



**Cap Sante High School  
Student Handbook  
2017-18**

*Cap Sante High School offers a quality, academic program within a respectful & supportive environment.*

# CAP SANTE HIGH SCHOOL

## STUDENT HANDBOOK

1517 22<sup>ND</sup> STREET  
ANACORTES, WASHINGTON 98221  
(360) 293-1225  
[HTTP://ANACORTESSDCAP.SS10.SHARPSCHOOL.COM/](http://ANACORTESSDCAP.SS10.SHARPSCHOOL.COM/)

2017-18 SCHOOL YEAR

Welcome to the 2017-18 school year! The staff at Cap Sante High School is excited for the start of a new school year. We are here to assist you in making this year productive and enjoyable. Your education is our top priority and this handbook will familiarize you with our rules and policies that govern Cap Sante High School.

Our mission at CSHS is two-fold: first, to prepare you to be Respectful & Responsible Citizens and second, to be College/Career Ready. As you plan your courses, we ask you to think about these three questions: Who Am I? Where Am I going? How Am I going to get there? In other words, what courses, activities and experiences will help prepare you for life after high school? Our school community is like “the real world” and we understand that we must respect one another and learn to work effectively together.

Welcome to the Cap Sante family. We look forward to working with you and helping you achieve your academic goals. Please contact us if we can ever be of assistance.

Make it a fantastic year!

*The Staff of Cap Sante High School*

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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 Connie Martin, **Section 504 Coordinator and ADA Coordinator** at 2200 M Avenue, Anacortes, WA 98221; telephone (360) 293-1218.*

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

## CSHS STAFF

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## ANACORTES SCHOOL DISTRICT ADMINISTRATION

Mark Wenzel, Superintendent  
Torhil Ramsay, Administrative Assistant  
Connie Martin, Director of Special Programs  
Cynthia Simonsen, Director of Curriculum & Instruction  
David Cram, Director of Business and Finance and Personnel Operations

## ANACORTES SCHOOL DISTRICT BOARD OF DIRECTORS

Marilyn Hanesworth	Karl Yost	Erin Reiger	Bobbilyn Hogge, President
Dr. Bill Shaw			

# ANACORTES SCHOOL DISTRICT GUIDING BELIEF STATEMENTS

## **DISTRICT MISSION STATEMENT**

*“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.

## **CSHS MISSION STATEMENT**

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

## **CAP SANTE HIGH SCHOOL GRADUATE PROFILE**

An CSHS 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

## **CSHS COMMITMENT**

Cap Sante High School proclaims itself to be a safe place for all students, staff members, and welcome visitors. We believe CSHS 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.

## Cap Sante Graduation Requirements

Class of 2018	
English	4.0 credits
Social Studies	3.0 credits
Mathematics	3.0 credits
Science	2.0 credits
Physical Ed/Health	2.0 credits
Fine Arts	1.0 credits
Career/Technology	1.0 credits
Electives	4.0 credits
<b>Total Credits</b>	<b>20.0 credits</b>

Class of 2019 & Beyond	
English	4.0 credits
Social Studies	3.0 credits
Mathematics	3.0 credits
Science (2 Lab)	3.0 credits
Physical Ed/Health	2.0 credits
Fine Arts (1 can be PPR)	2.0 credits
Career/Technology	1.0 credits
Electives	4.0 credits
World Language (or PPR)	2.0 credits
<b>Total Credits</b>	<b>24.0 credits</b>

**Non-credit requirements include:** Cap Sante High School requires students complete a Culminating Project. **The following are also required:** A High School & Beyond Plan, a Certificate of Academic Achievement or Individual Achievement awarded to students who pass the required assessments, and Washington State History & Government. (See following)

A student may elect to pursue 3<sup>rd</sup> credits of math other than algebra 2 if the elective choice is based on a career oriented program identified in the student's High School and Beyond Plan, and the student, parent or guardian, and a school representative meet, discuss the plan, and sign a form (WAC 180-51-067(2)(b)). The Washington State history and government requirement may be met in grades 7 through 12; if the course is taken in the 7th or 8th grade it fulfills the requirement. Students who meet the requirement but do not earn high school credit must still take the required number of social studies credits in high school. CTE courses locally determined to be equivalent to a non-CTE course may be used to meet two graduation requirements.

