



Arlington High School
18821 Crown Ridge Blvd.
Arlington, WA 98223
(360) 618-6300
<http://ahs.asd.wednet.edu>
2017-2018

Our Mission

“Arlington High School is proud to be a collaborative learning community where all staff inspire all students to act as responsible, productive citizens who embrace lifelong learning.”

Our Beliefs

1. The AHS Learning Community (staff, students, parents and the community) maintains and demonstrates a clear and shared focus through open communication and cooperation.
2. The AHS Learning Community consistently holds all students to high standards and expectations which empower them to take responsibility for the challenges of a rigorous educational experience so that they may achieve their full potential.
3. Effective school leadership advances the school’s mission, promotes learning, encourages all to develop their potential and embraces involvement from the AHS Learning Community.
4. The AHS Learning Community collaborates and communicates across grade levels and curricula to identify problems and seek solutions.
5. Through collaboration and the utilization of common assessments, teachers develop curriculum using a variety of instructional activities that involve their students, allowing them to demonstrate their ability to meet the state standards.
6. Frequent monitoring of teaching and learning provides assessment data that teachers use to adjust their instruction to promote student success.
7. Professional development focuses on continuous improvement through the sharing and use of best practices.
8. A safe, supportive learning environment values everyone as an individual, promotes respectful and civil interactions, recognizes and celebrates successes and shows enthusiasm for our AHS Learning Community.
9. High levels of family and community involvement foster positive, respectful, and supportive partnerships, which are essential for students to grow and develop into responsible and productive citizens.

Arlington High School Dignity Statement

A most important policy of Arlington High School is to provide a learning place and a workplace in which all individuals can achieve success in a climate of equity for all people. Equity must be the guiding principle in all public school matters. Because AHS seeks to celebrate diversity, the rights of all people involved must be respected and preserved. Employees, students, visitors, and agents of Arlington High School must adhere to this policy.

Arlington High School Contact Information

Administration and Support Staff

Principal	Duane Fish
Assistant Principal (10-12 A - K)	Leslie Tuomisto
Assistant Principal (all frosh)	Andrea Hundredmark
Assistant Principal (10-12 L - Z)	Alan Boatman
Athletic Director	Tom Roys
CTE Director	Amie Verellen-Grubbs
Activities Advisor	Ben Ballew
Campus Security	Mark McDougall
School Resource Officer	Officer Ambrose

Counselors (& alpha by student last name)

Students A – C	Lisa Sullivan
Students D - H	Mary Hawksley
Students I - P	Nancy Burns
Students Q – Si	Shanna Crookes
Students Sn - Z	Allison Bennett
Education Specialist	Margot Lloyd
School Psychologist	Becky Abreu
Drug/Alcohol Intervention Specialist	Rhonda Moen
Career Center	Lindall Mullin

School Contact Information

Main Office	360-618-6300
Attendance Office	360-618-6301
Athletic Office	360-618-6306
Counseling Office / Student Services	360-618-6307
Career and Technical Education	360-618-6216
Special Programs Office	360-618-6309
Linda M. Byrnes Performing Arts Center (BPAC)	360-618-6321
*Email: info@byrnesperformingarts.org	Fax: 360-618-6322

AHS Staff E-Mail Addresses

firstinitiallastname@asd.wednet.edu

Arlington High School Staff Directory

A complete listing of staff members and departments can be found on the AHS website.

Important Websites and Social Media Pages

Arlington Public Schools	www.asd.wednet.edu
Arlington High School	ahs.asd.wednet.edu
AHS Facebook Page	https://www.facebook.com/ArlingtonHighSchool.Eagles
AHS Twitter Page	https://twitter.com/AHSFlyEaglesFly
AHS Instagram Page	https://www.instagram.com/ahsflyeaglesfly

Arlington Community Resources

Care Crisis Line (24 hours)	425-258-4357
Children's Protective Services	1-866-280-6714
Family Help Line	800-932-HOPE
Safe Schools Lifeline	1-866-LIVE-TIP ext. 168
Domestic Violence Hotline	800-562-6025
Alcohol & Drug Abuse Hotline	800-252-6465

*****School Attendance Information*****

Regular school attendance is a key factor in academic success. Students should who miss less than 9 days of school each year stay **engaged, successful, and on track to meet standard.**

What does research say about school attendance?

Attendance affects achievement.

Chronically absent students statistically have lower achievement. Missing 10%, or about 18 days of the school year can drastically affect a student's academic success.

Attendance is a habit.

Kids who miss school in the early grades are more likely to be chronically absent in later years.

Attendance = Graduation

By 6th Grade absenteeism is one of the three signs that a student will drop out of high school.

Attendance is a team effort!

School staff are here to work with families when students are missing too much school.

WHAT WE NEED FROM YOU	OUR PROMISE TO YOU
<ul style="list-style-type: none"> - Support regular school attendance by sending your child to school everyday! - Establish regular evening routines - Send your child to school unless they show signs of severe illness fever, vomit, diarrhea, severe cough, strep throat or doctor order to stay home. - Schedule appointments and vacations outside of school hours when possible. If this is not possible, complete a pre-arranged absence form with the front office. - Call the school attendance line when your child is absent. 	<ul style="list-style-type: none"> - Track daily attendance and notice when your child is not at school. - Communicate with you to understand why your child is absent. - Work with you to identify barriers and supports available to overcome attendance challenges. - School staff who are here to support: <ul style="list-style-type: none"> o Classroom Teacher o School Counselor o Administration

Important Information Regarding State Attendance Laws

The Becca Bill (RCW 28A.225.020), requires:

- Students to attend school full time if they are between the ages of 8-17 or are 6-7 and enrolled in school full time.
- The school to provide information on attendance and have parents date and sign to acknowledge review of attendance information.
- The school to notify you when your child has an unexcused absence
- The school to meet with families to identify barriers and develop a plan to improve attendance when a student has:
 - o Three (3) unexcused absences in a month
 - o Five (5) unexcused absences in a month*
 - o Ten (10) unexcused absences in a school year*
- After five unexcused absences in a month, or 10 unexcused absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District may refer the student to a Community Truancy Board, or file a petition and affidavit with the Juvenile Court alleging a violation of RCW 28A.225.010.

APS DISTRICT ATTENDANCE POLICY

EXCUSED ABSENCE

Regular school attendance is necessary for mastery of the educational program provided to the students of the District. At times, students may be appropriately absent from class. The following are valid excuses for absences: (Board Policy #3122)

- Participation in District or school-approved activity
- Illness, Medical Appointment, Medical/Health Condition
- Family Emergency
- Court
- Religious
- Post secondary appointments
- State recognized search and rescue activities
- Absence related to the student's homeless status
- Absence related to disciplinary/corrective action
- Pre-arranged Absence (Form required- see below)

PRE-ARRANGED ABSENCE (EXCUSED)

A parent/guardian may request a pre-arranged absence for their student for a reason that does not meet one of the valid reasons listed above. *The parent/guardian and principal (or designee) will mutually agree upon the student's absence, as excused, if the pre-arranged absence will not have a serious adverse effect on the student's educational progress. Parents/Guardians should make a request at least one (1) day in advance for each day of absence using the District Pre-Arranged Absence Form.* If an absence is excused, a plan to ensure that the student does not fall behind academically will be put into place prior to the absence. The student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Attendance Notification

Parents/Guardians must notify the school as soon as possible when their child will be absent from school via Family Access, phone, or note signed by the parent/guardian. *Log in to Family Access and mark the appropriate reason for the absence or call the school attendance line:*

- **Arlington High School - 360-618-6301**

UNEXCUSED ABSENCE and TRUANCY- Mandatory School Attendance Law

The mandatory school attendance law (RCW.28A.225.010) requires all juveniles between 8 and 18 years old to attend school.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria outlined in Policy 3122 (see Excused Absence above). Failure to attend class without parent/guardian or school authority knowledge is truancy. This type of absence will result in school intervention and may result in juvenile court proceedings.

Under state law (RCW.28A.225.010):

- After **one unexcused** absence in a month, the school is required to inform the parent in writing or by phone.
- After **three unexcused** absences in a month, the school is required to initiate a parent conference to improve the student's attendance. If the parent or guardian does not attend the conference, the parent/guardian will be notified of the steps the District will take to reduce the student's absences.
- After **five unexcused** absences in a month, or **10 unexcused** absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District may refer the student to a Community Truancy Board, or file a petition and affidavit with the Juvenile Court alleging a violation of RCW 28A.225.010.
- If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.

We want to work with you to ensure excellent attendance. Please work to make attendance a habit for your child and call the school office if you are having trouble getting your child to school.

AHS STUDENT SERVICES

Guidance Counselors & Counseling - Counselors work with the student to plan courses and schedules, give academic, vocational and career guidance, administer tests and interpret the results. They work with students, parents, teachers, and referral agencies to help students solve problems. The counselor serves as an advocate for the student in relationships with the school, peers, parents, and outside agencies. Counselors are available for personal and family consultation and appropriate referrals can often be made to other community services and agencies. A counselor will not break confidence unless it involves

danger to the student or to others. **The counseling center is located on the second floor above the main administrative office.**

Career Center - The Career Center is a resource and classroom center for students, staff, parents, and our community. There is a vast selection of materials on further education, future careers, financial aid, scholarships, etc. As freshman, students utilize the Career Center by beginning their career “pathway” search. They continue as sophomores, juniors, and seniors to continually update their career and educational choices. The center presents representatives from colleges, trade schools, and the military services. Students can coordinate “Job Shadows” and “Mock Interviews” through the Career Center. **The Career Center is located on the second floor above the attendance office.**

Library - The mission of the library media program is to ensure that students and staff are effective users of ideas and information. The Arlington High School Library is a student-centered space where students and staff can address their information needs. Our facility has two computer areas. **The Library is located on the second floor above the food services area.**

Food Services - The Food Service Department takes pride in offering nutritionally balanced meals to promote learning readiness. Our district provides a complete breakfast and lunch program, which meets or exceeds the nutritional requirements established by the National School Breakfast and Lunch Program. Breakfast and lunch are served at AHS and offers expanded menus with many a-la-carte features.

Lunch Menus - Lunch menus can be found on the AHS website homepage under the Upcoming Events – DynaCal calendar or from the School Information then Food Services links.

Free and Reduced Meals Program - Applications for the National School Lunch Program/School Breakfast Program are available at the ASB/Attendance window and on the AHS website. Upon completion and return of the application, proof of eligibility may be requested and the information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals. If you do not agree with the decision on your child’s application or the process used to prove income eligibility, you may talk with a hearing official. You have the right to a fair hearing. This can be arranged by calling the school/school district.

*Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentation. In addition, providing a non-sufficient funds check will result in you being barred from writing checks to the school or district for the remainder of the school year.

Obtaining Additional Assistance with School Work - You have several options available if you would like to receive additional assistance with your school work.

1. **Contact Your Teacher:** Ask your teacher to schedule an appointment for extra help during lunch or before/after school. This can also include obtaining information about special study or make-up sessions.
2. **Check with your counselor** to find out about additional course offerings, any after school retrieval or enrichment programs (i.e. extended learning, Saturday School, etc.) or peer tutoring opportunities.

Seek Private Tutoring: If you need private tutoring in a subject, go to the counseling office. Students/parents are responsible for the expense involved in private tutoring. The school does not make recommendations on which tutors should be selected, nor do we do any type of screening of them. We simply provide names to students/families as a service.

Extracurricular activities - These school activities are here to make your high school experience even better. Research is abundant in that stating students who are involved in extracurricular activities do better in their academic classes. There are many clubs that have been formed over the past few years to get students together with similar interests. Each student also has the opportunity to join the many clubs that may open every year. You can even request a new club or activity if enough students are interested and you have a staff member willing to volunteer as your advisor. Check with the ASB Advisor, Mr. Ballew to see how.

Associated Student Body - The ASB is a democratic organization of students enrolled at AHS. The duties of this organization shall be to organize and coordinate activities of clubs and classes, to promote curricular and extracurricular activities, provide effective student representation, and to regulate student funds. The management of the ASB is vested in the elected officers and the representative Student Council. The executive officers are the president, vice-president, secretary, treasurer, activities manager, and public relations manager.

ASB Identification Card - All students will be issued an identification card. Students are encouraged to convert this card to an ASB card by paying the \$40.00 ASB fee. Most student activities, such as athletics, band, choir, dances, assemblies, etc. are financed by student funds. The greatest single source of revenue comes from the student ASB card (which is used to fund various

ASB related activities that all students can participate in). ASB Activity Cards may be purchased during “Eagle Days” or at any time thereafter. The ASB card must be presented to admit a student free to all home athletic contests and allow discounted admission to away games. **ID/ASB cards are required for admittance to all school dances**, including Homecoming, Prom, and Tolo. ASB cards are also *required of all participants in athletics or any club that receives funds from ASB* in which to operate. **Students must be able to show their identification at any time when asked.**

Activities/Clubs – Please see the list below and visit the AHS website or contact the main administrative office at 360-618-6300 for more information about the many clubs and activities available at Arlington High School.

<i>AFJROTC</i>	<i>Link Crew</i>	<i>Robotics</i>
<i>Art Club</i>	<i>Music – Vocal Ensemble</i>	<i>Service Learning</i>
<i>ASB/Leadership</i>	<i>Music – Aerie Choir</i>	<i>Respect Team</i>
<i>Challenge Club</i>	<i>Music – Choir</i>	<i>Skills USA – Culinary Arts</i>
<i>DECA (Marketing)</i>	<i>Music – Flight</i>	<i>Skills USA – Sports Medicine</i>
<i>Drama Club</i>	<i>Music – Basketball Pep Band</i>	<i>Spanish Club</i>
<i>FBLA (Future Business Leaders of America)</i>	<i>Music – Jazz Band I</i>	<i>Student Online Newspaper</i>
<i>FCA (Fellowship of Christian Athletes)</i>	<i>Music – Jazz Band II</i>	<i>TSA – Manufacturing Engineering</i>
<i>FFA (Future Farmers of America)</i>	<i>Music – Marching Band</i>	<i>Varsity Cheerleading</i>
<i>French Club</i>	<i>Music – Symphonic Band</i>	<i>Yearbook</i>
<i>German Club</i>	<i>Music – Wind Ensemble</i>	<i>Key Club</i>
<i>Hi-Q</i>	<i>National Honor Society</i>	
<i>Japanese Club</i>	<i>Ecology Club</i>	
<i>Knowledge Bowl</i>	<i>LGBT</i>	

Athletics

***Fall Sports-Start August
March***

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

Winter Sports-Start November

- Basketball (Boys)
- Basketball (Girls)
- Wrestling

Spring Sports-Start

- Baseball (Boys)
- Fast Pitch (Girls)
- Golf
- Soccer (Boys)
- Tennis (Girls)
- Track

ATHLETIC/ACTIVITY CODE

The extracurricular programs of AHS are considered one phase of the total educational programs of the school. The opportunity to participate in inter-scholastic athletic programs and activities/clubs is a privilege granted to all ninth through twelfth grade students of the district. Participants in these voluntary programs are expected to conform to School Board Policy and specific conduct standards established by the principals, coaches, and advisors. As participants you are faced with choices. If the choices you make interfere, impede, or hinder your performance or affect the performance of the team or activity/club, you may forfeit the privilege to participate. A student who is found to be in violation of any rule is subject to corrective action as is specified in this code. This policy applies on or off campus, twenty-four (24) hours a day from the first day of turnout of the activity/club to the conclusion of the end-of-season banquet or the ending date of the activity/club. Students participating in extracurricular activities will conduct themselves based on the following statement:

*I will conduct myself in a way that promotes a positive image of the school, the community, and me.
If I act in a way that reflects negatively upon the school, the community, or me, I will be subject to discipline under the Athletic/Activities Code. This may include suspension or permanent removal from the sport/activity. Acts that reflect negatively include, but are not limited to, academic fraud or cheating, plagiarism, criminal activity, harassment, intimidation, and bullying. Such acts may occur during school or non-school activities performed either on- or off-campus.*

Eligibility for Participation

1. A student’s parents/guardians must be residents of Arlington Public Schools or meet the requirements of the District Transfer Guidelines.*
2. Insurance coverage must be obtained through the school or a waiver must be submitted indicating the family has sufficient coverage.
3. The student must purchase an ASB card (**this also includes ASB activity clubs**).
4. A current physical examination and parent permission form must be on file with the athletic office.*
5. A student must conform to all Washington Interscholastic Activities Association (WIAA) rules and regulations.

6. A student must be enrolled within the first fifteen (15) school days in a semester and meet minimum academic standards.
7. The student must pay the district activity fee.

Academic Standards

In order to be eligible to participate in athletics or activities/clubs, a student must have passed all classes in the immediately preceding semester (WIAA standards) *and* passing all current classes to meet APS high school standards.

Academic Standards

1. Students must be passing every class.
2. Grade checks will be done every week.
3. Grade checks will be completed on Mondays. Ineligibility runs from Tuesday - Monday.
4. Any student participating in athletics who does not meet minimum academic standards (has one or more F's) will be placed on "academic probation", during which time she/he may practice but cannot participate in games, meets, or matches.
5. Any student participating in activities/clubs who does not meet minimum academic standards (has one or more F's) will be placed on "academic probation", during which time she/he may participate, but cannot participate in shows/performances or competitions.
6. If a student brings a note from the teacher indicating that he/she is passing, he/she is eligible for competition.

Fall Sports:

In order to maintain athletic eligibility during the current semester/trimester, the student shall maintain passing grades in all classes.

**To be eligible for the first 3 weeks, students must have had a passing grade in all classes from the previous semester. (WIAA regulations will be followed.)*

Grade checks will begin on the first (1st) Monday of October. From then on, grade checks will be made on Mondays throughout the regular and postseason.

Winter and Spring Sports:

Grade checks will begin immediately, once the team roster is affirmed, in accordance with the weekly schedule. The expectations will be the same as for fall sports athletes.

- **Remember, each student is responsible for his/her own eligibility!** If you are in doubt, or have a question, ASK!

General Regulations

1. No student may quit one sport and turnout for another after the season has begun without the mutual consent of the coaches and the athletic director.
2. Participants must travel to and from contests and/or activities away from their home school in transportation provided by the school district. The only exceptions permitted are:
 - A. Injury to a participant, which would require alternate transportation.
 - B. Prior signed arrangements between the participant's parent/guardian and the principal/athletic director or designee for the student to ride with their parent/guardian.
3. Completion of the activity season is required in order for the student to be eligible for letter or other team or individual awards. (Exception: injury, which limits participation.)
4. An athlete who has been injured and has had medical treatment cannot participate until a signed release from the doctor is presented to the head coach. The release form will be kept on file.
5. Any display of unsportsmanlike conduct toward an opponent or official, or use of profanity, obscene or vulgar language or gesture, during practice or contests will result in counseling and/or disciplinary action by the head coach or advisor. Violations may invite suspension/expulsion from the team and/or activity/club.
6. School-owned equipment checked out by a participant in any extracurricular activity is his/her responsibility. The loss or misuse of equipment will be the financial obligation of the participant. Participants will not be allowed to continue competition or receive awards until this obligation is fulfilled.
7. All participants are required to be neat, clean, and well-groomed and will adhere to any grooming or dress code policy established by the school and/or coach/advisor.
8. A participant is expected to attend all scheduled practices, meetings, contests, and performances, whether or not school is in session. If it is found necessary to miss such, prior arrangements must be made with the coach/advisor. Violations may invite suspension/expulsion from the team and/or activity/club
9. As a student-athlete, you are expected to be present in all scheduled classes in order to be eligible for practice or contests on that school day. Prior arrangements must be made with the attendance office for any variation. Any unexcused absence (or skip) warrants automatic suspension from that day's extra-curricular participation.

10. Students in activities/clubs are expected to be present in all scheduled classes in order to be eligible for practice or contests on that school day. Prior arrangements must be made with the advisor for any variation. Any unexcused absence (or skip) warrants automatic suspension from that day's extra-curricular participation.
11. A participant shall not use, consume, possess, transmit, or sell alcoholic beverages, drugs, narcotics, steroids, or any form of tobacco/nicotine. (Exceptions to the above: a doctor's prescribed medication.)
12. Participants shall not associate with others possessing or consuming alcoholic beverages, illegal drugs, or taking part in illegal activities.

VIOLATION OF #11 AND #12 ABOVE: Penalties are cumulative over grades 7 and 8, and then grades 9-12. In accordance with the WIAA Handbook 18.22.2 "Penalties for Violation of RCW 69.41.020-69.41.050 (Legend drugs) and RCW 69.50 (Uniform Controlled Substances Act)", the following consequences will be administered:

Drugs and/or Alcohol

Level I--In presence of drugs/alcohol

If a student removes themselves as soon as is possible (10-minute guideline) from a situation in which drugs/alcohol are present, and self-reports this to their coach/advisor at the next available opportunity, they will not be subject to disciplinary action.

