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.
Dignity Statement

A most important policy of AHS 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 AHS must adhere to this policy.

Contact Information

<table>
<thead>
<tr>
<th>AHS Administration</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Brian Beckley</td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Erik Heinz</td>
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<tr>
<td>Asst. Principal</td>
<td>Christine Hinojosa</td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Alan Boatman</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Tom Roys</td>
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<tr>
<td>CTE Director</td>
<td>Amie Verellen-Grubbs</td>
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<tr>
<td>Education Specialist</td>
<td>Margot Lloyd</td>
</tr>
<tr>
<td>Activities Advisor</td>
<td>Ben Ballew</td>
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<tr>
<th>AHS Counselors (&amp; alpha)</th>
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<tr>
<td>A – Fl</td>
<td>Quinn Heinz</td>
</tr>
<tr>
<td>Fo – Mc</td>
<td>Lisa Sullivan</td>
</tr>
<tr>
<td>Me - S</td>
<td>Nancy Burns</td>
</tr>
<tr>
<td>T – Z</td>
<td>Shanna Crookes</td>
</tr>
<tr>
<td>College &amp; Career Ready/ELL/Special Services</td>
<td>Robert Hascall</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Becky Abreu</td>
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<tr>
<td>Drug/Alcohol Intervention Specialist</td>
<td>Christy Thompson</td>
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<tr>
<th>School Resources</th>
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<tbody>
<tr>
<td>Main Office</td>
<td>360-618-6300</td>
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<tr>
<td>Attendance Office</td>
<td>360-618-6301 or 360-618-6300, Ext. 3001</td>
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<tr>
<td>Athletic Office</td>
<td>360-618-6306</td>
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<tr>
<td>Counseling/Student Services</td>
<td>360-618-6307</td>
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<tr>
<td>Career/Technical Education</td>
<td>360-618-6216</td>
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<tr>
<td>Special Programs Office</td>
<td>360-618-6309</td>
</tr>
<tr>
<td>Linda M. Byrnes Performing Arts Center (BPAC)</td>
<td>360.618.6321</td>
</tr>
<tr>
<td>Email: <a href="mailto:info@byrnesperformingarts.org">info@byrnesperformingarts.org</a></td>
<td>Fax: 360.618.6322</td>
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</tbody>
</table>

Staff Directory

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

E-Mail Addresses

firstinitial.lastname@asd.wednet.edu

Websites

Arlington Public Schools                      www.asd.wednet.edu
Arlington High School                        ahs.asd.wednet.edu
AHS Twitter Page                             https://twitter.com/ahseagleprinc

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              |
**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 a 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 freshmen, 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 APS Food Service Department takes pride in offering nutritionally balanced meals at all schools 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 representation. 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.
3. **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.

**EXTRA-CURRICULAR 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 extra-curricular 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 or the Asst. Principal, Ms. Hinojosa 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 extra-curricular 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 AHS.

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

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<tr>
<th>Fall Sports-Start August</th>
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<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball (Boys)</td>
<td>Baseball (Boys)</td>
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<tr>
<td>Football</td>
<td>Basketball (Girls)</td>
<td>Fast Pitch (Girls)</td>
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<tr>
<td>Soccer (Girls)</td>
<td>Wrestling</td>
<td>Golf</td>
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<tr>
<td>Tennis (Boys)</td>
<td></td>
<td>Soccer (Boys)</td>
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<tr>
<td>Volleyball (Girls)</td>
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<td>Tennis (Girls)</td>
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ATHLETIC/ACTIVITY CODE

The extra-curricular 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 9th through 12th 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 extra-curricular 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 APS 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 (includes ASB 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 Inter-scholastic Activity 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. * 
* applies to athletics

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 Monday - Sunday.
4. Any student participating in athletics who does not meet minimum academic standards (has one or more Fs) 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 Fs) will be placed on “academic probation”, during which time she/he may participate, but cannot participate in shows/performances or competitions.
6. A student deemed as “Not on Track” for elements within their culminating project will be declared ineligible.
7. 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 post season.

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 extra-curricular 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 #10 AND #11 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**

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.

**Level II**

Taking responsibility for actions at the time of, or before, the initial administrative contact.

**Level III**

In presence or possession of drugs/alcohol.

If a student/athlete realizes that he/she has a drug/alcohol problem and seeks counseling/drug alcohol treatment, and self-reports to their coach/advisor at the next available opportunity, they 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.

**1st 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.

**2nd 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.

**3rd 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 vapor pens or e-cigarettes)**

**1st 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 extra-curricular 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.

**2nd 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 extra-curricular 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.

**3rd 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 extra-curricular 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.