### **Required Assessments:**

**Class of 2018:** 10<sup>th</sup> grade ELA Exit Exam, or ELA SBAC. One Math End-of-Course Exam (EOC) or algebra I/Integrated math 1 EOC Exit Exam or geometry/Integrated math 2 EOC Exit Exam or Math SBAC. Pass one Science EOC in biology (WAIVED UNTIL THE CLASS OF 2021).

### **Class of 2019 & Beyond Non-Credit Requirements:**

Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning. Students are also required a Certificate of Academic Achievement or Individual Achievement who pass the required assessments, and Washington State History & Government. 7 of the 24 credits can be substituted according to a student's High School and Beyond Plan. Only 17 of the 24 credits are mandatory. Only 22 credits are required for graduation; 2 credits may be waived locally for students who have attempted 24 credits.

### **\*Complete a High School and Beyond Plan**

The High School and Beyond Plan is a formal process designed to help students think about their future and select coursework that will best prepare them for their post high school goals. Students create their High School and Beyond Plans in cooperation with parents/guardians and school staff. Students write their plans in middle school and then continue to revise throughout high school to

accommodate changing interests or goals.

Students should be encouraged to include the following elements in their plan:

- Their personal story – what experiences, interests and goals are shaping who they are now and who they want to become
- Their learning style
- Their goals for high school – what their four years of high school look like, including classes, extracurricular activities, sports, a job, etc.
- Their goals for immediately after high school – a student’s plan should include the classes needed in preparation for a 2- to 4-year college, vocational or technical school, certificate program or the workforce.

The High School and Beyond Plan is central to the graduation requirements. The Washington State Board of Education has approved adding the following elements to the High School and Beyond Plan to make the requirements more consistent across districts and more relevant to students:

- a) Personal interests, abilities, and relationship to current career goals.
- b) Four-year plan for course-taking that is related to graduation requirements and the student’s interests and goals, including consideration of dual credit opportunities within such a plan.
- c) Research on postsecondary training and education related to one’s career goals, including comparative information on the benefits and costs of available choices.
- d) Budget for postsecondary education or training and life, based on potential education and training choices.
- e) Participation in a postsecondary site visit(s).
- f) Completion of an application for postsecondary education and training.
- g) Completion of a resume.
- h) Identify assessments that may assist in planning or are required to achieve educational/career goals.
- i) Should relate to the student’s Culminating Project.

The Washington State Board of Education established the High School and Beyond Plan as a graduation requirement in 2000. The requirement is effective for students in the graduating class of 2008 and beyond, through [WAC 180-51-061](#), [WAC 180-51-066](#), and [WAC 180-51-067](#).

# BEHAVIOR EXPECTATIONS

## BE RESPECTFUL AND RESPONSIBLE

The staff of Cap Sante has two mandates: one is to give you assistance with your lessons and learning when you need it; the other is to establish a classroom atmosphere in which it is possible for everyone to succeed. In addition, we are also here to do everything we can to help you succeed. In order to do this, we have established classroom expectations that have proven successful over the years. These rules come from the belief that no one has the right to interfere with the learning or safety of others.

Cap Sante High School is a self-paced program. You are responsible to manage your time well. If you spend enough time not working productively, the consequence may be that you will not earn credit for your time at school. This puts you in danger of not meeting the requirements for your course, in other words, not earning credit and/or losing your placement in Cap Sante High School. If your behavior interferes with the learning or safety of others, it is our responsibility to deal with it immediately. Classroom teachers will design systems to provide structure and motivation for establishing an orderly and work-like environment.

If you disrupt the classroom, our first choice will always be to talk with you about it. If your behavior continues to be disruptive, we will proceed to more traditional disciplinary measures: conference with you and your parents, referral to administration, etc. In cases of continued misbehavior or disruption of the learning environment, your behavior may result in your removal from Cap Sante High School.

## TECHNOLOGY & COMPUTER USE

Cap Sante High School computers, along with the Anacortes School District network, are to be used **for coursework only**. The use of district technology for anything other than coursework may result in loss of technology privileges, and may result in removal from Cap Sante High School. Instant messaging, the streaming of audio/video, accessing unapproved internet sites (Facebook, MySpace, Twitter, etc.) are not allowed as they interfere with classroom work time. These behaviors may result in the loss of classroom and computer privileges. Since our curriculum is computer-based, this will result in limiting your ability to earn credit at Cap Sante High School. Classroom teachers may have additional classroom policies.

### Consequences of using cell phones in the classroom:

**First offense:** Your cell phone will be taken from you for the remainder of your session. We shall not accept responsibility for damage or loss of your property while in our possession due to violations of our cell phone policy.

