator .....(360) 503-1221*

*Fran McCarthy, Section 504 Coordinator .....(360) 503-1216*

## **Complaint to the School District**

### ***Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [equity@k12.wa.us](mailto:equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

### **NONDISCRIMINATION PROCEDURES**

Pursuant to School Board Policy #3210-P, Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in a complaint procedure. The complaint procedure is designed to assure that the resolution of real or alleged violations shall be directed toward a just solution that is satisfactory to the complainant, administration and the board of directors. The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken. See School Board Policy #3210-P for specific steps.

### **PROGRESSIVE DISCIPLINE**

Student discipline is progressive and cumulative throughout the school year. AHS administration will generally allow for a “clean start” to each school year. However, records will be kept for the student’s entire high school career. This means that discipline may be more severe for each time there is a repeat offense, including offenses that occurred in years past, particularly exceptional misconduct cases. Long term suspension or expulsion will be considered for students who engage

in two or more violations within a three-year period as defined in RCW 28A.600.020.

#### **RESTITUTION SERVICE**

At the discretion of AHS administrators, restitution service may be an option used as a discipline sanction or to reduce short term suspensions. The following will be used as a guideline: each day forgiven a student must work eight hours without pay. Most of the restitution service would be performed on or around school grounds with staff supervision. For work agreed to off-site, the student will be required to provide a name and phone number of the supervisor so that hours and duties can be verified. The guidelines for conversion to restitution service are:

***3 day suspension: 1 day may be forgiven or 5 day suspension: 2 days may be forgiven***

AHS administrators are under no obligation to grant restitution service to students. In every case where restitution service is used, a contract will be signed and agreed to by the administrator, the student, and the student's custodial parent.

#### **SKATEBOARDS/ LONGBOARDS**

The use of skateboards/longboards and skates is prohibited on campus, 24 hours per day, 7 days per week. Skateboards and skates brought to school must be checked in to the Main Office, and may be retrieved at the end of the school day. Skateboards not stowed, stored, or checked in will be subject to confiscation by staff.

#### **SUBSTANCE USE POLICY**

AHS has a zero tolerance policy regarding the use, possession, and/or sale of alcohol, other drugs or drug paraphernalia **on or near the campus** and at school sponsored events. Students found to be violating the substance use policy on school district property, across the street or down the alley from the school are subject to discipline.

This includes:

- Any controlled substance as defined by WA state statute (RCW 69.50).
- Any drug not properly labeled for use by the person in possession of the drug (including vitamins or over the counter medication). See **Medication at School** for proper permission procedures.
- Any "look alike" drug or substance believed or represented as being a drug or controlled substance.
- Alcohol or other intoxicant of any kind.
- Possession of drug paraphernalia (including vape pens and accessories).

***First Offense:*** Student will be suspended (minimum of 3 maximum of 20 days); length of suspension will be determined based on an administrative investigation. Suspensions may be reduced to a short term suspension (less than 10 days) if the student **(1)** obtains a UA within 48 hours of the suspension; **(2)** schedules and completes a drug/alcohol assessment with a licensed provider and the results of the UA and assessment are given to a school administrator; **(3)** attends a re-entry meeting (parent/guardian attendance also required); and, **(4)** complies with the follow-up recommendations from the drug/alcohol assessment provider. Once a student has returned to school, if at any time he/she fails to follow the assessment recommendation, the suspension may be reinstated with the possibility of loss of credit (School Policy 3240P).

#### **Second Offense: Progressive Discipline from the Anacortes School District**

#### **SUBSTANCE USE SUPPORT AND SERVICES**

Chemical dependency and substance abuse treatment service recommendations are available through the counseling office.

#### **TOBACCO POLICY**

Possession or use of any tobacco products is prohibited on or within sight of school district property. This shall include district buildings, grounds, etc. For example, students found to be smoking across the street or down the alley from the school are subject to school discipline.

First offense: 1 day suspension

Second offense: 3 day suspension

Repeat offenses: Progressive discipline that may include long term suspension

**WATER GUNS, PETS, LASER POINTERS, PAINTBALL, ETC.**

Water guns, water balloons, pets, laser pointers, silly string, and other similar disruptive items are not permitted on school grounds at any time. Such items will be confiscated. Pets must be taken away immediately. Students refusing to comply will be subject to the school discipline code and mischief charges with law enforcement.