PARENTS: 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

As a member of the WESCO League, AHS 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. The following are not permissible:

<table>
<thead>
<tr>
<th>Acceptable Behavior at Athletic Events</th>
<th>Unacceptable Behavior at Athletic Events</th>
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</thead>
<tbody>
<tr>
<td>1. Artificial noisemakers</td>
<td>4. Body paint that conceals one’s identity</td>
</tr>
<tr>
<td>2. Antagonistic cheers or chants</td>
<td>5. Face painting that conceals one’s identity</td>
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<tr>
<td>3. Confetti</td>
<td>violates dress code</td>
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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), failure 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 AHS: 1) Teacher imposed consequences, 2) School Detention, 3) Student Behavior Contract, 4) Out of School Suspension/Expulsion, 5) Denial of Attendance at School Activities and 6) Referral to Law Enforcement Agencies.

**AHS GENERAL INFORMATION**

**ASSEMBLIES**: Assemblies are provided for the benefit of students. Assemblies are part of the regular school day and attendance is required. At all times student behavior should be respectful and courteous. See “Assembly Disruption” under AHS Discipline Policy and Procedures for further details.

**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. See “Assembly Disruption” under AHS Discipline Policy and Procedures for further details.

**BULLETIN/ANNOUNCEMENTS**: A bulletin is posted every day on our website under the “Upcoming Events – DynaCal” section on the homepage. The bulletin includes announcements of importance to students and staff. All messages to be included in the bulletin must have the approval of the sponsoring teacher by their signature and turned in to the main office by 12:45 p.m. the day prior to publication. See “Assembly Disruption” under AHS Discipline Policy and Procedures for further details.

**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 put-downs, 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 done. 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 are 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 - APS 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 e-mail addresses of parents. The registrar’s office is located on the 2nd floor above the main administrative office.

CLOSED CAMPUS - AHS is a closed campus during the school day for all students. See “Closed Campus” under AHS Discipline Policy and Procedures for further details.

DANCES - AHS 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; no exceptions. 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.

<table>
<thead>
<tr>
<th>Dance Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>• NO grinding</td>
</tr>
<tr>
<td>• NO PDA (public display of affection)</td>
</tr>
<tr>
<td>• Once you leave, you cannot return</td>
</tr>
<tr>
<td>• Students are to follow directions given by administration, chaperones and/or the DJ</td>
</tr>
<tr>
<td>• Offenders will be asked to leave the dance</td>
</tr>
<tr>
<td>• Removal from a dance may result in a denial of entry to future dances!</td>
</tr>
</tbody>
</table>

DRESS CODE – Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the staff at AHS and the APS Board of Directors. Part of preserving this learning environment is ensuring that all students wear appropriate attire for the school workplace. Student dress shall be regulated when, in the judgment of school staff or administrators there is a reasonable expectation that:

A. A health or safety hazard shall be presented by the student's dress or appearance
B. Damage to school property shall result from the student’s dress, or
C. 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 profane, violent, sexual, and drug/tobacco/alcohol-related messages; gang-related apparel; apparel that does not fit appropriately or inadequately covers chest, midriff, buttocks, or thighs; shows or display inappropriate undergarments.

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 (no see through tops or pants).
2. Shorts and skirts must be no less 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 when seated (not exposing the midriff).
5. Shoes must be worn at all times.
6. Gang related clothing and accessories are prohibited.
7. Undergarments must not be visible.
8. Items promoting drugs, alcohol, promiscuous behavior, or general disrespect deemed offensive to any group or individuals are not allowed.
9. Long chains off the belt and/or waist are prohibited.
10. Make-up may not conceal identity or threaten or intimidate others.
11. Items which represent disrespect, or that can be considered offensive to any student, staff or community member are prohibited.

When a student is informed of inappropriate dress, the student will be asked to change (we have spare clothes as well) or will be sent home to change. Consequences and disciplinary action shall be dependent on the severity of the incident and may be subject to progressive discipline: Parent Contact, Detention, Saturday School, Short-Term to Long-Term Suspension.

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.

<table>
<thead>
<tr>
<th>STUDENTS: WHAT TO DO IF...</th>
</tr>
</thead>
<tbody>
<tr>
<td>...the alarm goes off during passing periods - Evacuate the building and report to the previous period teacher's safety zone</td>
</tr>
<tr>
<td>...the alarm goes off during lunch - Evacuate the building and report to 4th period teacher's safety zone</td>
</tr>
<tr>
<td>...the alarm goes off before school - Evacuate the building and report to first period safety zone</td>
</tr>
<tr>
<td>...the alarm goes off after school - Evacuate the building and report to front of school</td>
</tr>
</tbody>
</table>

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 or dramatic productions), 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 for verbal and written expression, shall be subject to corrective action or punishment, up to and including suspension or expulsion.

