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# ANACORTES HIGH SCHOOL

## STUDENT HANDBOOK

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1600 20TH STREET  
ANACORTES, WASHINGTON 98221

360-293-2166  
FAX: 360-293-0744  
<http://ahs.asd103.org>

### ASB OFFICERS 2009-2010

<i>President</i>	Emerson Sortun
<i>Vice-President</i>	Jimmy Robinson
<i>Secretary</i>	Anders Rodin
<i>Business Manager</i>	Monica Kohl
<i>Advisor</i>	Robert Hancock



### CLASS OFFICERS

<i>President:</i>	<b><u>Senior Class</u></b>	<b><u>Junior Class</u></b>
<i>Vice President:</i>	Laura Andrich	Kayla Rieger
<i>Secretary:</i>	Maria Roney	Tara Bellusci
<i>Business Manager:</i>	Casey Hsu	Brianna Trafton
<i>Advisor</i>	Emily Leopold	Anna Harrison
	Val Boyce	Bob Nichols
	<b><u>Sophomore Class</u></b>	<b><u>Freshman Class</u></b>
<i>President:</i>	Mason Cole	Katie Hudak
<i>Vice President:</i>	Megan Murray	Hannah Johnson
<i>Secretary:</i>	Sam Davis	Johnna Richards
<i>Business Manager:</i>	Andie Lofgren	Natalie Bronco
<i>Advisor</i>	Carol Leander	TBD

## **ASB PRESIDENT'S WELCOME**

*Welcome back to school. I hope that your dismay for the end of summer is matched by a healthy amount of anticipation for the coming year. We plan on making it as fun as possible, from dances to sporting events to graduation. Please feel welcome to share in the joy and excitement of your high school years and get involved in whatever catches your fancy. The school year comes with a lot of responsibilities, but try not to forget about all the options the school gives you to get out there and have some fun while showing your Seahawk pride.*

Emerson Sortun  
ASB President

## **PRINCIPAL'S WELCOME**

*Welcome to the 2009-10 school year! The staff at Anacortes High School is proud to welcome the students of AHS and to assist you in making this year enjoyable both in extra-curricular and co-curricular activities. Your education is a priority and this handbook will familiarize all students with the rules and policies that govern our school.*

*Our mission at AHS is to help all students to be College/Work ready when they graduate. As we plan for the courses and activities, we ask students to think about these three questions: Who Am I? Where Am I going? How am I going to get there? In other words, what course, activities and experiences will help prepare me for my future? Our wonderfully committed staff offers over thirty sports teams and twenty-nine club offerings at AHS. There is something for everyone. Our school community is like "the real world" and we understand that we must respect each other and learn to live together in peace and harmony. We are excited about working with the students at Anacortes High School to help them meet their many goals.*

*Good luck for a great school year!*

Pam Estvold  
Principal

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*Anacortes School District complies with all federal and Washington State rules and regulations and does not discriminate on the basis of race, color, creed, national origin, families with children, sex, marital status, sexual orientation, age, Vietnam-era status, or disabled Veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. Applications from all groups are encouraged. Inquiries regarding compliance and/or grievance procedures may be directed to Cindy Simonsen, **Title IX/RCW 28A.640 and Affirmative Action Officer** and/or Maggie Thompson, **Section 504 Coordinator and ADA Coordinator** at 2200 M Avenue, Anacortes, WA 98221; telephone (360) 293-1200.*

*Anacortes School District is a drug, alcohol, and tobacco-free workplace. Anacortes School District is an Equal Opportunity Employer.*

## **ADMINISTRATION AND SUPPORT STAFF**

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

Pam Estvold, Principal

Monica Bauer, Assistant Principal/Activity Director

Monique Malamma, Principal's Administrative Assistant

Cindy Walters, Main Office Administrative Assistant

Andrea Frost, Counseling Administrative Assistant

Rick Mergenthaler, Assistant Principal/Athletic Director

Jon Ronngren, Director CTE/AHEP/Cap Sante

Joan Larkin, ASB Administrative Assistant

Clarice Way, Athletic Administrative Assistant

Carol Kirkpatrick, Attendance Administrative Assistant

### **AHS STUDENT SERVICES**

Marci Fankhauser, Counselor for Class of 2013 and for last names A-G for Class of 2012

Jean Lungren, Counselor for Class of 2011 and for last names Q-Z for Class of 2012

Julie Strain, Counselor for Class of 2010 and for last names H-P for Class of 2012

Kathy Caldwell, School Psychologist

Jean Trent, Librarian

Deni Bowker, School Nurse

Kay Bacetich, Culminating Project Coordinator

Patty Mussen, Registrar and Records

Bill Faulkner, Head Custodian

### **ANACORTES SCHOOL DISTRICT ADMINISTRATION**

Chris Borgen, Superintendent

Cynthia Simonsen, Director of Curriculum & Staff Development

Lisa Matthews, Director of Business and Finance and Personnel Operations

Maggie Thompson, Director of Support Services

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

Kris Lytton, President

Carol Pyke

Mitch Everton

Jeannette Papadakis

Position TBD

## **GUIDING BELIEF STATEMENTS**

### **DISTRICT MISSION**

**“We will serve as a lighthouse for public education in our community.”** This means the district will strive to the best of its abilities to provide leadership to: 1) inspire high student achievement, 2) nurture responsible citizenship, 3) create lifelong learners, and 4) ensure no child gets lost.