If a student/athlete realizes that he/she has a drug/alcohol problem and seeks counseling/drug alcohol treatment, *and self-reports that to their coach*, prior to a drug/alcohol incident he/she will not be subject to disciplinary action. *However, if the student/athlete is subsequently, after self-reporting, involved in an incident, disciplinary action will be followed.*

Level II--In presence of or possession of drugs/alcohol

Student-athlete takes responsibility for actions at the time of, or before, the initial administrative contact.

Level III--In presence of or possession of drugs/alcohol

Student-athlete does not take responsibility for actions at the time of initial administrative contact.

First Violation:

Upon the first violation, a student will be immediately ineligible for interscholastic competition for one (1) calendar year, including extra-curricular activities and clubs. If the student agrees to enter a drug/alcohol assessment and complies with the recommendations of the assessment, the consequence will be as follows:

*If the student meets Level II above they will be suspended from competition for fourteen (14) calendar days and two contests from the date of the suspension.

*If the student meets Level III above they will be suspended from competition for twenty-one (21) calendar days and three contests from the date of the suspension.

*Days left over at the end of the current sports season will carry into the next sports season in which the student participates to completion of that season. Practices before contests begin will not count as calendar days due to suspensions.

*Students suspended from competitions may participate in practice.

Second Violation:

A participant who again violates the drug/alcohol policy shall be ineligible for interscholastic competition, including extra-curricular activities and clubs, for a period of one (1) calendar year from the date of the second violation.

Third Violation:

A participant who violates the drug/alcohol policy for a third time shall be permanently ineligible for interscholastic competition, including extra-curricular activities and clubs.

Tobacco/Nicotine Products (including vaping devices or e-cigarettes)

First Violation: The first time a student/athlete is found to be using or in possession of tobacco or nicotine products the student is suspended from athletic activities, including extracurricular activities and clubs, for a period of seven (7) calendar days and one contest. In addition, the student is required to meet with a school counselor to discuss the impact of tobacco/nicotine and its use, prior to returning to the activity.

Second Violation: The second time a student/athlete is found to be using or in possession of tobacco or nicotine products, the student is suspended from athletic activities, including extracurricular activities and clubs, for a period of twenty-one (21) calendar days and three contests. In addition, the student is required to meet again with a school counselor to discuss the impact of tobacco/nicotine and its use, prior to returning to the activity. This suspension will run into the next athletic season in which the student participates to completion of that season.

Third Violation: If a student/athlete is found to be using or in possession of tobacco or nicotine products for a third time, the student is suspended from athletic activities, including extracurricular activities and clubs, for a period of one (1) calendar year from the date of the third violation.

Procedures for Instituting Penalties

Whenever the corrective action might necessitate suspension, the coach and/or advisor will adhere to the following procedures:

1. For athletics, report the incident immediately to the Athletic Director.

2. For activities/clubs, report the incident immediately to an Assistant Principal.
3. For athletics, the Athletic Director will then notify the parent/guardian personally and make reasonable effort to hold a conference, which will include the Athletic Director, coach, parent/guardian and student before a sanction is imposed.
4. For activities/clubs, the Assistant Principal will then notify the parent/guardian personally and make reasonable effort to hold a conference, which will include the Assistant Principal, advisor, parent/guardian and student before a sanction is imposed.

Due process provides all athletes/students with the opportunity to appeal any imposed sanction. If the athlete/student chooses to appeal, then this request must be received by the athletic office or activities office in writing within three (3) business days of the imposed sanction.

- For athletics, the appeal committee will consist of the Athletic Director, Assistant Principal, and at least one (1) head coach, unrelated to the current sports season.
- For activities/clubs, the appeal committee will consist of the Assistant Principal, Principal or designee, and at least one (1) advisor, unrelated to the activity/club.

Note about Sportsmanship – Parents and students, our athletic programs and activities/clubs are a part of our overall school program. State law and School District Policy prohibit the interference with and the abuse, insult or intimidation of any teacher, coach, administrator, official, advisor, or student while involved in the educational process. Such behavior cannot be tolerated! You are expected to model, promote, and support the code of good sportsmanship at all contests or events. Violations may invoke a ban from all contests and/or events.

Be Loud, Be Proud, Be Positive

- Cheer for your team, not against the visitors
- * Don't get personal in your comments about players, coaches or officials
- No profanity, vulgarity, racist or sexist comments

- | | | | | |
|-----------------------------------|---|--------------------|---|--|
| <i>1. Artificial Noise makers</i> | <i>2. Antagonistic cheers or chants</i> | <i>3. Confetti</i> | <i>4. Body paint that violates dress code</i> | <i>5. Face painting that conceals one's identity</i> |
|-----------------------------------|---|--------------------|---|--|

As a member of the WESCO League, Arlington High School is responsible for promoting sportsmanship and safety within the athletic arena. The following guidelines are published in hopes that high school athletics will be kept within the proper spirit of competition. It is hoped that all AHS students, athletes, and fans will help continue our tradition of good sportsmanship with all opponents. Your cooperation is appreciated and expected.

Acceptable Behavior at Athletic Events

- Applaud both teams during introductions.
- Take part in cheers and applaud good performances.
- Refrain from negative comments about officials, coaches and opponents.
- Show respect for public facilities and equipment.
- Applaud at the end of a contest regardless of the outcome.
- Encourage surrounding fans to display good sportsmanship.
- Accept the decisions of contest officials.
- Treat opposing fans with respect and good sportsmanship.
- Support your team with positive cheers.

Unacceptable Behavior at Athletic Events

- Yelling, waving of arms or attempting to distract players during free throw attempts, serves, etc.
- Making derogatory comments of any kind, directed at any individual or group.
- Booing or heckling an official's decision.
- Yelling or making comments to antagonize the opponent.
- Blaming the loss on officials, coach or participant.
- Use of profanity.
- Doing separate yells and not following the lead of your cheer staff.
- Refusing to give recognition for good performance.
- Refusing to follow the directions of game management.

Arlington High School Activity/Trip Code of Conduct

Attendance at any AHS sponsored activity/trip is a privilege. The following conduct policies will apply to all participants and any other authorized persons attending any AHS activity. Participants shall abide by the rules and practices of the AHS Activity/Trip Code of Conduct, the AHS Student Handbook and APS Policies and Procedures.

Should a conduct code violation occur involving items 1 through 9 below during the activity/trip, the violating student(s) **will be subject to the consequences listed. Furthermore, depending upon the severity of the violation, the student may be sent home immediately.** *If student is sent home, it will be the financial responsibility of the student and parent to arrange for any accommodations and transportation necessary to get the student home.*

Violations of the AHS Activity/Trip Code of Conduct:

1. **Alcohol and Drugs:** Possessing or consuming alcoholic beverages, illegal drugs, and/or drug paraphernalia in any form, at any time, or under any circumstances on public or private premises, possessing or consuming prescription or over-the-counter drugs in any form, at any time, or under any circumstances on public or private premises without a valid "Authorization for Administration of Medication" form on file with the AHS nurse;
2. **Commuting:** Committing serious violations of the transportation carrier, district or private, while en route to, or returning from, a district sponsored activity/trip;
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portions of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations;
4. **Personal Conduct:** Participating in social activities other than those with activity/trip participants, conducting acts and/or possession of weapons which cause bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individual(s), failing to keep adult advisors informed of activities and whereabouts at all times, using tobacco products of any kind outside of local school district policies and state law, having a member of the opposite sex in a room if no adult chaperone is present;
5. **Private Transportation:** Driving or riding in a private automobile to, from or during the activity/trip, unless accompanied by an authorized advisor, is prohibited.
6. **Conference Conduct:** Failure to comply with conference, competition, or activity registration and/or identification procedures at all times from arrival at the activity/trip location until departure at the end of the activity/trip, leaving sessions prior to their conclusion (except in the case of an emergency), failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which attendees are registered (unless engaged in another specific assignment which has resulted in conflicting schedules);
7. **Curfew:** Failing to be in your assigned room (hotel, dormitory, residential home/stay) from the designated curfew time until 6:00 a.m., causing any other disturbance audible by anyone in the hallway, dormitory, or residence after the designated curfew time, making room-to-room phone calls after the designated curfew time, ordering or having any food delivered after the designated curfew time, causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time;
8. **Dress:** Failing to abide by dress regulations established for the activity/trip as outlined by the activity organizers, AHS Code of Conduct, the AHS Student Handbook and Arlington School District Policies and Procedures;
9. **Hotel Conduct:** Failing to meet the professional standards of housing facilities, accruing incidental room charges (e.g., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out, throwing objects out the window or into the hallway, moving hotel furniture from rooms (e.g., onto the balcony or into the hallway), failing to follow hotel, dormitory, or residential/home-stay rules and regulations;

Failure to behave responsibly will include, but is not limited to, the following consequences upon your return to school: 1) Teacher imposed consequences, 2) School Detention, 3) Student Behavior Contract, 4) Suspension/Expulsion, 5) Denial of Attendance at School Activities, and 6) Referral to Law Enforcement Agencies.

AHS GENERAL SCHOOL INFORMATION

ASSEMBLIES - Assemblies are provided for the benefit of students. At all times student behavior should be respectful and courteous. Assemblies are held for the education and enjoyment of students and faculty. It is the responsibility of each student to maintain high standards of conduct. Acceptable conduct is defined as behavior that does not disrupt the performance or the audience's enjoyment of the performance.

BPAC - The Linda M. Byrnes Performing Arts Center (BPAC) is a premier performance and educational facility. Like all assemblies at AHS, while attending events in the BPAC the utmost respect for performers and speakers is expected. Backpacks, food, beverages and flash photography are not allowed. Students will keep their feet off seatbacks and walls at all times. Cell phones and electronic devices are to be off.

BULLETIN BOARDS/POSTERS - Posters and bulletins will be displayed only on the designated bulletin boards in various areas of the school. All materials must be approved by an administrator or the activities director before posting. Posters, including campaign signs, must be of good taste and add to the school environment in a positive way. Posters and signs that include discriminatory content, suggestive phrases, references to illegal activities, and bedroom or bathroom humor will be

removed. All four sides of the poster must be secured to the designated bulletin board or acceptable wall. An individual organization that sponsors the posted signs is responsible for removing them once an event is concluded. Students who deface signs are subject to disciplinary action.

BUS PASSES - A parent/guardian must provide a signed, written note for bus passes. Notes can be faxed to the attendance office at 360-618-6310.

BUS TRANSPORTATION - For your safety we have established the following rules for riding the school bus. You are expected to follow these rules at all times. You are reminded that riding the school bus is a privilege; any infraction of the rules may result in discontinuation of riding privileges.