GIFTS, BALLOONS AND FLOWERS - Any 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 or Administrative secretaries.
GRADUATION REQUIREMENTS – FOR THE CLASSES OF 2015-2018, a total of 22.5 credits are required for graduation from AHS. 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 2015-2018:**

A. **Credits for Class of 2015-2018:**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (reading, writing, and communications)</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science (physical, life, and earth; one laboratory credit)</td>
<td>2</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Health and Fitness (.5 Health/1.5 Fitness)</td>
<td>2</td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
</tr>
<tr>
<td>Occupational Education</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>6.5</td>
</tr>
</tbody>
</table>

**TOTAL 22.5 credits**

B. **Additional Information for Classes of 2015-2018:**

**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 from pursuant to WAC 180-51-067(2)(b).

**Social Studies (3 credits required)**

The following courses are required: 1 credit of U.S. History and Government, 1 credit of Contemporary World History, Geography and Problems, .5 credits of Civics (content may be embedded in another social studies course) and .5 Social Studies elective.

Washington State History and Government 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 and Government 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.

***For incoming Freshmen (the class of 2019), the following represents student grad requirements at Arlington High School:***
GRADUATION REQUIREMENTS – CLASS OF 2019 AND BEYOND:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NUMBER OF CREDITS</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
| Math                  | 3                 | • Algebra 1  
• Geometry 1  
• and a 3- credit of math 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. |
| Science               | 3                 | • Two lab science credits  
• and a 3- 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                 | • U.S. History and Government  
• Contemporary World History, Geography, and Problems  
• .5 credits of Civics (civics content may be embedded in another social studies course)  
• .5 credit of Social Studies Elective |
| Arts                  | 2                 | • Performing or Visual Arts  
1 credit may be a Personalized Pathway Requirement* per the student’s High School and Beyond Plan. |
| World Language        | 2                 | • Both credits may be Personalized Pathway Requirements* per the student’s High School and Beyond Plan. |
| Health & Fitness      | 2                 | • .5 credits of Health  
• 1.5 credits of Fitness |
| Career & Technical Education | 1 | • 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. Respect the rights of teachers and students in classes.
3. Pick up all trash in your area before you leave your area.
4. 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. If this procedure is not followed and you have not properly checked out, you will be considered truant for all classes missed.
**LOCKS** - Students may sign up for a locker at Eagle Days prior to the beginning of the school year. If the student is absent from Eagle Days, they may attain one from the Main Administrative Office. 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.

**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 any lunch period 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 stimulants 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 AHS 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 APS Policy/Procedure #3243. Those students driving vehicles to AHS 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 Freshmen who drive during the school year are also 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. Parking in the student lot is on a first come, first-served basis.

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, visitors or police.

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. Student drivers must operate their vehicles in a safe manner, follow all rules of the road and abide by all posted speed limit 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, 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 AHS 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: $5.00 ticket, placed on fine list
   - 2nd Offense: $10.00 ticket, placed on fine list
   - 3rd Offense: May result in revocation of parking privileges on campus or further progressive discipline

12. Proceeds from parking fines and fees 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/SVS to AHS), or are a part of the Sno-Isle program are prohibited from transporting themselves or other students between buildings and programs. Students will follow the proper protocol:
     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.
   • Failure to abide by these guidelines will be subject to progressive discipline and revocation of all parking privileges.

QUARTERLY REPORTING PERIODS - There are two quarterly reporting periods each semester, making a total of four for the entire year. In all classes in which letter grades are used, a grade is assigned at the end of each quarter. 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. Cross Reference: AHS General Information – Grades.

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 - Students who damage school property at school or while under school jurisdiction may be suspended and/or disciplined. The student, parent/guardian shall be liable for damages. The police may also be contacted. 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. Willful destruction or defacement of school district property at any time is good cause for discipline up to and including expulsion. 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 AHS 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.

SURVEILLANCE EQUIPMENT - AHS utilizes surveillance equipment at all times to maintain the safety of our staff and students within the buildings, parking lot, 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/CHAPERONS - Visitors are not allowed in schools within APS unless for official business. Volunteerism at AHS 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 chaperons 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 to 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.