### **AHS MISSION**

Building a positive and productive community by ensuring our students be college and career ready.

### **ANACORTES HIGH SCHOOL GRADUATE PROFILE**

An AHS graduate will be able to:

- Use technology effectively
- Apply learning processes to make decisions and solve problems
- Communicate effectively
- Understand his or her personal strengths, intelligences and learning styles
- Be a collaborative contributor
- Adapt to change
- Recognize and produce quality work
- Be a socially and environmentally responsible citizen.

### **AHS COMMITMENT**

Anacortes High School proclaims itself to be a safe place for all students, staff members, and welcome visitors. We believe AHS must be an environment that is free of drugs and alcohol, weapons, violence, harassment, and theft. All persons on school grounds are expected to follow the directions of school officials and to abide by governmental laws and school policies.

## ASB AND ACTIVITIES

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

### CLUBS

ASB House & Senate.....Hancock	DECA .....Wireman	Knowledge Bowl..... Hancock
Art Club .....Dellutri	Drama Club.....Burnett	LINK Crew..... Good
Band & Jazz Band.....Simenson	French Travel Club .....Backlund	Math Club..... Holtgeerts
Broadcast Club.....Thompson	Honor Society .....Robison	Rhododendron (Yearbook)Thompson
Cheer.....Clark/Jangard	International Club .....Hallingstad	S.A.D.D. .... TBD
Choir & Jazz Ensemble.....Leander	Journalism.....Pringle	Spanish Travel Club ..... Ubungen
Debate .....Good	Key Club.....Backman	Stage Craft..... Newton

### 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 FIGHT SONG

*Long ago our Seahawks fought for fame for purple and white  
While our faithful Alma Mater fought with all its might  
Life 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. 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. **NO Electronic devices are allowed during any assembly.** Hats and hoods are prohibited in Brodniak 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 TBD by the school board for each sport. See Athletic/Activity Code towards end of handbook for eligibility and conduct requirements.

### DANCES

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

1. Dances are for Anacortes High School student only and pre-approved guests.
2. Guests are only allowed for Homecoming, Tolo, and Prom.
3. Guests must be at least a 9th grader and under 21 years of age.
4. Guest signup sheets and request forms are available in the business office 2-3 weeks prior to each dance. They must be submitted for approval 1 week prior to the event.
5. All school rules (dance code, discipline code, etc.) are in effect at all school dances.
6. Theme dances (pajama, sock hop, etc.) dress policy will be reviewed with students' prior to the dance and must be followed.
7. No readmission once a student or guest leaves the dance. Students must leave premises after leaving dance.
8. All dances will have the doors closed for admission 1 hour prior to the end of the dance.
9. After game dances will end at 11:00. Theme dances will run from 9-midnight.

**(DANCES Continued)**

10. The following dance movements or styles are inappropriate and not permitted:
  - Lewd or sexually suggestive dancing (freaking, dirty dancing, grinding etc).
  - Intentional contact with other persons' private areas.
  - Movements that advocate violence (bashing, slamming, etc.) and/or threaten student safety.
11. Students will be warned one time about inappropriate dance movements. A second violation may result in dismissal from the dance and be barred from dances for the remainder of the school year.
12. If a student is removed from a dance due to a violation of these rules, there will be no refunds.

**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 \$48.00 until Thanksgiving. After Thanksgiving the cost increases to \$68.00. Order your copy early before they sell out.

**ATTENDANCE**

Attendance is absolutely critical to success in school. Furthermore, Anacortes High School considers regular attendance necessary for college and career readiness.

**BECCA LAW AND UNEXCUSED ABSENCES**

The attendance office, administrators, and counselors will ensure that Anacortes High School complies with the 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.

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. If absent, the student is responsible for submitting a note, having the parent call the attendance voice mailbox (293-2166 x707) or e-mail within 48 hours of the absence. If no note is submitted within 48 hours, the absence will remain unexcused. 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 excused** prior to the trip itself)
- Other situations deemed appropriate by the administration

**EXCUSED ABSENCE LIMIT**

If a student reaches 10 excused absences, in any given period in a semester, a **doctor's note may be required in order for the absence to be excused**. All absences after 10 will then 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 or letter). Continued absences, either excused or unexcused, will result in notification letters, phone calls, and/or conferences. After seven (7) unexcused absences in a calendar month, or ten (10) unexcused absences over the course of a school year, the school district must file a petition with the juvenile court system requesting the court to take action which will compel the student to attend school.