**WEAPONS**

State law and school district policy prohibits any student from possessing a weapon or weapon look-alike on school district property or at any school related event. Violating this policy will result in immediate referral to legal authorities, parent notification, and emergency expulsion from school. Mace/Pepper Spray are considered weapons and the use and/or possession is prohibited. The expulsion terms may be modified by District Superintendent or designee.

# Anacortes High School Dance Policy/Contract

Revised 8/2019

The following AHS Dance Policy's purpose is to set forth standards of behavior and expectations for each school dance activity in order to provide a respectful, safe and enjoyable environment for participating students, chaperones and staff. All attendees must have a signed dance policy/contract on file.

## Dance Behavior & Expectations

The following definition shall be adhered to: **No dancing in a lewd and/or inappropriate manner** examples of which are, but not limited to the following:

- Bending, leaning over, thrusting, inappropriate touching between students, simulating sex acts, and any other behavior deemed disruptive by dance supervisors.
- Touching of breast(s), buttocks, genitals, and/or other unwanted or unwarranted contact that may cause an individual or others to feel uncomfortable.
- Dancing so tightly together as a group that a dance supervisor cannot pass freely through students.
- Moshing, crowd surfing, and/or violent displays of dancing.
- Slamming, pushing, or shoving.
- Inappropriate displays of affection.
- Sexually suggestive dancing.

## Alcohol/Drugs

- I understand that the current Anacortes School Alcohol & Drug Policy/Code will apply to all dance activities.

## Dress Code

### *Formal and Informal*

- Students are expected to wear semi-formal to formal attire at formal dances.
- Strapless and spaghetti straps are permitted at dances.
- Dresses may not be shorter than fingertip length (front and back) including slits in dresses, unless \*opaque tights or leggings are worn underneath. \**Opaque means non-see-through. Lace and fishnet leggings/tights are not opaque.*
- Dress may not be extremely low-cut – front may not fall below the bra line and must fully cover breast area, and back may not fall below the waist.
- Dresses may not be extremely tight/form fitting.
- No midriff showing or revealing cutouts.
- No see-through gowns (this includes sheer/mesh overlays lacking clothing underneath).
- No shorts or torn clothing.
- Clothes are required at all times (no shirt removal).
- No low-hanging shorts/pants (undergarments should not be visible).
- No spandex unless covered by shorts and may not be shorter than fingertip length.

***Please Note: If you have a question about particular dance apparel, you must bring it to the appropriate school administrator for approval prior to that particular dance activity.***

## Student/Participant Responsibility & Accountability

- Every student/participant is expected to say NO to any inappropriate behavior.
- Each participant is expected to individually take appropriate action and to support others whom they may witness as victims of inappropriate behavior. This includes asking for assistance from dance chaperone/supervisors or law enforcement if needed.
- Guests are allowed to accompany AHS students provided they have signed a dance policy agreement AND ARE CLEARED BY THE ADMINISTRATION. Guest pass form and signed policy must be completed and returned by published due date.



Warnings & Consequences

Dress Code:

- If a Dance Chaperone/Supervisor determines that upon arrival a student’s dress/apparel does not meet the Dress Code, the student will be asked to change or go home. If a Dance Chaperone/Supervisor determines that a student has altered his/her attire at any time during the dance, and it no longer meets the code, the student will be asked to leave the dance. There will be no refunds if a student is asked to leave.

Dance Behavior:

- A Dance Chaperone/Supervisor will issue one warning to the dance participant(s) – removing bracelet(s) from wrist(s).
- A second warning will result in requiring the participant to go home, **AND** suspension from the **next** dance. There will be no refunds for those participants asked to leave.

All student/participants will be expected to abide by all warnings from attending Dance Chaperones/Supervisors. Any participant, who chooses not to cooperate, will be escorted out of the dance by law enforcement. Parents will be notified if a student is asked to leave the dance.

**Entering the Dance**

- The doors to the dance will close 1 hour after the start of the dance. The school administrator on site will determine if any exceptions will be made during the dance.

**Exiting the Dance**

- Upon leaving the dance no students or guest will be allowed back into the dance. Students must leave premises after leaving dance. A designated area will be provided to the dance participants for fresh air.

**Food and Drinks**

- NO outside food or drink will be allowed into the dance.

All student/participants will be expected to abide by all warnings from attending Dance Chaperones/Supervisors. Any participant, who chooses not to cooperate, will be escorted out of the dance. Parents will be notified if a student is asked to leave the dance.