**AHS ATTENDANCE POLICY**

Washington State legal code establishes responsibility for attendance at school as resting primarily with students and parents, and further states that students shall have regular and punctual attendance. The successful completion of classes depends on a student's punctuality and regularity of attendance. While a small number of absences might, on the average, do little harm, there is a point where attendance directly affects learning and thereby affects the grade a student receives. Good attendance is essential in the workplace, and is one of the first items checked by prospective employers. A pattern of absenteeism is cause for disciplinary action and/or suspension (WAC 180.40). Due Process procedures will be followed whenever it is determined a student will be suspended for attendance reasons. Twenty (20) consecutive days of absences will result in a student being dropped from school (WAC 392.121.108).

**Absences** - An upper limit of 12 (twelve) absences for each class will be put into effect each semester (this may include both excused and unexcused absences). The student may lose semester credit for the class in excess of these limits. Parents/guardians will be notified by regular mail after the students' 5th, 8th, and 11th absence during the semester. After the student has absences in excess of the above stated limit, parents/guardians may be notified that the student will receive no credit (NC) for the class. Students who have lost credit due to absences are expected to remain in the class to continue their educational experience. By remaining in the class and continuing to do the assigned work, the student avoids receiving an "F" grade, which would have an adverse effect on overall grade point average (NC does not affect GPA). If the student's behavior becomes a problem, he/she will be removed from the class and earn an "F" grade.

- Absences for school-related activities do not count toward the maximum allowed days during the semester.
- Absences resulting from short-term suspensions from school do not count toward the maximum allowed days.
- Medical absences and court appointments verified by the healthcare provider or court official will not count toward the maximum allowed days.

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<tr>
<td>Medical Appointment</td>
<td>Medical appointment (including but not limited to medical, counseling, dental or optometry)</td>
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**THE APPEAL PROCESS**

1. When receiving an "NC" grade on their report cards, students are encouraged to meet with their corresponding counselor or administrator to review the appeal process.
2. The student will be able to collect an Attendance Appeal Packet that they must complete and return to the Main Office in person on or before the day stated on the packet. The packet requires the student to complete three steps fully:
   a. A student statement outlining the extenuating circumstances involved with their attendance issues.
   b. Each of their teachers, in whose classes they have lost credit, must complete a teacher evaluation and comments section.
   c. A parent/guardian signature must be obtained and an optional comments section may be completed.
3. The students' supervising administrator and counselor will review the attendance appeal packet.
4. The student and parent will be informed of the outcome following a decision.
5. If the initial appeal is denied the student may request to have their appeal heard to further explain their extenuating circumstances as to why an exception to the 'no credit' policy should be granted. The committee will be comprised of: the administrator who oversees attendance, a counselor, and an additional school employee. Parents/guardians are invited, but not required, to attend with their student.

**EXCUSED ABSENCE PROCEDURES** - When a student has been absent from class, he/she is required to have it excused by a parent phone call to the Attendance Office (360-618-6301), a parent/guardian note (within 5 days) after the student's return to school, or notification through "Family Access" (if an absence is excused following this 5 day period, it will be coded as "PPU" – Parent Permission Unexcused). **It is the student's responsibility to fulfill this requirement.** The note from the parent should include the date(s) of the absence, the specific reason for the absence and the signature of the parent/guardian with the date the note was written. Students who use or attempt to use forged or invalid notes for what would be a truancy will be subject to disciplinary action.

**EXCUSED AND UNEXCUSED ABSENCES**

A parent/guardian may excuse a student for the following valid reasons (Board Policy #3122)

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UNEXCUSED ABSENCE
A parent/guardian may keep a student home for other reasons not listed above, but the absence will be marked unexcused because the absence does not match one of the valid excuses listed in Board Policy #3122. A student whose absence is not excused will experience natural consequences of his/her absence. A student’s grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent. Teachers are not required to give make-up work for an unexcused absence.

TRUANCY
Failure to attend class without parent/guardian or school authority knowledge is truancy. This type of absence will result in school discipline and may result in juvenile court proceedings. RCW 28A.225.010

IMPORTANT: A late note or phone call is better than no note or call (after the 5 day period). Late notes will still be unexcused but the absence is not considered truant for appeal purposes.

TRUANCY (BECCA LAW) - AHS abides with the requirements of the 1992 Compulsory School Attendance Law (BECCA Law). In APS, a BECCA violation is defined as missing one-half of the student’s educational program day without permission of the school or parent and/or guardian, or for reasons other than illness. If a student is absent without legitimate excuse for one-half of the student’s educational program day on five (5) occasions in a calendar month, APS may file a petition with the juvenile court seeking the court’s jurisdiction over the student’s attendance in school. The law also states that if a student is absent without legitimate excuse for seven (7) or more days in a calendar month or ten (10) days in a year, the School District must file a petition with the juvenile court (RCW 28A.225).