1. Follow all directions of the driver willingly the first time they are given.
2. Show respect for the driver and for the other students on the bus.
3. Eating and drinking on the bus is not permitted. Place all litter in a trashcan.
4. Harassment, teasing, shouting, pushing, or fighting is not acceptable and will not be allowed at any time.
5. Remain seated, keeping all parts of your body inside the bus. Seating assignments will be at the discretion of the driver and/or school administrator.
6. When entering or exiting the bus, students must be in view of the driver at all times. Always cross in front of the bus. Exit only at assigned stop. If you are going to ride another bus or get off at a different stop, you must have a signed bus pass from the school attendance office. Bus passes will not be given over the phone.
7. Pets, harmful objects, such as skateboards, and vandalism are not acceptable and will not be allowed.
8. The school bus stop is considered an extension of school property and thus, all school rules will be enforced.

CALENDAR - Arlington Public Schools has a web-based calendaring program, "My DynaCal" for school district events and activities. The online calendar can be found on the "Calendar" link on the district website at www.asd.wednet.edu. One-page planning calendars are available for download and printed calendars can be obtained from the AHS main administrative office for those without internet access. Upcoming events and calendar highlights can also be found on the AHS website homepage, as well as a "Calendar" link to My DynaCal.

CAMPUS PASSES – Students are expected to have a hall pass during class hours, outside of the normal classroom setting. Any student outside of class (during class time) without a pass will be asked to return.

CHANGE OF ADDRESS / STATUS - Please notify the AHS registrar's office promptly of any address or phone number changes. This is critically important should we need to contact parents in the event of an emergency. Whenever possible, we would like to have email addresses of parents. **The registrar's office is located at the entrance to the counseling center on the second floor above the main administrative office.**

CLOSED CAMPUS - Arlington High School is a closed campus during the school day for all students. Unauthorized areas considered off limits to students including the wooded area surrounding the school, stadiums and sport fields, and staff parking lot. The student parking lot is considered off limits without administrative permission. Once a student arrives on campus they are to remain on campus, even before their first class, unless authorized to leave by a school administrator. If a student must leave campus before the end of the school day, students must sign out in the attendance office with prior parent permission.

DANCES - Arlington High School dances are for AHS students and their guests. If an AHS student wishes to bring a guest, they must provide a completed guest pass form to the administrative or ASB secretaries no later than **3 p.m., on the Wednesday** prior to the dance. The guest must be of high school age (14 -19) and enrolled in a high school program **or** be approved by a high school administrator. No middle school students or persons 21 or older will be admitted to high school dances. Guest attendance is always at the discretion of the high school administration. **An ASB/ID card is required for admittance to a dance.** Students with ASB cards will receive discount admission to AHS dances. The door closes 30 minutes after the dance starts.

Dance Rules:

- No Grinding
- No PDA (public display of affection)
- Once you leave, you cannot return
- Offenders will be asked to leave the dance
- Students are to follow directions given by administration, chaperones, and/or the DJ
- **Removal from a dance may result in a denial of entry to future dances**

DRESS CODE - Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the staff at our school and the APS Board of Directors. Students' choices should be made in consultation with their parents. Student dress shall be regulated when there is a reasonable expectation that:

1. A health or safety hazard shall be presented by the student's dress or appearance,

2. Damage to school property shall result from the student's dress, or
3. A material and substantial disruption of the educational process will result from the student's dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of obscene, sexual, drug or alcohol-related messages, gang related apparel, or apparel that does not fit appropriately.

Students and Staff are required to wear clothing that is appropriate for a school environment. Some clothing is considered inappropriate, and the school reserves the right to request a change of apparel.

In accordance with APS Policy #3224, the following restrictions on clothing shall be enforced. Restrictions on clothing include (but are not limited to):

1. Tank tops or dresses must be of a modest cut and not revealing.
2. Shorts and skirts must be no shorter than mid-thigh length.
3. Halter-tops and backless, strapless tops may not be worn.
4. Shirts must be long enough to reach the top of the belt line or waist.
5. Shoes must be worn at all times.
6. Gang related clothing is prohibited.
7. Pants must be worn at the waist
8. Undergarments must not be visible.
9. Items promoting drugs, alcohol, promiscuous behavior, or general disrespect deemed offensive to any group or individuals are not allowed.
10. Adornments may not present danger to self or others.
11. Make-up may not conceal identity or threaten or intimidate others.
12. Items that represent disrespect or that can be considered offensive to any student, staff or community member, such as swastikas and confederate flags.

When a student is informed of inappropriate dress, the student will be asked to change or will be sent home to change.

EIGHTEEN YEAR-OLD STUDENTS - Students 18 years and older are legal adults and have all the legal rights and responsibilities that adults possess. When enrolled in school, it is their responsibility to obey school regulations and the school authorities that enforce them. In relation to issues requiring parental permission for a minor, 18 year-olds must abide by the same guidelines unless they have obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school authorities.

EMERGENCIES/EMERGENCY DRILLS - In a building of this size, it is necessary for all students to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills. *Cross reference: APS Policy/Procedure #3432/3432P.*

STUDENTS: WHAT TO DO IF...

...the alarm goes off during passing periods - Evacuate the building and report to the previous period teacher's safety zone

...the alarm goes off during lunch - Evacuate the building and report to 4th period teacher's safety zone

...the alarm goes off before school - Evacuate the building and report to first period safety zone

...the alarm goes off after school - Evacuate the building and report to front of school

FEES AND FINES - Students who owe a fine at the end of a school year must have all fines paid in full, in order to receive their official copies of transcripts (for Seniors this includes diplomas). Students are encouraged to make arrangements for paying any and all fines.

FREEDOM OF EXPRESSION - The free expression of student opinions is an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is encouraged so long as it does not substantially disrupt the educational environment. Such speech activity by students is solely their own expression of views and the

District does not intend to promote, endorse, or sponsor any expressive activity that may occur. However, distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a substantial disruption of the educational process is likely to result, or does result from such activity. Substantial disruption includes:

- Inability to conduct classes or school activities, or inability to move student to/from class or other activities.
- Breakdown of student order, including riots or destruction of property.
- Widespread shouting or boisterous conduct.
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities.
- Physical violence, fighting, or harassment of any kind among students.

- Intimidation, harassment, or other verbal conduct that is considered uncivil in nature (including swearing, disrespectful insulting speech to students, teachers, or administrators) creating a hostile environment.
- Defamation or untrue statements.
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, displaying hate symbols or insignias and logos perceived to be hate symbols, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response.
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.).

Official student publications, such as a newspaper or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies), are not private speech of students. Rather, they are public communicative activities of the school district, which the District retains control over to the extent permitted by the First Amendment and WAC 180.42.215. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the District. Students who violate the standards of verbal and written expression shall be subject to corrective action or punishment, up to and including suspension or expulsion.

GIFTS, BALLOONS AND FLOWERS - All gifts delivered to students during the school day must be delivered to the main administrative office and will be held there until the end of the school day. ***No Mylar or latex balloons are allowed in the building.*** Special arrangements will be made for Valentine's Day.

GRADES - Student grades can be checked online at <http://ahs.asd.wednet.edu> from the "Family Access" link on the AHS homepage (located under "Quick Links" on the right side of the homepage). Lost password and login information can be obtained from the counseling secretary.

There are two quarterly reporting periods each semester, making a total of four for the school year. In all classes, a grade is assigned at the end of each quarter. **Semester grades are posted on transcripts.** Report cards are made available on Family Access approximately ten days following the end of the quarter. You can request a copy of your report card to be mailed by contacting the registrar.

GRADUATION CEREMONY - Out of respect to the families of all our graduates, noisemakers of any kind are not allowed at graduation ceremonies.

GRADUATION REQUIREMENTS, CLASSES OF 2018, 2019, AND 2020 - a total of 22.5 credits are required for graduation from Arlington High School. One credit equals 2 semesters or one full year of coursework. One semester equals .5 credits. Some required classes grant credit only as a full year course (check the AHS Course Description Guide for more details). Subject area requirements include the following:

GRADUATION REQUIREMENTS – CLASSES OF 2015-2020:

Credits for Class of 2015-2020:

English (reading, writing, and communications)	4 credits
Mathematics	3 credits
Science (physical, life, and earth; one laboratory credit)	2 credits
Social Studies	3 credits
Health and Fitness (.5 Health/1.5 Fitness)	2 credits
Arts	1 credit
Occupational Education	1 credit
Electives	<u>6.5 credits</u>
TOTAL	22.5 credits

Additional Information for Classes of 2015-2020:

Math (3 credits required)

Math credits are required as follows: Algebra 1; Geometry; and Algebra 2 or a third credit of math other than Algebra 2, if the elective is based on a career-oriented program of study identified in the student’s High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WAC 180-51-067(2)(b).

Social Studies (3 credits required)

The following courses are required: 1 credit of U.S. History, 1 credit of World History and Geography, .5 credits of Government and Civics, and a .5 social studies elective.

Washington State History is a non-credit bearing requirement. There are three ways in which a student can meet this graduation requirement: 1) Passing Washington State History in either 7th or 8th grade; 2) Passing US History course in high school; or 3) Successfully completing the District competency-based online course.

Career and Technical Education Equivalencies

The District has determined certain Career and Technical Education (CTE) courses to be equivalent to a non-CTE course. These courses may be used to meet two (2) graduation requirements, and are designated in the course description guide.

Additional requirements for high school graduation can include Culminating Project components (including a High School and Beyond Plan) and state testing requirements (EOCs, SBAC, etc.). *Cross reference: APS Policy/Procedure #2410/2410P.*

Note: Admission to four-year universities/colleges in the state of Washington require a minimum of two (2) credits of the same foreign language. Effective with the graduating class of 2013, three (3) math credits will be required. Depending upon the rigor of the math credits earned, a senior year math-based course might also be required. Students are strongly encouraged to review college admission requirements as they can differ from AHS graduation requirements.