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I/we realize it is considered a privilege to participate in Anacortes High School Dance/Activity programs. I hereby agree to obey the aforementioned rules and regulations set up by the Anacortes School District.

We, student and parents, acknowledge that we have received a copy of the Anacortes High School Dance Policy and agree to abide by the rules and regulations as specified in that Policy. We further understand the consequences as they apply to non-adherence to the Policy.

\*Printed Name \_\_\_\_\_ \*Signature \_\_\_\_\_  
(student)

\*Date \_\_\_\_\_ \*Grade \_\_\_\_\_

\*Printed Name \_\_\_\_\_ \*Signature \_\_\_\_\_  
(parent/guardian)

Emergency Phone \_\_\_\_\_

*\*required field*

# Anacortes High School - Activities/Athletic Code 2019-20

THIS IS A 365 DAY POLICY – 24 HOURS A DAY ACCUMULATIVE OVER 4 YEARS (24/7/365)

Revised: August 2019

## 1. PARTICIPANTS COVERED BY THIS CODE

The following are considered athletics/activities and include, but are not limited to: all interscholastic athletics **governed by WIAA**, student body officers, cheerleaders, performing drama groups, performing music groups, debate and other activity organizations recognized by the ASB and represent the school in public settings.

## 2. PHILOSOPHY

Anacortes High School is proud of the athletic/activity programs and encourages all students to be involved. Coaches, advisors and administrators, who are responsible for the conduct of students during activities, feel the opportunity of participating in athletic/activity programs is one of the most valuable educational experiences in a student's life. The academic, moral, physical and healthful aspects of a well-run athletic/activity program are of unquestionable value to the participants. *It is a privilege to participate.* The highest possible standard of conduct and training are required by those who participate in the Anacortes School District programs.

## 3. PERIOD OF COVERAGE

Upon initial participation of high school athletics and activities, the code will apply through graduation whether the student participates in one sport/activity or many. There will be no time during the year designated as off-season. *This includes middle school students playing high school athletics in the summertime.*

## 4. THIS CODE IS CUMULATIVE

The code is based upon the concept of progressive discipline throughout a student's high school experience. This means disciplinary action will be more severe for the second and third offenses. It also means incidents resulting in disciplinary action will accumulate over a student's high school career.

## 5. ACADEMIC STANDARDS

To run for a **class or ASB** office and to remain academically eligible to participate in a school sanctioned extracurricular athletic and/or activity program, a participant must meet the following minimum criteria **in the semester prior** to when the activity commences. ***The final spring grades (Semester 2) will determine initial fall and winter academic eligibility. The final winter grades (Semester 1) will determine initial spring eligibility.***

- **The student must be passing all classes (NO F's).**

**(1) F** - Academically ineligible for three weeks. At the beginning of the fourth week the student will start weekly grade checks to determine eligibility for each week.

- **(2) or more F's** – Academically ineligible for five weeks.
- Ineligibility refers to competition. Participants are still expected to attend and participate in practices.

Attendance at competitions is up to coach's discretion.

- Athletes may not drop or withdraw from a class in order to remain eligible.
- A five-week grade check will be done for all participants to determine their eligibility status for the remainder of the season. The five weeks is determined in the fall season from the first day of school, and for the winter and spring seasons from the first day of practice. Participants must be passing all classes (NO F's). If a participant does not meet these standards, they will be academically ineligible for one week. At the beginning of the first week, the student will start weekly grade checks to determine eligibility for the upcoming week. Any student who passes the second grade check who was on academic probation from the initial grade check will be removed from weekly grade checks.

- **\*\*Winter students will be grade checked for a third time at the end of first semester.**

● **WIAA standards are as follows:** In order to maintain athletic eligibility during the current semester, the student shall maintain passing grades in a minimum of 5 classes in a six period schedule. If you are not passing 5

classes you will be placed on WIAA ineligible status for the first five (5) weeks of the grading period for that season. This is not negotiable.

An incomplete is treated as an F for purposes of eligibility. Participants remain ineligible until the incomplete is satisfied or a new eligibility period is reached and courses have been successfully completed.

## 6. ATTENDANCE REQUIREMENTS

Students must attend **all** class periods in which they are enrolled, in order to participate in that day's practice, game, show, contest and/or competition. The only reasons for an absence to be excused by administration would include: 1.) Medical appointment, 2.) Family emergency or 3.) Participation in school approved activity. **A medical or dentist appointment must be accompanied by a note from the doctor or dentist.** The athletic department will check the attendance report to verify and enforce.