AHS DISCIPLINE POLICY AND PROCEDURES
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. No student will be allowed to disrupt this process and/or interfere with the
rights of others. We expect most students will exhibit responsible behavior. There may be a few students who will make poor choices and conduct themselves in an inappropriate manner. The discipline policy at AHS is designed to hold students accountable for their actions, promote more responsible behavior through logical consequences, and ensure both due process and progressive discipline. The steps are progressive and will be followed as outlined unless the degree of infraction merits a harsher consequence than outlined or unless extenuating and/or exceptional circumstances exist justifying a lesser consequence. Students who involve themselves in criminal acts on school property and within a two block radius of the school, off school property at school-supervised events, or off school property and which acts have a detrimental effect upon the maintenance and operation of the school are subject to disciplinary action by the school and prosecution under the law. Law enforcement referral and/or action will occur as appropriate.

DUE PROCESS
1. Student meets with a principal or designee prior to suspension.
2. Student is presented with charges and evidence against him/her.
3. Student is given an opportunity to deny charges, rebut evidence, and give their own statement of action(s) in question.
4. Unfavorable decisions may be appealed to a higher authority in the school district.

MEMORANDUM OF UNDERSTANDING - A memorandum of understanding exists between the Arlington School District and the Arlington Police Department. The following incidents may be reported to the police: fighting, arson, assault, bomb threats, burglary, dangerous weapons violations, disturbances, explosives, extortion, harassment, blackmail, coercion, forgery, tampering with fire apparatus or alarms, theft, destruction of property, robbery, sale, use or possession of tobacco, alcohol, drugs, or drug paraphernalia, and/or criminal trespass. This list is not limited in scope.

EXCEPTIONAL MISCONDUCT - Exceptional Misconduct means misconduct, other than absenteeism, which a school district has judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to short-term or long-term suspension. This has been determined by District policy #3241 and 3241P and the District’s Ad Hoc Citizens’ Committee pursuant to WAC 180-40-245(2) and 265(2).

APPEAL PROCESS FOR DISCIPLINARY ACTION - Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the Principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the Principal and shall be entitled to question staff involved in the matter being grieved. The parent and student after exhausting this remedy, shall 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 and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the Board during the 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 shall 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 shall continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action. Cross Reference: APS Policy/Procedure #3241/3241P Rev. Aug 2007.

1. Appeal Process for Short-Term Suspension
   - Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the Principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved. The parent and student after exhausting this remedy shall 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 and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the Board at its next regular meeting, or 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 shall 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 short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action.

2. Appeal Process for Long-Term Suspension or Expulsion
   - A long-term suspension or expulsion may be imposed by the Principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that, if a written request for a hearing is not received by the staff member named in the notice within three school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received. If a hearing is requested, the Superintendent shall schedule the matter for a hearing within three school business days of such request. The parent and student and the District or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the
opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a Hearing Officer appointed by the Superintendent. Such Hearing Officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The Hearing Officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

- If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the Hearing Officer's decision by filing a written notice of appeal at the office of the hearing officer within three (3) school business days after the date of receipt of the decision. The long-term suspension or expulsion shall be in effect while the appeal is pending. The Board shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the Board deems reasonable. Prior to adjournment, the Board shall agree to one of the following procedures:
  A. Study the hearing record or other materials submitted and record its findings within ten (10) school business days;
  B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; or
  C. Hear and try the case de novo before the Board within ten (10) school business days. Any decision by the Board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:
    A. Those Board members who have heard or read the evidence;
    B. Those Board members who have not acted as a witness in the matter; and
    C. A majority vote at a meeting at which a quorum of the Board is present.

- Within thirty (30) days of receipt of the Board's final decision, any parent and student desiring to appeal any action upon the part of the Board regarding the suspension or expulsion may serve a notice of appeal upon the Board and file such notice with the Superior Court Clerk of the County. Such notice shall also set forth in a clear and concise manner the errors complained of.

3. Readmission Application Process

- Any student who has been 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 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 CONSEQUENCE DEFINITIONS

1. Warning
Meeting with an administrator or designee (documented).

2. Detention
- Additional time assigned at school after regular school hours (or during lunch), under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by one of the principals or their designee. Detentions will be served from 2:35 p.m. to 3:35 p.m. Failure to serve an assigned detention will result in further disciplinary action.
  - If a student is assigned detention and fails to complete the assigned days, Saturday School will result. Failure to attend Saturday School will result in short-term suspension.

3. Saturday School
Saturday School can be used as a disciplinary measure, but is primarily used as a measure to assist struggling students. At regular intervals, if your student is failing multiple classes, they may be assigned Saturday School to receive help or have time to finish up their coursework.