GRADUATION REQUIREMENTS, CLASS OF 2021-- a total of 24 credits are required for graduation from Arlington High School. One credit equals 2 semesters or one full year of coursework. One semester equals .5 credits. Some required classes grant credit only as a full year course (check the AHS Course Description Guide for more details). Subject area requirements include the following:

GRADUATION REQUIREMENTS – CLASS OF 2021 AND BEYOND:

SUBJECT	NUMBER OF CREDITS	ADDITIONAL INFORMATION
English	4	
Math	3	<ul style="list-style-type: none"> Algebra 1 Geometry 1 and a third credit of math chosen by the student based on the student's interest and High School and Beyond Plan (Algebra II is required for 4-year college bound students), and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal.
Science	3	<ul style="list-style-type: none"> Two lab science credits and a third credit of science chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal.
Social Studies	3	<ul style="list-style-type: none"> 1.0 U.S. History 1.0 World History and Geography .5 Government and Civics .5 credit of Social Studies Elective
Arts/Personalized Pathway* <ul style="list-style-type: none"> 2 Arts Credits; or 1 Arts Credit and 1 Personalized Pathway* Credit 	2	<ul style="list-style-type: none"> Performing or Visual Arts 1 credit may be a Personalized Pathway Requirement* per the student's High School and Beyond Plan.
World Language/Personalized Pathway* <ul style="list-style-type: none"> 2 World Language Credits; or 2 Personalized Pathway* Credits; or 1 World Language and 1 Personalized Pathway* Credit 	2	<ul style="list-style-type: none"> Both credits may be Personalized Pathway Requirements* per the student's High School and Beyond Plan.
Health & Fitness	2	<ul style="list-style-type: none"> .5 credits of Health 1.5 credits of Fitness
Career & Technical Education	1	<ul style="list-style-type: none"> May be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards.
Electives	4	
Total Number of Credits:	24	

**Personalized Pathway Requirements 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.*

HALL CONDUCT

1. No running or horseplay in the halls or on campus.
2. Stay to the right in all hallways and stairwells.
3. Respect the rights of teachers and students in classes.
4. Carry a hall pass at all times in the hallway.
5. Use appropriate language.

IDENTIFICATION CARD - All students are issued a student identification card free of charge. Students are required to carry their ID card during the school day and at all school-sponsored events. Students must be able to show their ID card when asked. ID cards can be converted to an ASB card for an additional fee. *See AHS Extra-Curricular Activities for further information.*

ILLNESS AT SCHOOL - If you become ill at school you must get permission from the teacher to report to the nurse's office. The school health care provider will determine whether you should be sent home, return to class, or be permitted to rest in the health room.

LOCKERS - Students may sign up for a locker at the beginning of the school year. It is not required that students maintain a locker. Student vehicles are not to be used as a locker either. Students will not be able to enter the parking lot to retrieve items from their vehicles without administrative approval. Students are responsible for the care of lockers and locks. See AHS Search and Seizure Policy and Procedures for further details.

- Lockers are school property and are subject to search at any time when there is a reasonable suspicion of inappropriate contents.

LUNCHROOM PROCEDURES/EXPECTATIONS - The Commons is in continuous use during fourth period for student lunches. Students are to be in the Commons only during their assigned lunch period. Students are expected to use appropriate manners and language during lunch and will pick-up and dispose of all litter when finished eating. For the safety of all, students will not throw any objects or food, sit on the tables, lean back in their chair, or sit on another student's lap. Out of respect for classes in progress and for student safety, loitering in academic wings B, C, D and E and/or the second floor balcony is not allowed during lunch periods. Student use of any gym during lunches is not allowed unless accompanied by a staff member.

MEDICATIONS AT SCHOOL - In accordance with APS Policy/Procedure #3416 and the requirements of RCW 28A.210.260, designated school personnel will administer only prescribed oral medication to students if the following procedures have been completed. No over-the-counter medication will be given, except in special circumstances, and will require both parent and Health Care Provider's authorization to administer to student. The medication procedure is to ensure that students receive only medication at the direction of the student's health care provider and with the knowledge and authorization of the parent/legal guardians. We encourage your cooperation in this process to protect the health and welfare of students.

Parents/guardians and licensed medical practitioners may request the student be allowed to take their medication on their own. In this situation where parent/guardian and licensed medical practitioner believe it is in the best interest of the student to carry medication, the student shall have only one day's dose in the original, labeled container. (Prescriptions must contain student's name, name of medication, dosage, time to be administered, and expiration date, as well.) Parents are responsible for adequately informing the school personnel of the student's medication program. There is a required medication form that needs to be completed before medication can be carried independently. All prescription narcotics or stimulant must be administered through the Health room, e.g., Ritalin, Vicodin.

- Due to the zero tolerance drug policy, students must have a parental authorization form on file if they will be carrying their own one-day-dose of medication. Failure to comply will result in a violation of the AHS drug and alcohol policy.
- The school nurse and school staff cannot administer any type of medication, including over-the-counter medications such as Tylenol or Ibuprofen, based on a phone call from a parent/guardian.
- Please contact the school health care provider if you have any questions.

PARKING/DRIVING ON CAMPUS - Parking a student vehicle and operating a motor vehicle on the Arlington High School campus is a privilege. By issuance of a permit, APS and/or AHS does not assume liability for any property damage to any private vehicle parked on its property. As such, AHS students are encouraged to use district-provided transportation. Students driving vehicles to Arlington High School will be required to adhere to the following:

1. Students must have a current permit when parking on campus. Seniors and Juniors may obtain a parking permit during their designated time slot during August Eagle Days (all fines and fees must be paid to purchase a parking permit). **Permits are available on a limited basis based on the number of spots in the student lot.**
Sophomores or Freshman who drive during the school year are **NOT guaranteed a permit. Any remaining permits will be distributed based on availability and on a case-by-case basis due to family need. Cost of a student parking permit is \$25.00 per year. To receive a permit, students must present proof of insurance, registration and a valid

driver's license. The permit must be visible hanging from the driver's rearview mirror. *If you are driving multiple cars to school, the permit must be transferred to the vehicle that is being parked on campus.*

2. Students must park in their assigned spot.
3. The parking lot is closed to all students during the school day to protect student vehicles from possible theft or vandalism. **Any student in the lot during school hours MUST have ADMINISTRATIVE APPROVAL.**
4. Students may not park at any time in spaces marked for staff, or visitors.
5. Parking in handicap/disabled spaces, fire lanes, on sidewalks, or on grass areas, etc. will be in violation of parking regulations.
6. **Loitering in the parking lot is prohibited during school hours.** This includes lunch times, 30 minutes before school and 60 minutes after school.
7. **The speed limit on campus is 8 MPH.** Student drivers must operate their vehicles in a safe manner, follow all rules of the road and abide by all posted speed limits and warning signs.
8. Students are responsible for the cleanliness of the area in the immediate vicinity of their vehicle. Litter must be kept in vehicle or placed in a garbage can.
9. In terms of student conduct rules, "possession" of alcoholic beverages, cigarettes, vaping or e-cigarette devices, drugs or drug paraphernalia, firearms, or a dangerous weapon shall extend to a student's vehicle.
10. Student's vehicles are subject to searches. See District Search and Seizure Policy and Procedures for further details.
11. **The tickets for parking/driving violations will be added to the student's fine list and are as follows:**
 - 1st Offense: \$15.00 ticket, placed on fine list**
 - 2nd Offense: \$25.00 ticket, place on fine list**
 - 3rd Offense: \$35.00 ticket, placed on fine list****May result in revocation of parking privileges on campus and progressive discipline

12. Parking fees and fines collected go into the parking lot fund for future improvements and/or maintenance.
13. Parents will be contacted for all driving safety concerns.
14. There is no designated parking on Crown Ridge Boulevard.
 - **Students who take classes in multiple buildings (i.e. Weston/SVLC to AHS), or are a part of the Sno-Isle program are prohibited from transporting themselves or other students between buildings and programs.**
 - o **Sno-Isle students are required to take the bus to and from Sno-Isle from their designated campus building.**
 - o **Students who take classes at multiple buildings are required to take the designated bus to and from these classes from the primary building in which they are registered.**

SCHEDULE CHANGES - Schedule changes after registration will be allowed only when a valid educational need is evident; therefore, careful selection of correct and appropriate classes is important. If a class is dropped after the first five (5) days of a semester, the student will receive a failing grade and loss of credit in that class. **Any dropped classes resulting in an "F" grade WILL affect athletic or activity eligibility.**

SCHOOL CLOSURES OR DELAYS - In the event of emergency situations such as severe winter road conditions or school closures or delays in opening, an announcement will be made over local radio, television stations or online at www.schoolreport.org. **Please do not call the school for closure information** as this decision is made before staff is available to answer phones.

SCHOOL PROPERTY - All students are expected to respect and care for all property of the school including building facilities, desks, whiteboards, books, lavatories, etc. Any student or students losing or found damaging or defacing school property will be required to pay for the damage or loss. Cost of damages will be added to the student's fine list and student grades and transcripts will be withheld until all costs from damages have been paid.

STUDENT PROPERTY - **Students are discouraged from bringing items of value to school. APS assumes no responsibility for loss to students' personal property. See Search and Seizure Policy and Procedures for further details.**

- Any item(s) that create a disruption to the educational process may be confiscated.
- Cell phones are not to be out/seen/heard during class time without permission from the teacher.

SURVEILLANCE EQUIPMENT - Arlington High School utilizes surveillance equipment at all times to maintain the safety of our staff and students within the building, the parking lot, stadium, and all areas surrounding the buildings.

VIDEO CAMERAS AND DIGITAL CAMERAS (INCLUDES CAMERA PHONES AND FILM CAMERAS) - Students must remember to respect the privacy of all students when using these devices in public places. Therefore, students are not permitted to bring video cameras or digital/film cameras to school without prior approval from a teacher or administrator for use

in the completion of a class assignment or project. The use of video cameras, digital cameras, cell phone camera or film cameras on campus should be related to a specific assignment or project from the student's class, ASB club, or athletic team. Student's cameras and tapes are subject to confiscation and viewing if the administration suspects the camera is being used for activities inconsistent with district or school policies including the disruption of the educational environment. Inappropriate use includes the violation of privacy rights that may occur by videotaping or photographing students or adults without prior permission.

VISITORS/VOLUNTEERS/CHAPERONES - Visitors are not allowed in schools within APS unless for official business. Volunteerism at Arlington High School is welcomed and encouraged and student/visitor/volunteer safety is of paramount concern. *Cross Reference: APS Policy/Procedure #4129, #4200 and #5630.*

- All visitors and volunteers must sign-in and sign-out at the main administrative office upon their arrival and departure. Visitors and volunteers will receive and must conspicuously wear a visitor's badge with current date at all times while in the building or on campus. This includes parents/guardians who may be visiting their student during lunch.
- Unfamiliar persons and/or persons not wearing a visitor's badge will be directed to the main administrative office. Visitors, volunteers and chaperones may also be asked for identification.
- Out of respect to the learning environment, visits to observe a classroom and/or visits by parents/guardians wishing see their student in a classroom during the school day must be arranged through the principal's office.
- Volunteers must submit to a background check conducted through the Washington State Patrol system. The "Washington State Patrol Request for Criminal History Information" forms are available in the Main Administrative Office and on the AHS website. The form is to be submitted 2 weeks prior to volunteering at the school or chaperoning any activity/event. The form must be renewed every two years. Approval of all volunteers and chaperones is subject to the approval and discretion of administration.
- **SCHOOL AGE VISITORS** and **RECENT GRADUATES** are not allowed in the building or on campus at any time during the school day. Special visitation requests must be cleared through the principal's office.