**Second offense:** Your cell phone will be taken and locked up at Cap Sante High School. Your parent/guardian will be required to pick it up. We shall not accept responsibility for damage or loss of your property while in our possession due to violations of our cell policy.

### To protect yourself and maintain computer privileges, we recommend the following:

- Follow the Anacortes School District technology use policy.
- If you accidentally go to a website that contains questionable or inappropriate content, leave the site immediately and inform Cap Sante staff.
- Keep your district log-in and password protected at all times. Log off when you leave the computer at the end of the day.

# STUDENT BREAKS

Cap Sante High School is about “self-paced” learning and establishing a “work-like” environment. Classroom breaks are allowed. The amount and length of the breaks will be determined by classroom systems teachers have in place.

## COURSES & CURRICULUM

We have designed an academic program that is flexible enough to meet the needs of all students. In general, there are three kinds of courses offered at Cap Sante High School.

- On-line Learning: Edmentum/Plato curriculum
- Hard Copy Courses: Traditional format offered individually to students that requires the use of texts and/or other printed materials
- Small Group Instruction: Traditional delivery of instruction in a classroom setting

## TARDY & ATTENDANCE POLICY

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

### BECCA LAW AND UNEXCUSED ABSENCES

The attendance office, administrators, and counselors will ensure that Cap Sante 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, within 48 hours, when their student is absent. WA State law (Becca) says that school districts must report any student with 5 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 assigned to a specific onsite session are expected to be on time and remain throughout their assigned session, unless prior arrangements have been made with CSHS staff. If a student arrives late, he/she will be expected to make up missed time that day. If a student leaves prior to the end of his/her onsite session he/she will be marked as truant if a parent does not excuse their child.

If absent, the student’s family is responsible for submitting a note, calling the attendance voice mailbox (503-1324) or e-mailing Diele Harrold within 48 hours of the absence. If no note is submitted within 48 hours, the absence will remain unexcused and deemed as truancy. 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

When a student has an unexcused absence, the work they missed while absent will only be accepted at teacher discretion.



### **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 parent conferences with a teacher or administrator. After five (5) unexcused absences the school district will file a Stay Petition with the juvenile court system alerting the court to a potential truancy issue. The court will request the student and parent to attend the Community Truancy Board. After ten (10) unexcused absences the school district will file a Truancy Petition asking the court to take action that will compel the student to attend school.

### **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.

## **GRADING & ACADEMIC PROGRESS**

Your grade will be based on the percent of points available that you earn.

(90%-100%)	A
(80%-89%)	B
(70%-79%)	C

- Plus or minus grades will be calculated at the end of courses.

Responsibility with time is a necessary skill for success in life. Since completion of your high school education is so important, we will do what we can to help you make choices that will not put your graduation in jeopardy. Students in our programs must meet, at minimum, Student Learning Plan (SLP) requirements and demonstrate satisfactory progress in order to maintain enrollment at Cap Sante High School.

Students are required to word process all written work according to our **Written Response Standards**. These will be given to you during your intake with your instructor.

### **TRANSCRIPTS**

A review of a student's progress, their transcript and a graduation requirement credit audit are reviewed with students throughout the year. Students may request a copy of their transcript anytime by contacting Diele Harrold, CSHS Registrar.

## **CHEATING & PLAGIARISM**

The consequences for cheating and/or plagiarism are as follows:

- The first incident results in a non-retrievable 0 for the assignment and a warning in Skyward.
- The second incident will be documented online in Skyward as Forgery/Cheating/Plagiarism and may result in suspension or other disciplinary actions. The student will receive no credit on the assignment. This will likely result in the Counseling Department reporting the offense to college admissions. Teachers may have additional consequences and requirements.

- The third incident results in the above consequences as well as a student/parent conference, short or long term suspension, denial of credit, or removal from the course with a failing grade. This will automatically result in the counseling office reporting the academic misconduct to college admissions.
- This policy applies for the entire time a student is enrolled at Cap Sante High School.
- Additional incidents may result in removal from Cap Sante High School.

## **GENERAL INFORMATION**

### **ASB AND ACTIVITIES**

Cap Sante High School, in collaboration with Anacortes High School, offers a wide variety of athletics and clubs open to all students who have purchased an ASB card. Contact Karen Mantell, ASB program secretary, for more information – 360/503-1360.