Absence from an assigned Saturday School, without prior approval of an administrator, may result in a short-term suspension.
  - Students are to sign in upon arrival (students assigned to Saturday School must stay for the duration).
  - Student will be involved in both homework and school/community service.
  - Appropriate breaks will be determined by the monitor.
  - Parents will be notified of assigned Saturday School by phone or mail. Students are also to inform parents.
  - No sleeping will be permitted in Saturday School.

4. In-School Short-Term Suspension (1-10 days)
5. **Out-of-School Short-Term Suspension (1-10 days)**
   - Disciplinary action whereby a student is separated from school attendance for a period of up to ten (10) days and which does not constitute an expulsion. 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.

6. **Out-of-School Long-Term Suspension (more than 10 days)**
   - The removal of a student from one or more classes for a period of 11-90 days. Missed schoolwork may NOT be made up for credit. Student may not attend any of AHS’s extra-curricular activities.
   - Students will be required to turn in his/her ASB/Student Identification Card. The card will be kept in the student’s discipline file and returned upon the student’s re-enrollment.

7. **Emergency Expulsion**
   - The removal of a student for up to 10 school days. An emergency expulsion may be necessary if a student poses danger to self or others or poses an immediate and continuing threat of substantial disruption of the educational process. During this period, the student may not attend any of AHS’s extra-curricular events. Prior to the end of the emergency expulsion, student and parents will be informed of any further disciplinary action or investigation findings.

8. **Expulsion**
   - A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. Expulsion includes denial of admission to or entry upon real and 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.

**NOTE:** Depending on the seriousness of the offense and number of previous violations (progressive discipline) consequences could be more severe. If police are contacted, the action taken may be beyond AHS and/or APS policy.

**NOTE:** The school day consists from the time you leave your house in the morning until you return home that evening. Also included are any school activities or other events where you represent the school. Some exceptions may apply and are dealt with on an individualized basis.

**DISCIPLINE VIOLATIONS AND CORRECTIVE ACTION**

Discipline violations are accumulative from grade 6 through grade 12 unless otherwise stated. Discipline violations may carry over from other schools and/or districts.

1. **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. Violations in regards to state assessments and senior projects will be considered exceptional misconduct and subject to short to long-term suspension.
   - The first offense will result in a failing grade for that learning activity.
   - The second offense in the same class may result in a removal from the class with an “F” grade.

**Plagiarism,** the act of borrowing another author's work without crediting that author and thereby implying that it is one's own, is academically dishonest and a form of cheating. For corrective action, see above.

2. **Accomplice** *(coding depends on situation)* - A person who knowingly participates in violating a behavior expectation.
   - Detention to Long-Term Suspension.

3. **Accumulation of Violations** - Repeated violations of different school rules. (3 violations, does not have to be the same one).
   - Short-Term to Long-Term Suspension.

4. **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.
   - Short-Term Suspension to Expulsion.

5. **Assault** *(violence)* - 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.**
   - Short-Term Suspension, Long-Term Suspension, or Expulsion.

   **a. Fighting or Promoting a Fight**
   - Physical alterations 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).
     - Short-Term to Expulsion.

6. **Assembly Disruption** *(Disruption of Educational Process)* - Assemblies are held for the education and enjoyment of students and faculty. Give every courtesy to the speaker and to the program. 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. Violations will result in a denial of assembly privileges and may be cause for further disciplinary action.

- Detention, Saturday School, Short-Term Suspension, or Long-Term Suspension.

See “Assemblies” under APS General Information for further details.

7. Bomb Threat – Threatening damage to persons or property from exploding bombs, whether real or imagined.

- Short-term suspension to Expulsion

8. 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.

- 1st Incident: Verbal Warning, Detention, Short-Term to Long-term Suspension.
- 2nd Incident: Short-Term to Long-term suspension

Use of profane language/abusive language towards staff members will result in a Short-Term Suspension to Long-Term Suspension. Cross Reference: APS Civility Policy #4299.

9. Closed Campus (coding depends on situation) - AHS is a closed campus. Students are to remain on campus from the time they arrive until the end of the school day. 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 shall also be considered off limits without parent or 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.

- Saturday School.
- Repeated conduct will result in further disciplinary action.

10. Detention and Saturday School Misconduct (coding depends on situation) - Students are expected to act appropriately while serving Detention and Saturday School.

- Detention, Saturday School or additional consequences may apply.

11. Disruption of the Educational Process - Interruption of the lesson, or causing other students to be distracted from an assignment or class work. Dress or behavior that distracts from the school environment. Conduct as determined by school administrator, which materially and substantially interferes with the educational process.