## 7. EQUIPMENT/UNIFORMS

School-owned equipment checked out by a participant in any athletic/activity is his/her responsibility. The loss or misuse of this equipment will be the financial obligation of the participant. Participants will not be allowed to continue competition, receive awards, or continue into succeeding activities until the financial obligation is fulfilled or equipment is returned to its original state.

## 8. ATHLETIC/ACTIVITY CODE REQUIREMENTS FOR ALL ATHLETIC/ACTIVITY PARTICIPANTS

- **Age/Enrollment**     **WIAA 18.4.0 AGE LIMITS--SENIOR HIGH SCHOOL** - A student shall be under 20 years of age on September 1 for fall sports season, December 1 for the winter sport season and on March 1 for the spring sports season.
- **Residence**             I reside within the boundaries of the Anacortes School District.
- **Academic**                I have passed a minimum of six (6) full credit classes the previous semester
- **Fines**                        I have paid **ALL FINES** for lost books, athletic equipment, etc.

*(Athletics Only)*

- **Physical Exam**         I have had a physical exam within the past **2 years** and it is on file at the school.
- **Insurance**                I have adequate insurance coverage, or I will purchase school insurance.
- **Risks**                      I am aware that participation in interscholastic athletics may result in accidental injury which, in some cases, may be serious in nature. I have read the **Concussion, Sudden Cardiac Arrest and Inherent Risks in Athletics Information Sheets** .
- **Running Start**         I am a Running Start student, and I have completed the Running Start contract with my school administrator.
- **Home School**            I am a homeschool student, and I have completed the Home School contract with my school administrator.
- **Fees**                        A fee will be charged for each sport. Sport fees will be refunded up to a period of two weeks should an athlete be cut or quit a team during that time. After that no refund will take place.

## 9. Code Violations & Consequences

### WIAA Rules:

**18.24.0 Use of Illegal Substances** – School and WIAA rules and regulation are intended to discourage the use of alcohol, tobacco, legend drugs, controlled substances and paraphernalia and to encourage the use of school and community resources. School and community resources should be identified for students who have had a violation and seek help or who are referred for assessment.

**18.24.1 Alcohol and tobacco** – Each WIAA member school shall adopt reasonable rules and regulations pertaining to the use of alcohol or tobacco products that are specific to the middle or high school levels.

**18.24.2 Legend drugs and controlled substances** – Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

**1<sup>st</sup> Violation** – A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below).

An athlete that is found to be in violation of the Legend drugs and controlled substances rule shall have two options.

- A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season. The school principal will have the final authority regarding the student's participation in further interscholastic sports programs.
- B. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and or community assistance programs may allow him/her to have eligibility reinstated in that athletic season, pending recommendation by the school.

**2<sup>nd</sup> Violation** – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

**3<sup>rd</sup> Violation** – A participant who violates for the third time RCW 69.41.020 – 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

<b>WIAA Legend Drugs &amp; Controlled Substances Policy</b>	
<b>Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50). Example of legend drugs are marijuana, designer drugs, cocaine, paraphernalia being used for drugs, anabolic steroids.</b>	
<b>Athletics Clubs/Activities</b>	<b>Consequence</b>
<b>First Violation</b>	<p>A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the <b>remainder of the season</b>.</p> <p>In addition, the participant will complete a drug/alcohol evaluation by a Certified Chemical Dependency Counselor or join a tobacco cessation class</p>

	as approved by the Principal and follow through on any recommendations made by those agencies. All costs incurred will be the responsibility of the student and/or parent/guardian.
<b>Second Violation</b>	A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of <b>one (1) calendar year</b> from the date of the second violation.  In addition, a drug/alcohol re-evaluation will be required by a Certified Chemical Dependency Counselor, or in the case of tobacco use, enrollment in a second tobacco cessation class will be required and follow through on any recommendations made by those agencies.
<b>Third Violation</b>	A participant who violates for the third time RCW 69.41.020 – 69.41.050 or of RCW 69.50 shall be <b>permanently ineligible</b> for interscholastic competition.