#### **ASB CARDS**

ASB cards go on sale shortly before school starts and cost \$40.00. This card is required for Cap Sante High School students who participate in sports and clubs at Anacortes High School. In addition, the fee covers entrance to all AHS home regular season athletic events, and reduced admissions to dances and other activities.

#### **ATHLETICS**

Cap Sante students are encouraged to participate in the many athletic programs available at Anacortes High School. Eligibility is determined by the Washington Interscholastic Activities Association (WIAA) and the Anacortes High School Athletic Department. Cap Sante students participating in a sport will be assessed a fee \$75.00 by the school board for each sport. Contact Carey South, Athletics secretary, for more information – 360/293-1237.

#### **DANCES**

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

1. Dances are for Cap Sante and Anacortes High School students only and pre-approved guests. Cap Sante students must be in good standing in order to attend AHS dances.
2. To attend, all students must have a dance contract on file with Karen Mantell prior to the dance. Contracts will not be accepted at the dance.
3. Guests are only allowed for Homecoming, Tolo, and Prom and must be approved by administration prior to dance.
4. Guests must be at least a 9th grader and under 21 years of age.
5. 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. See administration for additional information.
6. All school rules (dance code, discipline code, etc.) are in effect at all school dances.
7. Theme dances 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 prior to the end of the dance.
10. After game dances will end at 11:00. Theme dances will run from 9-midnight
11. The following dance movements or styles are inappropriate and not permitted:
  - Lewd or sexually suggestive dancing
  - Intentional contact with other persons' private areas
  - Movements that advocate violence and/or threaten student safety

12. 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.
13. 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.

#### **LEAVING SCHOOL EARLY**

Leaving school for appointments or illness during the school day requires that the student's family submit a written or verbal excuse prior to the absence or it will be considered unexcused.

#### **COUNSELING & GUIDANCE**

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

Your counselor is looking forward to helping you by:

- Providing information on post-high school options, including college, military, work, and scholarships
- Assisting you with confidential concerns that impact personal and academic success
- Staying on track with high school and state graduation requirements

*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*

Students may meet with their counselor throughout the year. Students are encouraged to make appointments by contacting the Counseling Office directly at 360/293-1226. In addition, parents/guardians are welcome to contact the AHS Counseling Center with any questions or concerns.

#### **CAP SANTE COMMENCEMENT CEREMONY**

Our Commencement ceremony is an opportunity for students, parents, relatives and friends to recognize our students' successful completion of Cap Sante High School graduation requirements. Only those students who are in good standing, and have fulfilled the graduation requirements by the specified date (to be determined) 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 district and State 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.

#### **CREDITS FROM NON-CSHS SCHOOL PROGRAMS**

CSHS Administration will determine what credits are accepted from non-CSHS programs.

#### **BULLETIN BOARDS/POSTERS**

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

#### **BUS SERVICE & TRANSPORTATION**

Cap Sante High School does not provide transportation. Transportation is the student/family's responsibility.

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

It is the student's and parent's responsibility to advise Cap Sante staff of a change in address or contact information. We would like to have e-mail addresses for the student and parents whenever possible.

### **CLOSED CAMPUS**

Cap Sante High School is a closed campus. Student visitors are not allowed without staff/administrative approval. Students will not loiter on campus grounds before or after their assigned time of study - this includes the AHS.

### **DRIVING AND PARKING**

Students are encouraged to carpool 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 and risk by students and their parents/guardian. 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 and the towing of your vehicle.

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

- An annual parking permit must be obtained from the AHS 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 incremental fines.
- Access to student parking lots during class time is prohibited without permission. Students may not occupy a vehicle (without permission) during the school 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 and/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.

### **EIGHTEEN YEAR OLD STUDENTS**

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.

### **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.

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

Prior to receiving an account on (or privilege to use) school district technology networks, students must agree to the district's Acceptable Use of Technology Networks. 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 the student's CSHS career.

## **SAFETY & HEALTH**

#### **ACCIDENT/INJURY**

1. Report the incident ASAP to Cap Sante staff.
2. If the incident requires immediate attention, contact or report the incident to CSHS staff/administration.
3. Students and staff will fill out an incident report the day of the accident / injury and parents will be notified.

#### **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, students are to follow Cap Sante staff in an orderly fashion.
- B. Emergency Conditions/Cancellations: Weather conditions may require a change in school schedules or the cancellation of school. 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 in violation of Washington state law and is 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 non-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 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.