- Short-Term to Long-Term Suspension. Parent contact.

12. Drugs or Alcohol, 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. 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.

- The first offense will result in up to a 90-day long-term suspension and possible loss of credit. Up to 84 days may be held in abeyance if the student has a drug/alcohol assessment and follows through with the recommendations of the counseling intervention program. Cooperation with the assessment is mandatory. Should the student fail out of compliance with his/her assessment, the remaining suspension days will be reinstated and loss of credit will result. A re-entry conference to demonstrate completion of an assessment is required with an assistant principal prior to returning to school. In addition, the student will be denied attendance at all extra-curricular activities which include athletic events, home or away, for 90 days, reducible to 45 days with compliance of assessment and treatment recommendations.

- The second offense will result in a 90-day long-term suspension from school. This will result in failure to complete course requirements and a loss of credits. A re-entry conference is required with the school principal prior to re-enrolling at Arlington High School. In addition, the student may be denied attendance at all district activities, which include athletic activities, home or away, and placed on probation for a period of up to 90 school days.

- The third offense will result in expulsion from AHS.
- 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 long term suspension or expulsion from any APS.

a. 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.

- Any offense will result in Long-term suspension to expulsion. This will result in failure to complete course requirements and a loss of credits.

- The second offense will result in expulsion from Arlington High School. Offenses related to the sale, purchase, trade, or distribution of drugs or alcohol will be carried over from year to year.

b. Drug Paraphernalia - Students at AHS shall not possess drug paraphernalia such as: pipes, rolling paper, clips, bongs, containers, spoons, needles, bodily fluids or other items for the purpose of drug abuse.

- 90-day suspension reducible to 6 days with completion of a drug and alcohol assessment. Police contact.

- Assessment required to return.
• Mandatory 90-day suspension with a mandatory drug and alcohol assessment required to return. The 3rd offense will result in Expulsion.

c. Drug Related Conversations - Students who engage in drug related conversations, whether joking or serious, will be subject to disciplinary action.

Saturday School, Short-Term Suspension.

13. 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 cellular phones, iPods (or other mp3/video 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.

14. Emergency Calls (False Alarms) - Students are not to make false 911 calls.

- Short-Term Suspension. Parent and Police contact.

15. 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.

- Short-Term to Expulsion. Parent and Police contact.

16. 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.
- 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.
- Short-Term to Expulsion. Parent and Police contact.

17. Firearms (weapons) - 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, RCE 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. Cross Reference: AHS Discipline Policy and Procedure - Weapons.

18. 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.

- Saturday School to Short-term Suspension. Parent contact.

19. 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.

- Short-Term to Expulsion. Parent and Police contact.

20. PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Arlington Public Schools is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” is an intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, that:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

"Other distinguishing characteristics" can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status and body mass.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions**

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom, or program rules.

**Training**

This policy is a component of the District’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

**Prevention**

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the District may seek partnerships with families, law enforcement, and other community agencies.

**Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies for targeted student(s) and perpetrator(s). Interventions will range from education, counseling, correcting behavior and discipline, to law enforcement referrals.

**Corrective Actions** - Staff member and school administrators will use both informal remedies and disciplinary action up to suspension and including expulsion.

- 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.
- Constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

**Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, or bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**Compliance Officer**

The Superintendent will appoint a Compliance Officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the Compliance Officer will be communicated throughout the District.

21. **Incendiary Devices (prohibited items)** - Possession of/igniting explosive devices on school property. (Smoke and stink devices, fireworks, etc.)
   - Short-Term Suspension to Expulsion. Confiscation. Parent contact. Possible Police contact.

22. **Insubordination** – Willful defiance - Choice on the part of the student to refuse to do as instructed by the teacher or other adult. The teacher or adult has informed the student that he/she is not to do as asked. Willful defiance.
   - Short-Term Suspension to Long-Term Suspension and Parent contact.

23. **Lewd Conduct** - Deliberate exposing of portions of the body generally private.
   - Short-Term Suspension to Expulsion. Parent contact. Possible Police contact.

24. **Lying to Administrator, Staff or Other Adult** - Intentionally falsifying information, refusing to identify oneself or deliberately withholding information.
   - Saturday School to Short-Term Suspension.

25. **Prohibited Items at School** - Students at AHS shall not have in their possession any item that is deemed a safety concern to themselves or others. Such items shall include but not be limited to skateboards, laser pointers, pornography or any item that disrupts the educational process.
   - Teacher referral, Detention, Short-Term Suspension to Long-Term Suspension. Parent contact.

