



**Cap Sante High School
Student Handbook
2019-20**

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

CAP SANTE HIGH SCHOOL

STUDENT HANDBOOK

151722ND STREET
ANACORTES, WASHINGTON 98221
(360) 299-3775
HTTP://ANACORTESDCAP.SS10.SHARPSCHOOL.COM/

Welcome to the 2019-20 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 vision for student success is to “create lifelong learners who are responsible and caring citizens that positively contribute to their community. Our mission, based on principles and practices of equity, is to provide a high-quality, comprehensive, and meaningful education for all students. Through reflective and caring collaboration with staff and community, students will be empowered to use their strengths to reach their chosen educational goals. Each student is a unique individual with tremendous potential.”

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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| <u>TABLE OF CONTENTS</u> | | | |
|---|-------------|---|--------------|
| STAFF | 4 | SAFETY/HEALTH | 13 |
| GUIDING BELIEF STATEMENTS | 4 | Accident/Injury | 13 |
| GRADUATION REQUIREMENTS..... | 5-6 | Emergency Information | 13 |
| BEHAVIOR EXPECTATIONS | 7 | Medication at School | 13 |
| TECHNOLOGY & COMPUTER USE | 7 | STUDENT BEHAVIOR | 14-17 |
| COURSES & CURRICULUM | 8 | Discipline Sanctions | 14-15 |
| TARDY & ATTENDANCE POLICY | 8-9 | Discipline Appeal Process | 15 |
| GRADING | 9 | Restitution | 15 |
| CHEATING & PLAGIARISM | 9-10 | Progressive Discipline | 16 |
| GENERAL INFORMATION | | Academic Dishonesty | 16 |
| ASB & Student Activities | 10 | Classroom Conduct | 16 |
| ASB Card | 10 | Display of Physical Affection | 16 |
| Athletics | 10 | Dress and Appearance | 16 |
| Dances | 10 | Electronic Devices | 17 |
| Leaving School Early | 11 | Fighting or Assault | 17 |
| Counseling & Guidance | 11 | Campus Passes | 17 |
| Graduation & Commencement Ceremony | 11 | Harassment/Bullying/Threats/etc. | 17 |
| Credits from Non-CSHS Programs | 11 | Skateboards | 17 |
| Bulletin Boards/Posters | 11 | Substance Abuse Policy | 17-18 |
| Bus Service & Transportation | 12 | Tobacco Policy | 18 |
| Change of Address | 12 | Water Guns, Pets, Laser Pointer, etc. | 18 |
| Closed Campus | 12 | Weapons | 18 |
| Driving and Parking | 12 | Anacortes HS Dance Policy | 21-22 |
| Eighteen Year Old Students | 12 | Anacortes HS Athletic/Activities Codes | 23-28 |
| FERPA | 12 | Cap Sante HS Parking Request Form | 30 |
| Technology | 13 | | |

Nondiscrimination: The Anacortes School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

K.C. Knudson, Civil Rights Compliance/ RCW Coordinator, (360) 503-1214, kknudson@asd103.org
 Fran McCarthy, Section 504/ ADA Coordinator, (360) 503-1216, fmccarthy@asd103.org
 Connie Sheridan, Title IX Coordinator, (360) 503-1221, csheridan@asd103.org

Written complaints to: 2200 M Avenue, Anacortes, WA 98221

| 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 |

Total Credits **24.0 credits**

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 3rd 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.

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 the 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 during the school day may result in loss of technology privileges. 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: You will turn in your phone to your teacher until the end of your class session.

Second offense: You will turn in your phone to your teacher and a parent / guardian will pick it up.

Third Offense: You will turn in your phone to your teacher. You will need to meet with your administrator before your phone is returned to you.

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. The lunch break for students receiving lunch at Anacortes High School is between 11:00 am and

11:30 am daily.

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 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 Cap Sante attendance (503-1367) or e-mailing Diele Harrold as soon as possible. If no note is submitted, 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, and completing a transcript request form.

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. The student will receive no credit on the assignment and a student/parent conference will take place. 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, 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.

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 ASB program secretary for more information, 360/503-1308.

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 – 360/503-1308.

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 the 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 360/503-1362. 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

School district transportation is available for before and after school routes. District transportation is not available during the middle of the school day for half day sessions. Transportation is the student/family's responsibility during this time.

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 should not remain on campus grounds before or after their assigned time of study unless they are in a supervised activity.

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 loss

of technology privileges.

SAFETY & HEALTH

ACCIDENT/INJURY

1. Report the incident ASAP to Cap Sante staff.
2. 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. Follow 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. Follow the directions and expectations of staff and respond accordingly.

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

- to provide and maintain a safe and effective learning environment every day for all CSHS students;
- 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.

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, K.C. Knudson, you may contact him at 360-503-1200 or kknudson@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.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors

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

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

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

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

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school

board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | *Fax:* 360-664-2967

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

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. 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

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

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

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

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

These acts may be met with disciplinary measures up to and including expulsion and/or law enforcement referral. Furthermore, any acts that occur off campus and/or not during school hours and cause substantial

disruption to the educational environment may be met with discipline measures as well.

SKATEBOARDS

The use of skateboards and skates is prohibited on school campus. Skateboards and skates brought to school must be appropriately stored.

SUBSTANCE USE POLICY

School and district policy prohibits 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: Short or 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 referral to law enforcement.