Cap Sante staff believe the purpose of the student discipline code is

- for students to be accountable for their actions;
- for fair and consistent behavioral standards;
- 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 every day for all CSHS students and staff;

*At the request of our neighbors and at the encouragement of representatives of the community, CSHS 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 to follow reasonable directions 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 including, but not limited to, vaporizers and e-cigarettes
- 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 CSHS administration 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. 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.

#### **RESTITUTION**

At the discretion of CSHS administration, 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: for each day reduced, 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. CSHS administration is 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 parent or guardian..

#### **PROGRESSIVE DISCIPLINE**

Student discipline is progressive and cumulative throughout the time a student is enrolled at CSHS. CSHS 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**

CSHS students 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 staff members. Mutual respect between staff 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 and uncooperative students will be removed from class until the problem is resolved. Repeated offenses will result in removal from class and loss of credit for the course. Teachers have the right and 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 work-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 not allowed. 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. Bandannas are not allowed to be worn anywhere on campus. This means at school, games (home or away), and at dances.
4. Hats, hoods, and sunglasses can be a distraction in the classroom and may only be worn if approved by the classroom teacher.

***Please Note: If a student is wearing inappropriate 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.***

### **ELECTRONIC DEVICES**

All electronic devices shall not be seen, heard or used during class time unless prior permission from the instructor has been given. Students who use these devices inappropriately will have them confiscated.

First Offense: student pick-up

Second offense: parent pick-up

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 from school. This applies 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 Administration.



## **PASSES**

Students must request and receive authorized passes when leaving CSHS for AHS. Passes must be shown when requested by CSHS and AHS staff.

## **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 disciplinary 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.

Cap Sante 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. Skateboards and skates brought to school must be appropriately stored. Skateboards not secured appropriately will be subject to confiscation by staff.

## **SUBSTANCE USE POLICY**

CSHS 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.

**Consequences:** Long term suspension from school. Suspensions may be reduced if the student completes a drug/alcohol assessment, urine analysis (UA) within 48 hours after the suspension, attends a re-entry meeting and complies with the recommendation for follow-up drug and alcohol counseling. Results of the UA and assessment must be given to a school administrator. Suspension may be further reduced 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.

#### **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: short term suspension

Second offense: short term 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 pre approved by classroom teachers and administration before coming to CSHS campus. 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 High School Dance Policy

Revised 8/2015

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.

## 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 (i.e. kissing for extended periods of time – more than two seconds).
- 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 attire to formal dances.
- Strapless and spaghetti straps are permitted at dances.
- Dresses are to be no 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.
- No low-slung pants (undergarments should not be visible).



***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.



# Anacortes High School Athletic/Activities Codes

Revised 6/20/2012

## 1. ACTIVITIES/PARTICIPANTS COVERED BY THIS CODE

The following are considered athletics/activities and include, but are not limited to: all interscholastic athletics, student body officers, school board representatives, cheerleaders, performing drama groups, performing music groups, and all other ASB clubs (listed on page 6 of this handbook) that may represent the school in public.

## 2. 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.

## 3. PERIOD OF COVERAGE

Upon initial participation of high school athletics and activities, 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. *This includes middle school students playing high school athletics in the summer time.*

## 4. THIS CODE IS CUMULATIVE

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 the 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.

## 5. ACADEMIC STANDARDS

A. 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:

- Pass seven of seven classes
- Pass six of seven classes and earn a minimum GPA of 2.0 for current grading period
- Seniors with reduced schedules must pass all classes (applies only to seniors on track to graduate)

B. Any student involved in extra-curricular sports/activities that does not meet the Anacortes School District Academic Standards above, will be placed on probation.

- Students with a GPA lower than 2.0 with 1 F/U/I from the most current grading period will be on a 3 week academic probation. The participant may still practice, but not take part in competitions.
- Students with 2 or more F/U/I from the most current grading period will be on a 5 week academic probation. The participant may still practice, but not take part in competitions.
- **Fall Athletes – the 5 week probationary period is up the last Saturday of September.**

C. Any student involved in extra-curricular sports/activities must purchase an ASB card.

After the probationary time is up the student will be allowed to participate in competitions if they are passing all of their classes. **ALL STUDENTS ON ACADEMIC PROBATION MUST TURN IN A WEEKLY GRADE CHECK TO THE ATHLETIC SECRETARY BY MONDAY AT 3:00 P.M.** Eligibility for athletes placed on probation will be determined weekly.