WITHDRAWAL FROM SCHOOL - A student withdrawing from AHS must have a parent make contact with the registrar's office in person or by phone. Withdrawal forms may be obtained from the registrar's office or on the AHS Website at www.asd.wednet.edu/ahs/registrar under the document manager link. The withdrawal form requires the student to obtain withdraw grades from all of his/her teachers on the last day he/she will be attending classes (not required for withdrawal during the summer). If recent grades in progress are available on Family Access those grades may be used by the registrar in lieu of having withdrawal grades written in by the teachers. The completed form must then be returned to the registrar's office to obtain the necessary paperwork to enroll in a new school. The student must turn in all books and supplies issued by the school and satisfy all pending fines at the attendance office window in order for official transcripts to be released. Official school documents will be sent to a new school when a request from that school is received.

DISCIPLINE POLICIES AND PROCEDURES

We (administration, staff, and parents) believe that all students have the right to an educational environment conducive to learning and safe from physical and psychological abuse. This discipline policy is designed to promote responsible behavior through logical consequences, and ensure due process. Student discipline will be enforced in order to maintain a safe and orderly school environment that is conducive to student learning.

The methods employed in enforcing the rules of student conduct involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student;
- Guided by appropriate classroom management strategies;
- Balanced against the severity of the misconduct;
- Appropriate to the student's circumstances and prior behavior;
- Fair to the student, parent/guardian, and others; and
- Effective.

Since these criteria may conflict, established procedures must be followed in correcting misbehavior. No form of discipline will be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements. Appeal procedures have been established in order to provide for an opportunity for every corrective action to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

Alternative Forms of Corrective Action

The Board encourages the use of alternative forms of corrective action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. District administrators may consider alternative forms of corrective action, including programs intended to lessen the time of exclusion from class attendance, which have been approved by the Board and/or Superintendent. Except in cases involving exceptional misconduct, district administrators must impose alternative forms of corrective action for incidents of misbehavior prior to imposing a suspension or expulsion for the same type of misbehavior.

Agreement between City of Arlington Police Department and Arlington School District

The purpose of this agreement is to develop a procedure that focuses on providing a safe and healthy environment for students and staff; to foster better relations between students and law enforcement personnel; to deter crime on or about school premises by the presence of a law enforcement officer; to enforce local, state, and federal laws; and to have law enforcement officers

available for presentations to students, staff, and parents concerning law enforcement, school safety, and related law enforcement subjects.

Discipline Definitions

- Warning

Conference with an administrator or designee.

- Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than sixty (60) minutes on any given day. Preceding the assignment of detention, the staff member will inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member. Detention will not begin until the parent/guardian has been notified (except in the case of an adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action. Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff.

The detention will be served on the day or days assigned by the principal or designee. After school detentions will be served from 2:30 p.m. to 3:30 p.m.

- Emergency Expulsion

Emergency expulsion means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the Superintendent or designee. An emergency expulsion requires the Superintendent or designee to have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

- Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal will continue only until:

- The danger or threat ceases; OR
- The principal or designee acts to impose corrective action.

The principal or designee will meet with the student as soon as reasonably possible following the removal and take or initiate appropriate corrective action. The meeting will take place no later than the beginning of the school day following the student's emergency removal. The teacher or administrator who removed the student will be notified of the action taken or initiated.

- Exceptional Misconduct

Misconduct, other than absenteeism, that is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruptive effect on the operation of the school that an immediate resort to suspension is warranted.

- Expulsion

Expulsion means a denial of attendance for a period of time up to but no longer than one calendar year from the time the student is removed from his/her current school placement by a school district Superintendent or designee. An expulsion may not be for an indefinite period of time. An expulsion may be extended beyond one calendar year if:

- 1) the school petitions the Superintendent for an extension; and
- 2) the Superintendent authorizes the extension pursuant to the Superintendent of Public Instruction's rules adopted for this purpose (see Petition for Extension of One Year Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the district.

NOTE: Parents will be notified by phone or in writing when a student is assessed a disciplinary consequence greater than a warning.

- School Business Day

School business day means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes upon the closure of the Superintendent's office for the calendar day.

- School Day

School day means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

- Suspension

In-School Suspension

In-School Suspension Students who are denied attendance at school are denied the opportunity to learn. The district has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification. Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The Superintendent will establish guidelines for the operation of the in-school suspension program. Suggested guidelines for in-school suspension are as follows:

- A student who is afforded the opportunity to be assigned to in-school suspension will agree to the conditions specified by the school principal. Unless the student is of majority age, the principal will obtain written authorization from the parent or guardian. The student's or parents' or guardians' authorization will include the number of days the student will be assigned to in-school suspension.
- In-school suspension is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.

Out-of-School Short-Term Suspension (1-10 days)

Short-term suspension means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. The student is not to participate in any school activity or function during the time of this suspension. It is the responsibility of the student to obtain assignments from their teachers no later than the day they return to school.

Out-of-School Long-Term Suspension (more than 10 days)

Long-term suspension means a suspension that exceeds ten (10) consecutive school days. A long-term suspension cannot cause the student to lose academic grades or credit in excess of one semester or trimester during the same school year and cannot be imposed beyond the school year in which the alleged misbehavior occurs. The District will assist long-term suspended and expelled students in returning to school as soon as possible by providing comparable, equitable and appropriate services and will provide them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

- Reengagement Meeting

A meeting held between the district and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.

- Reengagement Plan

A written plan developed between the district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and to return the student to the educational setting as soon as possible.

GRIEVANCE AND APPEAL PROCESS FOR STUDENT DISCIPLINE

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the Principal for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible. At such conference the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved. After exhausting this remedy, the parent/guardian and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent or designee. If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, have the right to present a written or oral grievance to the Board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board will notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action. Alternatively, the Board may delegate its authority to hear and decide discipline and short-term suspension grievance appeals to a school district disciplinary appeal council established pursuant to WAC 392-400-310(1). Cross Reference: APS Policy/Procedure #3241/3241P.

Short-Term Suspension

- **Conditions and Limitations**

The nature and circumstances of the student conduct violation must reasonably warrant a short-term suspension. As a general rule, no student will be suspended for a short term unless other forms of corrective action reasonably calculated to

modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten school days during any single trimester. Any student who has been short-term suspended will be provided the opportunity upon return to make up assignments and tests missed during the suspension if the assignments or tests have a substantial effect upon the student's grades or failure to complete such assignments or tests would result in denial of credit. The principal will notify special education staff of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section) the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

▪ **Exceptional Misconduct**

A student may be short-term suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruption to the operation of the school that immediate suspension is warranted. In cases of exceptional misconduct, a short-term suspension may be imposed without first attempting alternative forms of corrective action. The Superintendent, following consultation with a representative ad hoc citizens' committee, will establish the nature and extent of the corrective actions which may be imposed as a consequence of exceptional misconduct (see Procedure 3240P). An exception may be granted by an administrator when warranted by extenuating circumstances.

▪ **Prior Notice and Conference**

Prior to the short-term suspension of a student, the principal or designee will conduct a conference with the student and provide:

- An oral or written notice of the charges;
- An oral or written explanation of the evidence in support of the allegation(s); AND
- An oral or written explanation of the short-term suspension which may be imposed.

The student will be provided an opportunity to present his/her explanation of the allegation(s). If the short-term suspension is to exceed one (1) calendar day, the principal or designee will notify the student's parent/guardian of the reason for the suspension and its duration either orally or by U.S. mail as soon as reasonably possible. The notice will also address the parent/guardian's right to an informal conference pursuant to WAC 392-400-255 and the fact that the suspension may be reduced as a result of such conference.

▪ **Grievance and Appeal Process for Short-Term Suspension**

Any parent/guardian or student who is aggrieved by the imposition of a short-term suspension will have the right to an informal conference with the principal or designee for the purpose of resolving the grievance. At such conference the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved. The parent/guardian and student after exhausting this remedy will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent. If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, will have the right to present a written or oral grievance to the Board at its next regular meeting, or at a meeting held within thirty (30) days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board will notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action.

▪ **Readmission**

Any student who has been short-term suspended will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process, below.)

Long-Term Suspension

▪ **Conditions and Limitations**

A student may be long-term suspended for violation of school district rules. The nature and circumstances of the violation must reasonably warrant a long-term suspension. As a general rule, no student will be long-term suspended unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

No student in fifth grade and above will be long-term suspended in a manner that causes the student to lose academic grades or credit for longer than one semester or trimester during the same school year. The principal will notify special education staff of any long-term suspension to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

▪ **Exceptional Misconduct**

A student may be long-term suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruptive effect on the operation of the school that an immediate resort to a long-term suspension is warranted. In cases of exceptional misconduct, a long-term suspension may be imposed without first attempting alternative forms of corrective action. The Superintendent, following consultation with a representative ad hoc citizens' committee, will establish the nature and extent of the corrective actions which may be imposed as a consequence of exceptional misconduct (see Procedure 3240P). An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances.

▪ **Notice of Hearing**

Prior to imposing a long-term suspension, the district will provide the student and/or his/her parents/guardians a written notice of opportunity for hearing. The notice will be delivered in person or by certified mail. The notice will:

- Be provided in the predominant language of the student and his or her parents/guardians, if other than English, if feasible;
- Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
- Set forth the proposed long-term suspension;
- Set forth the right to a hearing for the purpose of contesting the allegation(s); AND
- Set forth the facts that:
 - a written or oral request for hearing must be received by the Superintendent's Office on or before the end of the third school business day after the notice is received; and
 - If such a request is not received within that period, the hearing will be deemed waived and the proposed long-term suspension may be imposed without further opportunity for the student and/or their parent/guardian to contest it.

As a best practice, the district should provide a schedule of school business days with the notice. The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the notice of opportunity for hearing. The request may be provided in writing or orally, but must be provided to the Superintendent's Office. If a request for hearing is not received within the required period, the district may deem the right to hearing waived and the long-term suspension may be imposed.

▪ **Pre-Hearing and Hearing**

If a request for hearing is received within three (3) school business days after receipt of notice, the school district will schedule a hearing to begin within three (3) school business days after the date of receiving the request. The student and parent/guardian have the right to:

- Be represented by legal counsel;
- Inspect in advance of the hearing any documentary and physical evidence that the district intends to introduce at hearing;
- Question and confront witnesses (see WAC 392-400-305 for procedure if a school district witness does not appear);
- Explain the alleged misconduct; and
- Present relevant affidavits, exhibits, and witnesses.