## **LEAVING SCHOOL EARLY**

Leaving school for appointments or illness during the school day **requires** that students sign out at the attendance office **before leaving**. If students do not sign-out **AND** submit an excuse 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 must be done in a timely manner and students may be assigned Homework Center to make up missed work. It is the student's responsibility to get make-up assignments from teachers. 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 are eligible for Off-Campus Lunch Passes. Students must return the application with parent approval to be eligible. Once approved, students must carry the pass with him/her whenever leaving campus, and must show it upon request of a staff member. Students forgetting their pass 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**

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 more than ten (10) minutes late to class, it may also be considered an unexcused absence for that class. Teachers will establish their own classroom tardy consequences. These will be supplemented and supported by the school discipline policy.

## **TWENTY DAY WITHDRAWAL**

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

## **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

*Information shared with counselors will be considered confidential, with the following exceptions:*

- ✓ *A student is considering harming self or others*
- ✓ *A student is being abused or at risk of being abused*

Each student will meet with their counselor individually and throughout the year during classroom and Advisory time. Students may also arrange appointments by stopping in the guidance office. Parents are also welcome to call the AHS Counseling Center with any questions or concerns.

## **ADVISORY**

All students will participate in the AHS Advisory Program on a weekly basis throughout high school. During Advisory, students will explore three guiding questions: *Who am I? Where am I going? How am I going to get there?* These questions will help students prepare their Portfolio for Student Led Conferences and Culminating Project, requirements for AHS graduation.

## **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 those students who attend full-time during the last semester before graduation, are in good standing, and have fulfilled the graduation requirements by the specified date (TBD) 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. Independent Study Courses: Maximum 2.0 credits.
3. Anacortes Home Educational Partnership (AHEP): No more than ½ of a student's required credits for graduation may come from AHEP.

## **EARLY GRADUATION**

Students interested in attempting to graduate 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**

Schedule changes will only be made for incorrect/inappropriate placement during the first 10 days of each semester. Students who need a schedule change must make an appointment with their counselor using the Counselor Request Form. All students must follow the schedule given to them until changes are made.

## **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.

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

It is the parent's and the student's responsibility to advise 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. Student visitors are not allowed without administrative approval and two days notice.

## **DRIVING AND PARKING**

*Given environmental considerations, students are encouraged to car pool or use alternative methods of transportation whenever possible.* The board regards the use of motor vehicles and bicycles for travel to and from school as 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.

#### ***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 \$10.00 ticket.
- The student is responsible for notifying security if they are using a different vehicle than registered.
- Students are responsible for parking in designated assigned areas. Parking in the following spaces: maintenance, handicap, staff, guest, fire lanes, east side of the gym or on sidewalks, grass is in violation of parking regulation and the vehicle will be ticketed. The upper parking lot is for seniors only. The lower 2 lots are for all students. Parking is on a first come, first serve basis.
- 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.
- Student's vehicles are subject to search by school administration while parked on school grounds.
- 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 be subject to the loss of driving/parking privileges on school grounds.
- Students in violation of parking regulations may be subjected to ticketing (\$10.00) or towing. A student who does not conform to the above rules shall be subject to corrective discipline up to and including loss of parking privileges on school grounds.

## **EIGHTEEN YEAR OLD STUDENTS**

Students 18 years of age or older who are self-supporting and self-reliant may take responsibility for their own education. Appropriate paperwork from the parent/guardian must be submitted before students become responsible for their own records. Although parent involvement is encouraged, once paperwork is submitted, no parent contact will be required. Paperwork may be rescinded by the school or parent if the privilege is abused.

## **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 by September 1.

## **LOCKERS**

Each student may request a locker for the storage of books and equipment. To protect your possessions, keep your combination confidential and your locker locked at all times. Use only the locker assigned to you. Students will be responsible for the condition of their assigned locker. Lockers belong to the school district and they will be subject to school supervision, including search, as deemed necessary.

## **LOST AND FOUND**

Lost and found boxes are in the hall by the ASB window, the cafeteria, and in the gym office area. If items are not claimed after one month, they will be donated.

## **SEAHAWK**

The Seahawk is the high school newspaper published throughout the school year as a part of the Anacortes American.

## **TELEPHONES:**

*Students will be called out of class only for emergency calls only.* The phone for student use is located in the Main Office, is for school business only, and is only available for use before school, after school and at lunch.

## **TECHNOLOGY FEE**

All students will be assessed a technology fee to cover internet access, printer, networking, paper, and repair/replacement costs. This is a non-refundable fee.

## **TECHNOLOGY/USE OF NETWORKS**

Prior to receiving an account on (or privilege to use) school district technology networks, students must:

- ✓ Complete the application for Use of Technology Networks and Student Network User Responsibilities.
- ✓ Agree to Administrative Procedures: Acceptable Use of Technology Networks
- ✓ Obtain parent/guardian written consent
- ✓ Failure to use district technology correctly will result in loss of privilege. Serious misconduct of technology or repeat offences may result in other sanctions such as suspension and/or loss of privilege for remainder of AHS career.

## **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.

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

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

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

## **HOMEWORK CENTER**

Homework Center is available Monday-Thursday from 2:30-3:15. A certificated teacher will be available for homework help and tutoring. Teachers may require homework center for students needing additional assistance, who have missing assignments, and/or who are failing.