Rules regarding the use, possession, consumption, sharing\*, providing\*, or distribution of alcohol, tobacco, e-cigarettes/vapor devices, liquid nicotine and drugs:

**\*Under no circumstances will the penalties be waived for sharing, providing, or distribution. (Rules regarding the use, possession, consumption, sharing, or distribution of any drugs and controlled substances, covers grades 7-12, accumulative follows State WIAA policies. Example of legend drugs are marijuana, designer drugs, cocaine, paraphernalia being used for drugs, anabolic steroids)**

**1st Violation:** In addition to WIAA rulings a student athlete/participant shall be immediately ineligible for interscholastic competition in the current interscholastic program for the remainder of the season or a minimum of thirty (30) participation days whichever is greater. Ineligibility shall continue until the next sports season in which the student athlete wishes to participate. In addition, the participant will complete a drug/alcohol evaluation by a Certified Chemical Dependency Counselor or join a tobacco cessation class as approved by the Principal and follow through on any recommendations made by those agencies. All costs incurred will be the responsibility of the student and/or parent/guardian.

**2nd Violation:** A student participant who again violates any provision of this code shall be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation in the Anacortes School District. In addition, A drug/alcohol re-evaluation will be required by a Certified Chemical Dependency Counselor, or in the case of tobacco use, enrollment in a second tobacco cessation class will be required and follow through on any recommendations made by those agencies.

**3rd Violation:** A student participant who violates this code for a third time shall be permanently ineligible for interscholastic competition in the Anacortes School District.

Participation day will be defined as any scheduled practice, rehearsal, game, or performance.

### **AHS Alcohol, Tobacco, Nicotine, Unlawful Acts Policy**

**Proximity, use, possession, consumption, sharing\*, providing\*, or distribution of alcohol, tobacco, e-cigarettes/vapor devices, liquid nicotine and drugs.**

*Proximity is defined as being **PRESENT** for any amount of time, where the use, possession, consumption,*

*sharing, and providing of alcohol, marijuana, legend drugs, tobacco, e-cigarettes/vapor devices, liquid nicotine, drug paraphernalia is occurring.*

**Consequences for Proximity** will follow the progressive discipline outlined below.

**Unlawful Acts** includes behavior that is not authorized by law; commission of or participation in an activity that violates criminal or civil law (ie. shoplifting).

<b>Athletics Clubs/Activities</b>	<b>Consequence</b>
<b>First Violation</b>	In addition to WIAA rulings a student athlete/participant shall be <b>immediately ineligible</b> for interscholastic competition in the current interscholastic program for the remainder of the season or a <b>minimum of thirty (30) participation days</b> whichever is greater. Ineligibility shall continue until the next sports season in which the student athlete wishes to participate. In addition, the participant will complete a drug/alcohol evaluation by a Certified Chemical Dependency Counselor or join a tobacco cessation class as approved by the Principal and follow through on any recommendations made by those agencies.
<b>Second Violation</b>	A student participant who again violates any provision of this code shall be <b>ineligible for interscholastic competition for a period of one calendar year from the date of the second violation in the Anacortes School District.</b> In addition, A drug/alcohol re-evaluation will be required by a Certified Chemical Dependency Counselor, or in the case of tobacco use, enrollment in a second tobacco cessation class will be required and follow through on any recommendations made by those agencies.
<b>Third Violation</b>	A student participant who violates this code for a third time shall be <b>permanently ineligible</b> for interscholastic competition in the Anacortes School District.
<b>Note: Out of season code violations will follow AHS consequences.</b>	
<i>Documented evidence could include but not limited to police reports, student/staff/citizen reporting, administration investigations, and social media. All reported incidents will be investigated for validity prior to consequence being administered.</i>	

**10. STUDENT APPEALS**

The Anacortes High School Athletic Director will act on all cases involving violations of the Anacortes High School Athletic/Activity Code. Students may appeal decisions affecting their athletic/activity eligibility. In each case, the student and the Parent(s)/Guardian(s) will be notified of the appeal process at the time of the suspension in the code violation letter.

**STEP ONE: TO THE PRINCIPAL**

- A. Any student or parent/guardian aggrieved by the decision of the Athletic Director may appeal to the Principal. Appellant should notify the Principal within three (3) school days. Failure to do so will render the decision of the Athletic Director final.
- B. Following receipt of appeal, the Principal will conduct a meeting of involved parties within three (3) school days.
- C. Within two (2) school days of the conclusion of the meeting, the Principal will notify the student and parent/guardian of his/her decision.