26. **Public Display of Affection (P.D.A.) (disrupting the educational process)** - Any inappropriate display of affection is prohibited on school grounds or at school-sponsored events. Prolonged hugging or kissing and/or grinding are prohibited. Consequences will be dependent on the severity of the infract.
27. **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. Progressive discipline below depends on the severity of the offense:
   - Detention to possible Expulsion. Parent Contact; possible Police Contact

28. **Technology Misuse** (coding depends on situation) - Unauthorized access to computer files, folders, or sites is prohibited. Students who use such technology inappropriately, either by accessing unauthorized sites, or by adding and/or deleting information, are guilty of malicious mischief and may be assigned the following:
   - Detention to Short-Term Suspension to dropped from class with a failing grade.

Any violation as related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

29. **Theft/Stealing** - Theft may result in suspension for a period up to ninety (90) school days with possible loss of credits for a semester. The student will be required to replace or pay for the stolen item(s).
   - Proper legal authorities may be contacted.
   - Short-Term Suspension to Expulsion.

30. **Tobacco/Smoking Regulations** - APS promotes and maintains a smoke-free and tobacco-free environment; therefore, students are prohibited from using tobacco/nicotine products (including but not limited to e-devices/e-cigarettes) or having tobacco or lighters in their 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 school grounds. APS Policy/Procedure #3241.
   - Violations of tobacco regulations are cumulative on a one-year basis.
   - Short-Term Suspension to Expulsion.

31. **Trespass** (coding depends on situation) - Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to disciplinary action, suspension, and/or expulsion and arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

32. **Truancy** (coding depends on situation) – 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.
   - Unexcused absences will result in disciplinary consequences ranging from Detention to Friday/Saturday School.

33. **Vandalism** - Damage, destruction, or defacement of school property, (e.g., tagging, skateboards damaging brick structure). This includes school district property and personal property.
   - Short-Term Suspension to Expulsion. Restitution. Parent and Police contact.

34. **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 student(s) 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 incapacitation 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.
   - Any weapons offense can be grounds for expulsion; administrator discretion will be used on a case-by-case basis.

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. Cross Reference: AHS Discipline Policy and Procedure - Firearms.

### AHS SEARCH AND SEIZURE POLICIES 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 lockers, 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.

**Search Dogs** - 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 lockers, desks, student vehicles parked in school parking lots or articles of personal property, such as a book bag.

**General Inspection** - School authorities will be making general inspections of lockers for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.

- **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.
- **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.
- **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.

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- 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.

**Cross References:** Board Policy 3210 – Non-Discrimination, Board Policy 3240 – Student Conduct, Board Policy 3241 – Child Abuse and Neglect, Board Policy 5010 – Nondiscrimination, Board Policy 5281 – Disciplinary Action and Discharge

**Legal References:** RCW28A.640.020 – Regulations, Guidelines to Eliminate Discrimination – Scope, WAC 392-190-056 – 058 – Sexual harassment

### APS MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES POLICY

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults. The Arlington Public Schools Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries. The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member’s duties in the District. The Superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.


### Non-Discrimination Statement

Arlington Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

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**
Diane Kirchner-Scott
Executive Director of Teaching & Learning
315 N. French Ave., Arlington, WA 98223
360-618-6217
Email: dkirchner-scott@asd.wednet.edu
**ARLINGTON HIGH SCHOOL 4-YEAR PLAN (Classes 2016, 2017, 2018)**

### 9th Grade

<table>
<thead>
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<th>1st Semester</th>
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<tbody>
<tr>
<td>English 9</td>
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<tr>
<td>Math</td>
<td>Math</td>
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<tr>
<td>Health</td>
<td>Career Foundations</td>
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<td>Science</td>
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<tr>
<td>World Geography</td>
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### 10th Grade

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<tr>
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<tr>
<td>World History</td>
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<td>Lab Science</td>
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### 11th Grade

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### 12th Grade

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<tr>
<td>Government</td>
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*Arlington High School requires 22.5 credits to graduate. Each semester class is work .5 credits. Students will need to fill in the blank spaces with the additional required courses in Fine Arts (1.0 credit), Career Technical Education (1 credit), and Physical Education (1 additional credit after 9th grade).

*Additional requirements for students who are planning on attending a 4-year College or University:

- Algebra II
- 2.0 credits of Lab Science (Biology, Chemistry and/or Physics)
- 2.0 credits of Foreign Language

To access the Arlington High School Course Description Guide you will need to log onto our school website: [http://ahs.asd.wednet.edu](http://ahs.asd.wednet.edu). Please use the following path to access the Guide: From the **For Families** menu, select **For Students**, then **Counseling Office**. Next select **Course Description Guide**.

*Class of 2019, see page 12*