## **HONOR SOCIETY**

Students must have a previous semester GPA of 3.5 to become a member of Honor Society and must maintain a 3.5 to remain a member in good standing and complete at least 3 classes each semester during the current high school year.

## **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.

## **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. If we evacuate to Memorial field students are to locate their advisory teacher for attendance confirmation.
- 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>. Another option is to sign up at <http://www.schoolreport.org> for closure notification sent directly to your personal email.
- 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 nonprescribed, 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 manufacture.
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.*

## **STUDENT BEHAVIOR**

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; and
- 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, and 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 punishment imposed by a school employee.
- Disruption in the classroom
- 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 is not limited to:

- First Offense—Counseling, parent contact, loss of privileges, detention, in-school suspension, Saturday school, short term suspension
- Second Offense—Additional counseling, student and parent conference, loss of privileges, in-school suspension, Saturday school, 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
- Arson
- Burglary
- Commission of any criminal act while under school jurisdiction
- Continued Forgery
- 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 is 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

## **DISCIPLINE APPEAL PROCESS**

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. After exhausting this remedy, the parent and student have the right to continue to appeal the suspension at the district level by contacting the district hearing officer, Cynthia Simonsen, you may contact her at 360-293-1200 or csimonsen@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.

## **COMMUNITY SERVICE**

At the discretion of AHS administrators, community 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 community 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 community 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 community service to students. In every case where community service is used, a contract will be signed and agreed to by the administrator, the student, and the student's custodial parent.

## **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.

## **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 cheating, plagiarism, collusion, etc. and is contrary to the principles of personal responsibility and integrity. Students who have committed academic dishonesty will be subject to academic sanctions, which may include denial of credit, removal from the course with a failing grade, and school disciplinary actions.

## **CLASSROOM CONDUCT**

Students are expected to follow 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**

The Anacortes School District along with parents/guardians and community are responsible for encouraging all students to develop habits of proper dress and grooming. These standards are based on respect for one another and the need to establish a safe, orderly, caring, and business-like learning environment.

1. Shoes must be worn at all times.
2. An adequate coverage of the body is required. Halter tops, midriff baring or otherwise revealing tops are distracting. Shirts are required. Students' pants, shorts, and skirts should be worn to adequately cover the body and undergarments.
3. Clothing decorated or marked with illustrations, nudity, painted nudity, words, or phrases, which are vulgar, obscene, suggestive (including any reference to alcohol, tobacco and drugs), or promote behavior that is intimidating or threatening and/or which violates school conduct standards, is not allowed. This includes excessive chains, studs, or gang related apparel and accessories.
4. In compliance with our League standards (Northwest League doesn't allow bandannas), bandannas are not allowed to be worn anywhere on campus. This means at school, games: home or away, and at dances.

5. Hats, hoods, and sunglasses can be a distraction in the classroom and may only be worn if approved by the classroom teacher. They are **NOT** allowed in Brodniak or the Main Office.

**Please Note: If a student is wearing distractive\* clothing, he/she will be asked to cover, change or turn it inside out. Failing to cooperate will be viewed as defiance of authority and the student may be sent home.**

**\*Distractive will be defined by the acting administrator.**

### **ELECTRONIC DEVICES**

All electronic devices shall not be seen, heard or used during class time in any classroom or on any school property. This includes hallways, bathrooms, during assemblies, etc. Students that use these devices inappropriately will have them confiscated and turned in to the main office.

First Offense: student pick-up

Second offense: parent pick-up and referral for defiance

Repeat offenses: parent pick-up, referral for defiance (including consequences), and parent conference

### **FIGHTING OR ASSAULT**

Students who physically assault one another will be suspended for 3 days on the first offense, 5 days on the second offense and 10 days on the third offense (and/or subject to expulsion). 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. Altercations 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.

### **HALL PASSES**

Students must request and receive authorized hall passes when leaving assigned classrooms during class time. Passes must be shown when requested by a school staff member.

### **HARASSMENT/BULLYING/DISCRIMINATION/INTIMIDATION/THREATS/EXTORTION**

These behaviors degrade and/or endanger students and disrupt the educational process. Statements or acts directed at others which could cause them to be fearful of their personal well being will be met with discipline measures up to and including expulsion and/or law enforcement referral

Bullying means any intentional written, electronic, verbal, or physical act shown to be motivated by race, color, religion, ancestry, national origin, sexual orientation, mental or physical disability, or any other distinguishing characteristics. (See RCW 9A.36.080(3)). Bullying 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. Bullying can take many forms including: slurs, rumors, or other innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, verbal or physical actions.

Anacortes High School emphasizes mutual respect and seeks to eliminate prejudice, bigotry and discrimination in subtle or overt forms. Behavior that creates a hostile environment or discriminates is not acceptable. This includes disparaging remarks about any person or group. Harassment, intimidation or discrimination on the basis of race, gender, age, disability, physical condition, beliefs, socioeconomic status, family background, national origins, language, ethnic groups or religion may result in disciplinary action. Graffiti, pictures, mimicking or comments that are perceived by an individual or group to be disparaging are examples of conduct that is not acceptable. Acts that occur off campus and/or not during school hours and cause disruption to the educational environment may be met with discipline measures as well.