The district and/or its representative have the right to inspect in advance of the hearing evidence that the student and his/her parents/guardians intend to introduce at the hearing. Either a tape-recorded or verbatim record of the hearing will be made. The hearing will be conducted before a hearing officer appointed by the Superintendent. Such hearing officer will not be a witness to the alleged conduct. Ideally, the individual selected to be the hearing officer will possess both district administration experience and/or legal training and/or prior experience conducting administrative hearings. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A single hearing will not likely result in confusion; AND
- No student will have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing. The hearing officer will determine, based solely on the evidence presented at hearing, and set forth in his/her written decision:

- Findings of fact as to whether the student has been afforded appropriate procedural due process (e.g., notice, opportunity to inspect evidence prior to hearing);
- Findings of fact as to the alleged misconduct; AND
- A conclusion as to whether the nature and duration of the proposed long-term suspension is appropriate or whether a lesser form of corrective action should be imposed.

The hearing officer will issue the decision and the district will provide notice of such decision to the student's legal counsel, or, if none, to the student's and his/her parents/guardians. If the hearing officer decides that a long-term suspension is appropriate, the parent/guardian and student will have the right to appeal that decision to the School Board by filing a written or oral notice of appeal at the office of the Superintendent within three (3) school business days after the date of receipt of the decision. If a timely notice of appeal is not provided to the district, the long-term suspension may be imposed as of the calendar day following expiration of the three (3) school business day period (see Appeal Process for Long-Term Suspension or Expulsion, below.)

- **Readmission**

Any student who has been long-term suspended will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process, below.)

Emergency Expulsion

- **Conditions and Limitations**

A student may be immediately removed from school prior to a hearing without other forms of corrective action if the Superintendent or designee has good and sufficient reason to believe that the student poses:

- An immediate and continuing danger to other students or school staff; OR
- An immediate and continuing threat of substantial disruption of the educational process.

Such emergency expulsion must end or be converted to another form of corrective action within ten (10) school days of the date of the expulsion. If the emergency expulsion is converted to another form of corrective action, the district will provide the student and/or parents/guardians with notice and due process rights appropriate to the new corrective action.

- **Notice of Hearing**

The district will notify the student and his/her parents/guardians of the emergency expulsion and of their opportunity for a hearing by:

- Hand-delivery of written notice within twenty-four (24) hours of expulsion (school districts must document delivery of the notice by obtaining the signature of the student's parents/guardians acknowledging receipt or the written certification of the person making the delivery); OR
- Certified letter mailed within twenty-four hours of the expulsion (reasonable attempts to contact the parents/guardians by phone or in person will also be made as soon as reasonably possible).

The district's written and oral notice of emergency expulsion and opportunity for hearing will:

- Be provided in the predominant language of the student and/or a parent/guardian, if other than English, if feasible;
- Specify the alleged reasons that the student's presence poses an immediate and continuing danger to students, school staff, or poses an immediate and continuing threat of substantial disruption of the educational process.
- Set forth the date on which the emergency expulsion began and when it will end;
- Set forth the right of the student and/or his or her parents/guardians to a hearing for purposes of contesting the allegations as soon as is reasonably possible; and
- Set forth the facts that:

- A written or oral request for hearing must be received by the Superintendent's Office on or before the end of the third school business day after receipt of the notice of opportunity for hearing; AND
- If the request is not received within three (3) school business days, then the right to a hearing may be deemed waived and the emergency expulsion may be continued, if deemed necessary, for up to ten (10) school days from the date of the student's emergency expulsion from school without any further opportunity for the student or his or her parent/guardian to contest it.

As a best practice, the district should provide a schedule of school business days with the notice. The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the notice of opportunity for hearing. The request may be provided in writing or orally, but must be provided to the Superintendent's Office. If a request for hearing is not received within the required period, the district may deem the right to hearing waived and the emergency expulsion may be imposed for up to ten (10) school days from the date of the expulsion from school.

- **Pre-Hearing and Hearing**

If a request for hearing is received within three (3) school business days after receipt of notice, the school district will immediately schedule and give notice of a hearing to commence as soon as reasonably possible and no later than the second (2nd) school business day after receipt of the request for hearing.

The student and his/her parents/guardians have the right to:

- Be represented by legal counsel;
- Inspect in advance of the hearing any documentary and physical evidence that the district intends to introduce at hearing;
- Question and confront witnesses (see WAC 392-400-305 for procedure if a school district witness does not appear);
- Explain the alleged misconduct;
- Present relevant affidavits, exhibits, and witnesses.

The district and/or its representative have the right to inspect in advance of the hearing evidence that the student and his/her parents/guardians intend to introduce at the hearing. The hearing will be conducted before a hearing officer appointed by the Superintendent. Such hearing officer will not be a witness to the alleged conduct. Ideally, the individual selected to be the hearing officer will possess both district administration experience and/or legal training and/or prior experience conducting quasi-judicial hearings. Either a tape-recorded or verbatim record of the hearing will be made. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A single hearing will not likely result in confusion; AND
- No student will have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual

hearing. The hearing officer will determine, based solely on the evidence presented at hearing, and set forth in his/her written decision:

- Findings of fact as to whether the student has been afforded appropriate procedural due process (e.g., notice, opportunity to inspect evidence prior to hearing);
- Findings of fact as to the alleged misconduct;
- A conclusion as to whether the student's immediate and continuing danger to students and/or school staff OR immediate and continuing threat of substantial disruption of the educational process giving rise to the emergency expulsion has terminated; AND
- A conclusion as to whether the emergency expulsion shall be converted to another form of corrective action or stand as imposed.

Within one (1) school business day after the date upon which the hearing concludes, the hearing officer will issue the decision and the district will provide notice of such decision to the student and the student's parents/guardians and legal counsel, if any, by depositing a letter in certified U.S. mail. If the hearing officer concludes in his/her decision that the emergency expulsion will be converted to another form of corrective action, the district must provide notice of all due process rights to the student and parent/guardian for the appropriate corrective action. For appeals from a hearing officer decision regarding an emergency expulsion, see Appeals of long-term suspension and expulsion, below.

READMISSION APPLICATION PROCESS

Any student who has been long-term suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been long-term suspended/ expelled, the student shall submit a written application to the Principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the Superintendent. The application shall include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and
- C. A supporting statement from the parent or others who may have assisted the student.

The Superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

DISCIPLINE OFFENSES

Discipline offenses may carry over from other schools. **Items numbered are considered exceptional misconduct.**

Academic violations (cheating)

Cheating by copying other people's work is not acceptable. Making copies of someone's computer disk is also considered cheating. Any attempt to deceive staff and students by cheating, changing grades in the grade book, plagiarism, etc. warrants disciplinary action. Plagiarism, the act of borrowing another author's work without crediting that author and thereby implying that it is one's own, is academic dishonesty and a form of cheating.

1. Accumulation of Violations

Repeated violations of different school rules. (3 violations, does not have to be the same one).

2. Arson/Reckless Burning

Any student who starts a fire on school premises is subject to a charge of arson. The student will be suspended or expelled. Arson is a felony and legal authorities may be notified.

3. Assault

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption of the educational process. Initiating aggressive physical or verbal contact with another student who does not respond in defense. *Verbal or written threats of physical injury will be treated as assault.*

Fighting may constitute a crime and legal authorities may be notified.

Fighting or Promoting a Fight - a physical altercations that involve two or more students. Students who instigate fights but are not actively involved (that is, students who carry rumors, encourage other students to fight, recording a fight on a camera or cell phone, carry information back and forth between two individuals who subsequently fight).

4. Civility/Profanity, Inappropriate Language and Gestures

Use of profane language/abusive language is not acceptable in the school setting and consequences will be applied appropriately. Included will be inappropriate gestures, swearing, profanity, cursing, spitting, and/or suggestive comments meant to intimidate and/or embarrass, directed toward students and/or staff.

5. Disruption of the Educational Process
Interruption of the lesson, or causing other students to be distracted from an assignment or class work. Inappropriate dress or behavior that distracts from the school environment. Conduct as determined by school administrator which materially and substantially interferes with the educational process.
6. Drugs, Alcohol or Paraphernalia, Possession of or Use of
Students may not possess, use, or be under the influence of alcohol, controlled substances, non-prescription drugs, prescription drugs, inhalants, drug paraphernalia, look-alike drugs, and/or substances represented as drugs/alcohol. Paraphernalia may include, but is not limited to, pipes, rolling paper, clips, bong, containers, spoons, needles and bodily fluids. Students who are in a group of students, one or more of whom is in possession of drugs, alcohol, or any other controlled substance, or one or more of whom is using or under the influence of drugs, alcohol, or any other controlled substance, are also violating the drug/alcohol policy. Range of corrective action will be based on participation in a drug/alcohol assessment program.
 - Any 6-12th grade student in APS who violates the drug and alcohol policy two or more times over a three year period shall be subject to progressive discipline.
7. Drugs or Alcohol, Sale of, Purchase of, Trade of, or Providing of (Including the Intent to Sell or Distribute)
Students shall not sell, purchase, trade, or transfer alcohol, controlled substances, non-prescription drugs, prescription drugs, inhalants, drug paraphernalia, look-alike drugs, and/or substances represented as drugs/alcohol. Range of corrective action will be based on participation in a drug/alcohol assessment program.

Electronic Devices - While on school property or while attending school-sponsored or school-related activities, students may possess and use personal telecommunication devices including, but not limited to cell phones, iPods (or other devices) and other such devices that emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the possessor provided that such devices do not pose a threat to academic integrity, disrupt the learning environment, compromise personal safety, or violate the privacy rights of others. **Students in possession of personal telecommunications devices and other related electronic devices (e.g., iPods) shall observe the following conditions:**

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity (e.g., cheating) or violating confidentiality or the privacy rights of another individual. Examples include text messaging answers or questions and taking pictures of students without permission.
- Devices shall not be used for illegal purposes or activities that violate school or district rules or procedures, laws, or statutes.
- Devices may be turned on and operated before, between classes, and after the regular school day and during the student's lunch break.
- Students who violate this policy may be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator or teacher may confiscate the device.
- Students are responsible for electronic devices they bring to school. The District shall not be responsible for loss, theft or destruction of electronic devices brought onto school property. Students shall comply with any additional rules developed by the school or district.