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/Contract

Revised 8/2019

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

Dance Behavior & Expectations

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

- Bending, leaning over, thrusting, inappropriate touching between students, simulating sex acts, and any

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

Alcohol/Drugs

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

Dress Code

Formal and Informal

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

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

Student/Participant Responsibility & Accountability

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

Warnings & Consequences

Dress Code:

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

Dance Behavior:

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

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

Entering the Dance

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

Exiting the Dance

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

Food and Drinks

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

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

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

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

*Printed Name _____ *Signature _____
(student)

*Date _____ *Grade _____

*Printed Name _____ *Signature _____
(parent/guardian)

Emergency Phone _____

**required field*

Anacortes High School - Activities/Athletic Code 2019-20

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

Revised:August 2019

1. PARTICIPANTS COVERED BY THIS CODE

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

2. PHILOSOPHY

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

the participants. *It is a privilege to participate.* The highest possible standard of conduct and training are required by those who participate in the Anacortes School District programs.

3. PERIOD OF COVERAGE

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

4. THIS CODE IS CUMULATIVE

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

5. ACADEMIC STANDARDS

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

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

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

- **(2) or more F's** – Academically ineligible for five weeks.

- Ineligibility refers to competition. Participants are still expected to attend and participate in practices.

Attendance at competitions is up to coach's discretion.

- Athletes may not drop or withdraw from a class in order to remain eligible.

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

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

● **WIAA standards are as follows:** In order to maintain athletic eligibility during the current semester, the student shall maintain passing grades in a minimum of 5 classes in a six period schedule. If you are not passing 5 classes you will be placed on WIAA ineligible status for the first five (5) weeks of the grading period for that season. This is not negotiable.

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

6. ATTENDANCE REQUIREMENTS

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

7. EQUIPMENT/UNIFORMS

School-owned equipment checked out by a participant in any athletic/activity is his/her responsibility. The loss or misuse of this equipment will be the financial obligation of the participant. Participants will not be allowed to continue

competition, receive awards, or continue into succeeding activities until the financial obligation is fulfilled or equipment is returned to its original state.

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

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

(Athletics Only)

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

9. Code Violations & Consequences

WIAA Rules:

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

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

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

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

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

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

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

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

| WIAA Legend Drugs & Controlled Substances Policy | |
|---|---|
| Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50). Example of legend drugs are marijuana, designer drugs, cocaine, paraphernalia being used for drugs, anabolic steroids. | |
| Athletics Clubs/Activities | Consequence |
| First Violation | <p>A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season.</p> <p>In addition, the participant will complete a drug/alcohol evaluation by a Certified Chemical Dependency Counselor or join a tobacco cessation class as approved by the Principal and follow through on any recommendations made by those agencies. All costs incurred will be the responsibility of the student and/or parent/guardian.</p> |
| Second Violation | <p>A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.</p> <p>In addition, a drug/alcohol re-evaluation will be required by a Certified Chemical Dependency Counselor, or in the case of tobacco use, enrollment in a second tobacco cessation class will be required and follow through on any recommendations made by those agencies.</p> |
| Third Violation | <p>A participant who violates for the third time RCW 69.41.020 – 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.</p> |

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

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

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

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

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

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

AHS Alcohol, Tobacco, Nicotine, Unlawful Acts Policy

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

Proximity is defined as being PRESENT for any amount of time, where the use, possession, consumption, sharing, and providing of alcohol, marijuana, legend drugs, tobacco, e-cigarettes/vapor devices, liquid nicotine, drug paraphernalia is occurring.

Consequences for Proximity will follow the progressive discipline outlined below.

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

| Athletics Clubs/Activities | Consequence |
|-----------------------------------|---|
| First Violation | In addition to WIAA rulings a student athlete/participant shall be immediately ineligible for interscholastic competition in the current interscholastic program for the remainder of the season or a minimum of thirty (30) participation days whichever is greater. Ineligibility shall continue until the next sports season in which the student athlete wishes to participate. In addition, the participant will complete a drug/alcohol evaluation by a Certified Chemical Dependency Counselor or join a tobacco |

| | |
|---|---|
| | cessation class as approved by the Principal and follow through on any recommendations made by those agencies. |
| Second Violation | A student participant who again violates any provision of this code shall be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation in the Anacortes School District . In addition, A drug/alcohol re-evaluation will be required by a Certified Chemical Dependency Counselor, or in the case of tobacco use, enrollment in a second tobacco cessation class will be required and follow through on any recommendations made by those agencies. |
| Third Violation | A student participant who violates this code for a third time shall be permanently ineligible for interscholastic competition in the Anacortes School District. |
| Note: Out of season code violations will follow AHS consequences. | |
| <i>Documented evidence could include but not limited to police reports, student/staff/citizen reporting, administration investigations, and social media. All reported incidents will be investigated for validity prior to consequence being administered.</i> | |

10. STUDENT APPEALS

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

STEP ONE: TO THE PRINCIPAL

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

STEP TWO: TO THE SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

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

STEP THREE: TO THE BOARD OF DIRECTORS

- A. Any student or parent/guardian, aggrieved by the decision of the Superintendent, may appeal to the Board of Directors of the Anacortes School District.
- B. Such appeal must be made within three (3) school days of the date of the decision of the Superintendent. Failure to do so will render the decision of the Superintendent final.

- C. The Board will hear the appeal of the involved parties at their next regularly scheduled meeting or at a special meeting as they determine is necessary.
- D. The Board will notify the involved parties within five (5) schools days of their decision.

Please return this sheet to Athletic Office

ATHLETIC/ACTIVITY CODE 2019-20

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

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

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

Participant Printed Name

Participant Signature

Date

Parent/Guardian Signature

Date

AHS PARKING REQUEST FORM

Name _____ Grade _____

License Plate # _____ School Permit # _____

Color & Make/Model of Car _____

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