### **SKATEBOARDS**

The use of skateboards and skates is prohibited on campus, 24 hours per day, 7 days per week. Skateboards and skates brought to school must be appropriately stowed, stored in lockers or 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 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 (applicable to federal or state law) that must be obtained by prescription
- Any drug not properly labeled for use by the person in possession of the drug (including “baggies” of 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.

**First Offense:** Suspension for the remainder of the semester (or 90 days) with a loss of all credit. Suspension may be reduced to ten (10) days if the student completes a drug/alcohol assessment, urine analysis (UA) within 10 days of the suspension, attends a re-entry meeting and complies with the recommendation for follow-up. Results of the UA and assessment must be given to a school administrator and/or counselor. Suspension may be reduced to eight (8) days if the parent/guardian attends the re-entry meeting and supports recommendations for follow-up. Sale or Distribution of substances will result in an immediate expulsion.

**Second Offense:** Expulsion from the Anacortes School District

## **TOBACCO POLICY**

Possession or use of any tobacco products is prohibited on or near school district property. This shall include district buildings, grounds, etc. Student’s use of tobacco products is not permitted within sight of school property. For example, students found to be smoking across the street or down the alley from the school are subject to discipline.

First offense: 3 day suspension

Second offense: 5 day suspension, reduced to 3 if student attends a tobacco education class.

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. Parents have the right to appeal.

*Anacortes School District complies with all federal and Washington State rules and regulations and does not discriminate on the basis of race, color, creed, national origin, families with children, sex, marital status, sexual orientation, age, Vietnam-era status, or disabled Veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. Applications from all groups are encouraged. Inquiries regarding compliance and/or grievance procedures may be directed to Cindy Simonsen, **Title IX/RCW 28A.640 and Affirmative Action Officer** and/or Maggie Thompson, **Section 504 Coordinator and ADA Coordinator** at 2200 M Avenue, Anacortes, WA 98221; telephone (360) 293-1200.*

*Anacortes School District is a drug, alcohol, and tobacco-free workplace. Anacortes School District is an Equal Opportunity Employer.*

## **ATHLETIC / ACTIVITY CODE:**

### **A. ACTIVITIES/PARTICIPANTS COVERED BY THIS CODE**

In addition to the regular Anacortes High School rules and regulations, any student of Anacortes High School participating as a member of one of the following interscholastic groups is also covered by this policy:

- Athletes
- Athletic support students (managers, trainers, etc.)
- Band members participating in extracurricular activities
- Cheerleaders
- ASB Officers
- Class Officers
- Elected officers and student government members
- All student clubs, councils, royalty and activities sponsored by the school
- Choir
- Drama
- Running start and home school students participating in any athletics/activities are also covered by this code.

### **B. PHILOSOPHY**

Anacortes High School is proud of its activity programs and encourages all students to get involved. Coaches, advisors and administrators, who are responsible for the conduct of students during activities, feel that 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. Therefore, the following rules will be followed by all participants, as listed above, who turn out or participate in activities as defined in this code.

### **C. PERIOD OF COVERAGE**

Upon initial participation the code will apply for a 12 month period whether the student participates in one sport/activity or many. *There will be no time during the year designated as off-season.*

### **D. THIS CODE IS ACCUMULATIVE**

The code is based upon the concept of progressive discipline throughout a student's high school experience. This means that disciplinary action will be more severe for second, third, or fourth offenses. It also means that incidents resulting in disciplinary action will accumulate over a student's high school career. There is no fresh start each season or each school year. *Violations of the code are accumulative.*

### **E. ANACORTES HIGH SCHOOL ACTIVITY CODE REQUIREMENTS for all athletic/activity participants**

1. General Informed Consent Form. In order to be issued equipment or participate in any activity, you must complete the *Informed Consent Form*, and return it to the Activities/Athletic Director.
2. A.S.B. Card. Each student or participant must purchase an Associated Student Body card before participating in their activity (Cost \$40).
3. Sport Fee: For each sport the participant will be assessed a \$75 player fee.
4. Participation Contract. Students and parents/guardians are required to sign the Athletics/Activity Participation Contract, thus giving their consent for participation.
5. Fines Cleared. Students must be cleared of all financial obligations to the school to participate in athletic/activity programs.
6. School Attendance. In order to attend a daily practice, compete in a contest, or participate in an activity, the following attendance requirements must be met:
  - A. The student shall be enrolled and in regular attendance within the first fifteen (15) school days in a semester or ten (10) school days in a trimester at the start of the current semester/trimester in order to participate in interscholastic contests/activities during the current semester/trimester (WIAA, 18.8.0).
  - B. If you must leave school after arriving, you must obtain special permission. In order to attend a daily practice or to participate in a formal event a student must be in school for all their scheduled class periods that day. District regulations defining attendance apply, including permission from the principal, athletic director, activity advisor, or designee to leave school after arriving. If you arrive at school after the start of the school day or have been absent all day, you are not eligible to turnout or compete in an activity/contest that day unless you have special permission from the athletic director. Reasons for excuse include: 1.) Medical appointment, 2.) Dental appointment, 3.) Family emergency and 4.) Participation in school approved activities. This must be accompanied by a note upon the student's return to school and presented to the athletic/activity director.
7. Academic Standards. Anacortes High School will follow the following standards with regard to athletic or activity eligibility. To run for office and to remain academically eligible to participate in a school sanctioned extra-curricular athletic and/or activity program, a participant must meet at least one of the following minimum criteria:

In the semester prior to when the activity commences:

  - A. Pass seven of seven classes, or
  - B. Pass six of seven classes and earn a minimum grade point average of 2.0 for the current grading period.
  - C. Seniors with reduced schedules should pass all classes. (Applies only to seniors on track to graduate).
  - D. Any student involved in extra-curricular sports/activity that does not meet the Anacortes School District Academic

Standards, above, will be placed on probation. The probationary period will be for three (3) weeks. After 3 weeks the student will be allowed to participate if they are passing all their classes. Eligibility will be determined on a week to week basis, monitored by weekly grade reports.

**Special Note:** some clubs, councils, or activities may have requirements for membership that exceed the minimum requirements set forth in this policy. In such cases, participation in such activities shall be contingent upon the participant meeting the more stringent requirement.

**Incompletes** - Incompletes will be given a two (2) week period or less in which to be cleared. This is during any of the grade checks that will occur every five (5) weeks. Documentation of an incomplete being made up, must be in the form of a grade change slip to the counselor's office when an incomplete occurs at the end of a semester. At any other grade check period, the student will use the athletic/activity grade report form that can be obtained from the athletic/activity director.

Please Note: a "pass" grade in a pass/fail course will not help raise a grade point average to a minimum 2.0, while a "fail" grade will lower a grade point. An incomplete is treated as a failure 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.

8. **Travel.** Students must travel to and from contests in District-provided transportation and will be expected to conduct themselves according to District guidelines while in route. The only alternative to this is that a parent/legal guardian may transport their athlete to or from a contest if they complete a release form available in the Athletic Department.

## F. ADDITIONAL REQUIREMENTS SPECIFIC TO ATHLETICS

1. **Physical.** Each athlete must pass a physical examination by a medical physician once a year. This physical is good for 13 months. (WIAA, Article 18.13.4)
2. **Insurance.** Each athlete is required to be covered by an accident insurance program. If your parents/guardians have you covered under their own accident insurance program; they may sign the insurance waiver portion of the athletic registration form. The school offers an accident insurance program from a private carrier. In addition, each athlete is automatically covered by a WIAA catastrophic program that goes beyond that of the WIAA.
3. **One Sport per Season.** WIAA policy states an athlete may participate in only one (1) sport per sports season. For example: you may not play high school baseball and participate in high school track at the same time.
4. **Player 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.
5. **WIAA Policies.** Anacortes School District is a member of WIAA (Washington Interscholastic Athletic Association) the organization with authority to control, supervise and regulate athletic activities in the state. As a member, the school and its athletes are bound to follow the rules and policies found in the WIAA Handbook.

## G. PROCEDURES & CONSEQUENCES FOR ATHLETIC/ACTIVITY PROGRAMS

1. **Athletic/Activity Code Rules** All student participants will follow these rules of training and conduct:

- A. No smoking or possession of cigarettes or be in the proximity of illegal use.
- B. No chewing or possession of tobacco products or be in the proximity of illegal use.
- C. No use or possession of intoxicating beverages or be in the proximity of illegal use.
- D. No use or possession of illegal drugs or mood altering substances or be in the proximity of illegal use.
- E. No use or possession of legend anabolic steroids and/or legend drugs or be in the proximity of illegal use.
- F. Avoid committing any unlawful acts or engaging in any delinquent behavior
- G. Abide by all school regulations as prescribed by the Anacortes School District Board of Directors and the Administration (as outlined in the Student Handbook Discipline Policy Manual).
- H. **PROCEDURES/CONSEQUENCES FOR VIOLATIONS OF SECTION 1 (A, B, C, D)** For rule infractions involving regulation of Smoking, Chewing Tobacco, Intoxicating Beverages and Illegal Drugs excluding Anabolic Steroids: Disciplinary action as a result of an athletic/activity participants offense for personal use of and/or proximity to, consumption, transmittal or sale of alcoholic beverages, drugs, drug paraphernalia or tobacco, will be implemented based on progressive consequences.

**Proximity Rule** - When a student-athlete is in the presence of an illegal activity that would constitute a code violation, they have fifteen (15) minutes in which to remove themselves from that situation. Proximity will be a code violation at a smaller percentage than consumption or possession.