**STEP TWO: TO THE SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE**

- A. Any student or parent/guardian aggrieved by the decision of the Principal may appeal to the Superintendent of the Anacortes School District. Appellant should notify the Superintendent or his/her designee within three (3) school days. Failure to do so will render the decision of the Principal final.
- B. Following receipt of appeal, the Superintendent or his/her designee will conduct a meeting of involved parties within three (3) school days.
- C. Within two (2) school days of the conclusion of the meeting, the Superintendent will notify the student and parent/guardian of his/her decision.

**STEP THREE: TO THE BOARD OF DIRECTORS**

- A. Any student or parent/guardian, aggrieved by the decision of the Superintendent, may appeal to the Board of Directors of the Anacortes School District.
- B. Such appeal must be made within three (3) school days of the date of the decision of the Superintendent. Failure to do so will render the decision of the Superintendent final.
- C. The Board will hear the appeal of the involved parties at their next regularly scheduled meeting or at a special meeting as they determine is necessary.
- D. The Board will notify the involved parties within five (5) schools days of their decision.

Please return this sheet to Athletic Office

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**ATHLETIC/ACTIVITY CODE 2019-20**

I/we realize it is considered a privilege to participate in the activity/athletic programs of Anacortes School District. I hereby agree to obey the rules and regulations set up by the Anacortes School District and the W.I.A.A.

We, the students and parents, acknowledge we have received a copy of the Anacortes High School Activity/Athletic Code and agree to abide by the rules and regulations of the Anacortes High School Activity/Athletic Code.

I/We authorize local law enforcement to release arrest information relating to delinquent behavior, drug, alcohol consumption for my/our student athlete, upon request to the Anacortes School District.

\_\_\_\_\_  
Participant Printed Name

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# AHS PARKING REQUEST FORM

Name \_\_\_\_\_ Grade \_\_\_\_\_

License Plate # \_\_\_\_\_ School Permit # \_\_\_\_\_

Color & Make/Model of Car \_\_\_\_\_

By requesting this parking permit I am agreeing to abide by the rules and regulations that are in the student handbook. I will park only in the lots that are assigned to students and will park in designated parking spots only. I understand by parking on school property my vehicle is subject to search. I know that if I violate parking rules, I will receive a ticket and/or my car could be towed without warning. **I understand that tickets will be fined on an incremental basis; 1<sup>st</sup> violation - \$10.00, 2<sup>nd</sup> - \$15.00, 3<sup>rd</sup> - \$20.00.**

I will also notify security if I am using a different vehicle.

Student Signature \_\_\_\_\_

My student has a clear understanding of parking rules /regulations, and understands that failure to comply will result in tickets assessed on an incremental basis.

Parent Signature \_\_\_\_\_

Copies of the following **current** documents must be attached:

- Drivers License
- Proof of Insurance
- Vehicle Registration

Return this form with the proper documentation and **\$5.00** to the ASB Office to receive your parking sticker. To avoid a parking ticket, make sure your sticker is visible in your lower driver's side windshield. Thank you!

**ANACORTES HIGH SCHOOL**  
**ACADEMIC DISHONESTY POLICY**

We believe students at AHS are responsible for their own work, created and intended for the particular class in which the student is enrolled and from which the assignment is given. Academic Dishonesty is defined as a student's use of unauthorized assistance with intent to deceive the teacher who will be evaluating the student's work. Examples of academic dishonesty include, but are not limited to, the following:

- **Cheating** involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the teacher.
- **Plagiarism** is the act of using another person's words or ideas without giving credit to that person.
- **Complicity** involves knowingly contributing to another's acts of academic dishonesty.

Students who have committed academic dishonesty will be subject to academic sanctions cumulative over four years of high school.

**First Offense:** The infraction will be documented online in Skyward as a warning. The student will receive no credit on the assignment. Teachers and/or departments may have additional consequences and requirements. An administrator will meet with the student and a parent conference may be requested.

**Second Offense:** The infraction will be documented online in Skyward as Forgery/Cheating/Plagiarism and will result in other disciplinary actions. The student will receive no credit on the assignment. The Counseling Department will likely report the offense to college admissions. Teachers and/or departments may have additional consequences and requirements. A parent conference will be required.

**Third Offense:** Additional *corrective exceptional misconduct* actions may apply, as well as short or long term suspension, denial of credit, and removal from the course with a failing grade. This will automatically result in the Counseling Department reporting the academic misconduct to college admissions, when requested.

**I understand the Academic Dishonesty Policy and am aware of possible disciplinary actions.**

**Student Signature:**

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Revised: 8/25/2017