8. Extortion
Deliberate act of acquiring money from others by intimidation, harassment or threat; misuse of power. Students who deliberately obtain money or property by threat of violence or forcing someone to do something against their will. Parents and Police may be contacted.
9. False Alarms Pulls
Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be signaled or transmitted or caused in any manner.
 - Under the law, false alarms are misdemeanors subject to a maximum fine of \$250.
 - Students are not to make false 911 calls
 - Such action or involvement by a student will result in discipline and/or suspension from school.
 - Return to school may be contingent on a satisfactory conference with the Fire Marshall.
 - Bomb threats are considered felonies.

10. Firearms
It is a violation of Washington State Law for any student to carry on to or possess on school premises, school provided transportation, school facilities, and/or on non-school facilities being used by the school district, any firearm or dangerous weapon.
 - A violation constitutes grounds for expulsion from APS and the public schools within the State of Washington for one year, in accordance with the due process provisions of Washington State law and APS policy.
 - School officials shall promptly notify law enforcement and the student's parent/guardian regarding any

- allegations or indication of such violation (RCW 9.41.250, RCW 9.41.280).
- Dangerous weapons offenses having to do specifically with firearms shall, without exception, result in expulsion for one calendar year.

Firearms would include any air gun, including any air pistol or rifle, designed to propel a BB, pellet or other projectile by the discharge of compressed air, carbon dioxide or other gas.

Forgery and Misrepresentation - Intentional misrepresentation of another on a written document or during a phone call. Includes soliciting another to forge a signature or make a phone call.

11. Gang Associations/Activities

Gang membership or affiliation implied through behavior, apparel, activities, acts, or other attributes that lead to or reasonably could lead to disrupting the educational process. Determination of related attire is at the discretion of the school administration. Exhibiting behavior or gestures of which symbolize gang membership, or causing and/or participating in activities which intimidate, cause harassment, or affect the attendance of another student. Parent and Police may be contacted.

12. Harassment, Intimidation and Bullying

It is the policy of the district to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

A. Definition. Bullying is defined as one or more individuals repeatedly inflicting physical, verbal or emotional abuse on another or others. Harassment, intimidation or bullying can take many forms, including but not limited to, slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, (e.g., swastikas, racial symbols and confederate flags) cartoons,

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pranks, gestures, hazing, physical attacks, threats or other written, verbal and nonverbal, or physical actions.

B. Reporting. Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a staff member for assistance in resolving the matter. Staff members are expected to intervene and to report when necessary. False reports, retaliation and reprisal for harassment, intimidation, and bullying also constitute violations of this policy, and discipline will be imposed as appropriate.

C. Corrective Actions. Staff member and school administrators will use both informal remedies and disciplinary action.

- Disciplinary actions will be appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and state and federal law.
- Legal agencies may be contacted.

Should a complaint regarding harassment, intimidation or bullying not be resolved at the school, the complainant may contact the Superintendent or Superintendent's designee in writing with information for further review. Cross Reference: APS Policy/Procedure #3207.

13. Insubordination

Student chooses to refuse to do as instructed by the teacher or other adult. The teacher or adult has informed the student that was disobedient and has provided opportunities for obedience or change of behavior. Parent contact.

14. Lewd Conduct

Deliberate exposing of portions of the body generally private. Parent contact. Possible Police contact.

Lying to Staff

Intentionally falsifying information, refusing to identify oneself or deliberately withholding information.

Prohibited Items at School

Students shall not have in their possession any item that is deemed a safety concern to themselves or a disruption to others. Such items shall include but are not be limited to fireworks, smoke and stink devices, skateboards, laser pointers, pornography or any item that disrupts the educational process.

Safety Violation

Physical or emotional safety is threatened. Students are expected to maintain the safe environment of our school. Committing acts, which injure or endanger other students, (i.e. throwing dangerous objects, running in crowded areas, misuse of equipment) can cause serious harm.

Technology Misuse

Inappropriate use of Chromebooks or computers, unauthorized access to computer files, folders, or sites is prohibited.

15. Theft

The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

Threat

Threatening damage to persons or property, whether real or imagined.

16. Tobacco/Smoking/Vaping

APS promotes and maintains a smoke-free and tobacco-free environment; therefore, students are prohibited from using tobacco products, vaping, or e-Cigarette devices or having tobacco in possession at any time during the school day or at any school-sponsored activities. Before and after school, students are not to use tobacco products adjacent to the school grounds. APS Policy/Procedure #4215.

17. Trespass

Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to arrest for criminal trespass.

Truancy

Missing a class without a **valid** excuse will be considered a truancy. Coming to class more than ten (10) minutes late or leaving class and not returning for more than 10 minutes is considered an absence without a **verified** excuse.

18. Vandalism

Damage, destruction, or defacement of school property, (e.g., tagging, skateboards damaging brick structure). This includes school district property and personal property. Restitution. Parent and Police contact.

19. Weapons

Possession of weapons and replica of weapons, (e.g., firearms, knives, guns, throwing stars, mace, pepper spray, laser guns or any instrument capable of causing bodily harm).

- All offenses involving dangerous weapons of any type constitute grounds for “emergency expulsion” and shall result in other disciplinary actions depending on the facts of each individual case. In most situations involving dangerous weapons, there is a need to remove the student(s) from school at the time of the event on an “emergency basis”.
- Building principals have the authority to remove students from school immediately to investigate offenses regarding dangerous weapons.

A dangerous weapon is defined as:

- any firearm; or
- any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, Billy club, metal knuckles, any pocket knife, any double sided knife, any spring or mechanically loaded knife (such as a switch blade), any knife having a blade which opens by force of gravity or centrifugal thrust (such as butterfly knife), any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or
- any device commonly known as “nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope or other means; or
- any device commonly known as “throwing stars” or multi-pointed objects; or
- any disabling or incapacitating items such as electronic stunning/shocking devices, or any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor or other disabling agents; or
- any object which looks like a weapon, such as a toy or dummy gun, knife or grenade.

Confiscation, Parent and Police contact.

APS, as well as other districts, may refuse to admit students expelled under the state dangerous weapons law. We have no tolerance for students endangering or threatening others and themselves by bringing guns and other weapons to school.

SEARCH AND SEIZURE POLICY AND PROCEDURES

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. *Students are not to bring these items to school or to any school-sponsored function.*

Authority to conduct a search

The law allows school authorities to search students, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. Periodically, school personnel may use trained dogs to search for weapons, explosive devices, or narcotics. The use of trained narcotics and weapons dogs to sniff objects is not considered a search and thus requires no level of suspicion. Dogs may sniff objects that are not affixed to individual students, such as desks, student vehicles parked in school parking lots or articles of personal property, such as a book bag.

General Inspection

- Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
- Locker/Storage Area Inspections - All lockers and other storage areas provided for student use on school premises remain the property of APS and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
- Motor Vehicle Searches - Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

APS CIVILITY POLICY

Arlington Public Schools staff will treat parents, students, and other members of the public with respect and expect the same in return. The District encourages positive communication with the public, and discourages abusive, hostile or obscene speech, actions, e-mail or other forms of communication from the public. In order to implement Policy 4299, the following procedures are adopted:

- A. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school or school district property promptly by the Superintendent or designee.
- B. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
- C. When an individual is directed to leave School District property pursuant to circumstances referenced above and refuses to leave, the school administrator or designee may notify law enforcement officials. Restraining orders may be sought by the District when warranted.
- D. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will notify his/her supervisor of the incident.
- E. When a patron has been asked to leave school premises due to the use of abusive, hostile or obscene speech or disruptive conduct or actions, the school administrator will communicate in writing to that patron regarding Board Policy and Procedure 4299. Sample letters have been provided to school administrators for this purpose.

APS SEXUAL HARASSMENT POLICY

This District is committed to a positive and productive education and working environment, free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, male-to-female, female-to-male, male-to-male and female-to-female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate School District services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complainants to the formal complaint process.

The Superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each District building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The Superintendent shall review the use and efficacy of this policy and related procedures annually. Recommendations for changes to this policy, if applicable, shall be presented to the Board for consideration.

The following employees have been designated to handle questions and complaints of alleged discrimination:

TITLE IX OFFICER AND COMPLIANCE COORDINATOR

Mike Johnson

Executive Director of Human Resources

315 N. French Ave., Arlington, WA 98223

360-618-6212

Email: mjohnson@asd.wednet.edu

SECTION 504 COORDINATOR

Kathy Ehman

Assistant Superintendent

315 N. French Ave., Arlington, WA 98223

360-618-6207

Email: kehman@asd.wednet.edu

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*******School Attendance Information*******

MISS SCHOOL, MISS OUT!

Regular school attendance is a key factor in academic success. Students should who miss less than 9 days of school each year stay **engaged, successful, and on track to meet standard.**

What does research say about school attendance?

Attendance affects achievement.

Chronically absent students statistically have lower achievement. Missing 10%, or about 18 days of the school year can drastically affect a student's academic success.

Attendance is a habit.

Kids who miss school in the early grades are more likely to be chronically absent in later years.

Attendance = Graduation

By 6th Grade absenteeism is one of the three signs that a student will drop out of high school.

Attendance is a team effort!

School staff are here to work with families when students are missing too much school.

WHAT WE NEED FROM YOU	OUR PROMISE TO YOU
<ul style="list-style-type: none"> - Support regular school attendance by sending your child to school everyday! - Establish regular evening routines - Send your child to school unless they show signs of severe illness fever, vomit, diarrhea, severe cough, strep throat or doctor order to stay home. - Schedule appointments and vacations outside of school hours when possible. If this is not possible, complete a pre-arranged absence form with the front office. - Call the school attendance line when your child is absent. 	<ul style="list-style-type: none"> - Track daily attendance and notice when your child is not at school. - Communicate with you to understand why your child is absent. - Work with you to identify barriers and supports available to overcome attendance challenges. - School staff who are here to support: <ul style="list-style-type: none"> o Classroom Teacher o School Counselor o Administration

Important Information Regarding State Attendance Laws

The Becca Bill (RCW 28A.225.020), requires:

- Students to attend school full time if they are between the ages of 8-17 or are 6-7 and enrolled in school full time.
- The school to provide information on attendance and have parents date and sign to acknowledge review of attendance information.
- The school to notify you when your child has an unexcused absence
- The school to meet with families to identify barriers and develop a plan to improve attendance when a student has:
 - o Three (3) unexcused absences in a month
 - o Five (5) unexcused absences in a month
 - o Ten (10) unexcused absences in a school year
- After five unexcused absences in a month, or 10 unexcused absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District may refer the student to a Community Truancy Board, or file a petition and affidavit with the Juvenile Court alleging a violation of RCW 28A.225.010.

Your signature below indicates that you have read and understand the importance of regular school attendance, expectations of families, school responsibilities, and state attendance laws.

Student Name: _____

Date: _____

Student Signature: _____