I. **FIRST OFFENSE DURING HIGH SCHOOL CAREER (STEP 1 – A, B, C and D only)** The participant who commits a first offense during their high school career shall be subject to the following:

1. Suspension from participating in up to 50% (with a minimum of 20%) of the total regular season games, contests, or events. In the case of ASB Officers, Class Officers, or Club Officers, and Club Members, an up to 45 calendar day suspension (with a minimum of 16 days) from membership position and privileges will follow the confirmation of the violations. Range of suspension will be based on honesty, cooperation and/or voluntarily self-reporting.  
20% = True Self-Report/Proximity 16 Days = True Self-Report Proximity  
35% = Non Self-Report (Honest/Cooperative) 31 Days = Non Self-Report (Honest/Cooperative)  
50% = Non Self-Report (Dishonest/Resistant) 45 Days = Non Self-Report (Dishonest/Resistant)

True Self-Report - A student-athlete coming forward on their own initiative and providing information about them as it relates to a code violation. This information can be given to any administrator or coach/supervisor and must be information about which there was no prior knowledge.

2. Athletes and other extracurricular activity participants will be expected to make all practice sessions. Officers and club members will be expected to make all meetings but their powers will be void, they will not have a voting position, nor will they be allowed to participate in any field trips or activities outside of their scheduled meetings.
3. The participant in violation of possession or consumption will complete a drug/alcohol evaluation by a Certified Chemical Dependency Counselor or join a tobacco cessation class as approved by the Activity Council and follow through on any recommendations made by those agencies. All costs incurred will be the responsibility of the student and/or parent/guardian. Students in violation of the proximity rule will meet with a school counselor as designated by the Activity Council; and,
4. To be reinstated to the activity, the participant and the parent/guardian will meet with the Activity Council or designee to review the disciplinary action and verify that all sanctions have been met.
5. For athletes, violations occurring at the end of the season or between seasons will carry over to the participants next sport season. For officers, and other extra-curricular activity participants, violations will carry over to the next school year.

#### J. SECOND OFFENSE DURING HIGH SCHOOL CAREER (STEP 2 - A, B, C and D only)

1. Suspension from participating in up to 80% (with a minimum of 50%) of the total regular season games, contests, events for that season or in case of ASB and Class Officers, or Club Officers and members an up to 70 calendar day suspension (with a minimum of 45 days) from membership positions following the confirmation of the violation. Range of suspension will be based on honesty, cooperation and/or voluntarily self-reporting.  
50% = True Self-Report/Proximity 45 Days = True Self-Report/Proximity  
65% = Non Self-Report (Honest/Cooperative) 58 Days = Non Self-Report (Honest/Cooperative)  
80% = Non Self-Report (Dishonest/Resistant) 70 Days = Non Self-Report (Dishonest/Resistant)
2. Athletes and other extracurricular activity participants will be expected to make all practice sessions. Officers and club members will be expected to make all meetings but their powers will be void, they will not have a voting position, nor will they be allowed to participate in any field trips or activities outside of their scheduled meetings.
3. 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. Proximity level offenders at Step 2 will be held to the same standard as those who have violated the code due to possession or consumption.
4. To be reinstated to the activity, the participant and the parent/guardian will meet with Activity Council or designee to review the disciplinary action and verify that all sanctions have been met.
5. For athletes, violations occurring at the end of the season or between seasons will carry over to the participants next sport season. For officers, and other extra-curricular activity participants, violations will carry over to the next school year.

#### K. THIRD OFFENSE DURING HIGH SCHOOL CAREER (STEP 3 – A, B, C and D only)

1. Suspension from all activities covered in this Code through graduation.
2. The student may submit for re-admission on the recommendation of a Certified Chemical Dependency Counselor and/or completion of a drug/alcohol treatment through a Washington state certified facility after 180 calendar days. This Step 3 portion will also include proximity offenders.
3. Decision to resume participation activities will be made by the disciplinary team which includes the Activity Council and documentation of a Chemical Dependency Counselor and/or organization.

#### L. PROCEDURES/CONSEQUENCES FOR VIOLATIONS OF SECTION I (E)

For rule infractions involving regulation for use of legend drugs including Anabolic Steroids as referred to in 18.23.3 of the WASHINGTON STATE LAWS AND STUDENT ELIGIBILITY CODE: Penalties for violation of RCW 69.41.020-69.41.050 (legend drugs which include ANABOLIC STEROIDS possession, sale and/or use) -- A violation of this RCW shall be considered a violation of the eligibility code and shall subject the student to disciplinary actions. The following penalties will be administered:

1st VIOLATION - a student athlete 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 student athlete wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student athlete's case. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program.

A student athlete who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by

the student athlete may allow him/her to have eligibility re-instated in the athletic program, pending recommendation by the school eligibility authority.

2nd VIOLATION - A student who again violates any provision of RCW 69.41.010 through 69.41.050 shall be ineligible and prohibited from participating in any WIAA member school interscholastic program and/or Anacortes High School program for a period of one calendar year from the date of the second violation.

3rd VIOLATION - A student who violates for a third time RCW 69.41.010 - 69.41.050 shall be permanently prohibited from participation in any WIAA member and/or Anacortes High School activity program.