**Some clubs, councils, athletics and/or activities may have requirements for membership that exceed the minimum requirements set forth in this policy.**

A "Pass" grade in a Pass/Fail course will not raise or lower a GPA. However 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.

## 6. ATTENDANCE REQUIREMENTS

Students must attend **all** class periods 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. ATHLETIC/ACTIVITY CODE REQUIREMENTS FOR ALL ATHLETIC/ACTIVITY PARTICIPANTS

- **Age/Enrollment** I am under 20 years of age on Sept. 1 (Fall), on Dec. 1 (winter) and March 1 (Spring) and

- **Residence** I have not been enrolled in high school for more than 8 semesters. 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 with a minimum GPA of 2.0.
- **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 13 months 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 Information Sheet**.
- **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 home school 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.

**8. TOBACCO, ALCOHOL, CONTROLLED SUBSTANCE, and UNLAWFUL ACTS POLICY, PROCEDURES & CONSEQUENCES.**

When the participant is in the presence of an illegal activity that would constitute a code violation, as mentioned below, they need to remove themselves from that situation immediately.

This includes:

- Smoking or possession of cigarettes, chew or tobacco products
- Use or possession of intoxicating beverages or in the proximity of illegal use.
- Use or possession of illegal drugs or mood altering substances or in the proximity of illegal use.
- Use or possession of legend anabolic steroids and/or legend drugs or in the proximity of illegal use.
- Committing any unlawful acts.

<p><b>Tobacco, Alcohol, Drugs, Illegal Substances and Unlawful Acts</b></p> <p>Range of suspension based on honesty, cooperation and/or voluntarily self-reporting</p>			
<b>Athletics</b>		<b>Clubs/Activities</b>	
<p><b>First Offense</b> Suspension from participating in up to 50% (with a minimum of 20%) of the total regular season games, contests, or events.</p>	<p>20% = True Self Report/Proximity 35% = Non Self-Report (Honest/Cooperative) 50% = Non Self-Report (Dishonest/Resistant)</p>	<p><b>First Offense</b> Suspension from membership position and privileges.</p>	<p>16 days = True Self-Report/Proximity 31 days = Non Self-Report (Honest/Cooperative) 45 days = Non Self-Report (Dishonest/Resistant)</p>
<p><b>Second Offense</b> Suspension from participating in up to 80% (with a minimum of 50%) of the total regular season games, contests, or events.</p>	<p>50% = True Self-Report/Proximity 65% = Non Self-Report (Honest/Cooperative) 80% = Non Self-Report (Dishonest/Resistant)</p>	<p><b>Second Offense</b> Suspension from membership position and privileges.</p>	<p>45 days = True Self-Report/Proximity 58 days = Non Self-Report (Honest/Cooperative) 70 days = Non Self-Report (Dishonest/Resistant)</p>
<p><b>Third Offense</b></p>	<p>Suspension from all activities covered in this code through graduation.</p>	<p><b>Third Offense</b></p>	<p>Suspension from all activities covered in this code through graduation.</p>

A. *First Offense* - The participant in violation of possession or

B. *Second Offense* – A drug/alcohol re-evaluation

C. *Third Offense* – The student may

D. **PROXIMITY RULE** - WHEN A STUDENT IN THE PRESENCE OF AN ILLEGAL ACTIVITY

consumption 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. Students in violation of the proximity rule will meet with a school counselor as designated by Administration.

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.

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.

THAT WOULD CONSTITUTE A CODE VIOLATION, TH MUST REMOVE THEMSELVES FROM TH. SITUATION IMMEDIATELY.

- Proximity offenders at **Step 1**, the penalty can be reduced to a 1 game/activity suspension. If the student takes and passes a drug/alcohol test within 48 hours after reporting to the Athletic Director. This can only be considered if the participant reports on the first school day following the violation. If a student refuses to participate in the requested drug/alcohol test they will have consequences enforced.
- Proximity offenders at **Step 2** will be held to the same standard as those who have violated the code due to possession or consumption.

## 9. 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.

## CSHS 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 that all parking spaces in the gated parking lot in front of the gym are for faculty only.** I know that if I violate any of these 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!



Welcome to CAP SANTE HIGH SCHOOL. The staff is strongly committed to your educational success, and promise to work hard to help you succeed.

We ask that you do the same.

About your contract with Cap Sante High School...

During your intake, we will review Cap Sante High School's admission contract with you. Your signature demonstrates that you are aware of Cap Sante High School and Anacortes School District expectations and regulations.