#### M. PROCEDURES/CONSEQUENCES FOR VIOLATIONS OF SECTION (F and G)

For rule infractions involving unlawful acts and/or delinquent behavior. Delinquent behavior being defined as neglect of, or failure to observe the law in regards to the rights and property of other individuals:

#### FIRST OFFENSE DURING HIGH SCHOOL CAREER (STEP 1 – F and G only)

The participant will be excluded from participation in any activity for the remainder of the current school year unless he/she agrees to the following:

1. Suspension from participating in up to 50% of the total regular season games, contests, or events. In the case of ASB Officers, Class Officers, or Club Officers, and Club Members, an up to 45 calendar day suspension from membership position and privileges will follow the confirmation of the violations. Range of suspension will be based on honesty, cooperation and/or voluntarily self-reporting.
2. Athletes and other extracurricular activity participants will be expected to make all practice sessions. Officers and club members will be expected to make all meetings but their powers will be void, they will not have a voting position, nor will they be allowed to participate in any field trips or activities outside of their scheduled meetings.
3. The participant will complete a relevant counseling program (i.e. anger management) as deemed appropriate by the Activity Council and follow through on any recommendations made by those agencies; and,
4. To be reinstated to the activity, the participant and the parent/guardian will meet with the Activity Council or designee to review the disciplinary action and verify that all sanctions have been met.
5. For athletes, violations occurring at the end of the season or between seasons will carry over to the participants next sport season. For officers, and other extra-curricular activity participants, violations will carry over to the next school year.
6. For Sections F and G only, the Activity Council may require Community Service if appropriate. Failure to complete assigned community service will result in suspension from program, pending a review.

#### SECOND OFFENSE DURING HIGH SCHOOL CAREER (STEP 2 – F and G only)

1. Suspension from participating in up to 80% of the total regular season games, contests, events for that season or in case of ASB and Class Officers, or Club Officers and Members an up to 70 calendar day suspension from membership positions following the confirmation of the violation. Range of suspension will be based on honesty, cooperation and/or voluntarily self-reporting.
2. Athletes and other extracurricular activity participants will be expected to make all practice sessions. Officers and club members will be expected to make all meetings but their powers will be void, they will not have a voting position, nor will they be allowed to participate in any field trips or activities outside of their scheduled meetings.
3. The participant will complete a relevant counseling program (i.e. anger management) as deemed appropriate by the Activity Council and follow through on any recommendations made by those agencies; and,
4. To be reinstated to the activity, the participant and the parent/guardian will meet with Activity Council members to review the disciplinary action and verify that all sanctions have been met.
5. For athletes, violations occurring at the end of the season or between seasons will carry over to the participants next sport season. For officers, and other extra-curricular activity participants, violations will carry over to the next school year.
6. For Sections F and G only, the Activity Council may require Community Service if appropriate. Failure to complete assigned community service will result in suspension from athletic/activity program, pending a review.

#### THIRD OFFENSE DURING HIGH SCHOOL CAREER (STEP 3 – F and G only)

1. Suspension from all activities covered in this Code through graduation.
2. The student may submit for re-admission on the recommendation of a relevant counseling program (i.e. anger management) as deemed appropriate by the Activity Council after 180 calendar days; and,
3. Decision to resume participation activities will be made by the disciplinary team which includes the Activity Council and documentation of a Chemical Dependency Counselor and/or organization Athletic/Activity participants will also be accountable for following the rules and regulations set forth in the Anacortes High School Student handbook. Violations will be dealt with by consequences as established in the handbook.

## 2. Guidelines

Each coach or advisor will establish with the student participants clear guidelines, and consequences for inappropriate conduct in the following areas when applicable:

- A. Practice/meeting attendance
- B. Dress and appearance
- C. Unsportsmanlike conduct
- D. Getting along with others (interpersonal regard)

## **H. STUDENT APPEALS:**

An Athletic/Activity Appeals Council comprised of an Administrator and 2 Faculty members, who are neither a coach nor advisor for the activity/sport involved in the infraction, will act on all cases involving violations of the Anacortes High School Athletic/Activity Code. Students may appeal decisions affecting their athletic/activity eligibility. If the infraction is from legend drugs, illegal drugs, alcohol, criminal offenses, tobacco, or academic deficiencies, the appeal is to the High School Activity Council. In each case, the student and the Parent(s)/Guardian(s) will be notified of the appeal process at the time of the suspension and in the suspension letter.

### STEP ONE: TO THE ATHLETIC/ACTIVITY APPEALS COUNCIL

- A. Any student or parent/guardian who wishes to contest the reason(s) for his/her suspension from interscholastic contests should notify the High School Activity Council in writing, within three (3) school days of the date of notification of suspension. Failure to do so will render the suspension decision final.
- B. Following notification of appeal, the High School Activity Council, within three (3) school days will conduct a meeting of all involved parties.
- C. Within two (2) school days of the conclusion of the meeting, the High School Activity Council will notify the student and parent/guardian of its decision.

### STEP TWO: TO THE SUPERINTENDENT

- A. Any student or parent/guardian, aggrieved by the decision of the High School Appeals Council, 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 High School Activity Council 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 in writing.

### 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 is 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) school days of their decision.

