

ADNA MIDDLE/HIGH SCHOOL
P. O. BOX 148
ADNA, WA 98522
(360) 748 – 8552
www.adnaschools.org
ADNA PIRATES
STUDENT HANDBOOK
(2016 – 2017)



NAME: _____

ADDRESS: _____

PHONE: _____

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BELL SCHEDULE

HS Bell Schedule (Normal)

1st period	8:25	9:13
2nd period	9:17	10:05
3rd period	10:14	11:02
4th period	11:06	11:54
Lunch	11:54	12:24
5th period	12:28	1:16
6th period	1:20	2:08
7th period	2:12	3:00

PM Assembly Schedule

1st period	8:25	9:09
2nd period	9:13	9:57
3rd period	10:04	10:48
4th period	10:52	11:35
Lunch	11:35	12:05
5th period	12:09	12:52
6th period	12:56	1:39
7th period	1:43	2:26
Assembly	2:30	3:00

AM Assembly Schedule

Assembly	8:25	8:55
1st period	8:59	9:42
2nd period	9:49	10:32
3rd period	10:36	11:19
4th period	11:23	12:06
Lunch	12:06	12:36
5th period	12:40	1:24
6th period	1:28	2:12
7th period	2:16	3:00

HS Early Release

1st period	8:25	8:52
2nd period	8:56	9:24
3rd period	9:28	9:55
4th period	9:59	10:26
5th period	10:30	10:56
Lunch	10:56	11:26
6th period	11:30	11:58
7th period	12:02	12:30

HS Late Start

1st period	10:25	10:56
2nd period	11:00	11:31
3rd period	11:35	12:06
Lunch	12:06	12:36
4th period	12:40	1:12
5th period	1:16	1:48
6th period	1:52	2:23
7th period	2:27	3:00

MS Bell Schedule (Normal)

1st period	8:25	9:13
2nd period	9:22	10:10
3rd period	10:14	11:02
Lunch	11:02	11:32
4th period	11:36	12:24
5th period	12:28	1:16
6th period	1:20	2:08
7th period	2:12	3:00

MS PM Assembly

1st period	8:25	9:09
2nd period	9:16	10:00
3rd period	10:04	10:48
Lunch	10:48	11:18
4th period	11:22	12:05
5th period	12:09	12:52
6th period	12:56	1:39
7th period	1:43	2:26
Assembly	2:30	3:00

MS AM Assembly

Assembly	8:25	8:55
1st period	9:02	9:45
2nd period	9:49	10:32
3rd period	10:36	11:19
4th period	11:19	11:49
Lunch	11:53	12:36
5th period	12:40	1:24
6th period	1:28	2:12
7th period	2:16	3:00

MS Early Release

1st period	8:25	8:52
2nd period	8:56	9:24
3rd period	9:28	9:55
4th period	9:59	10:26
Lunch	10:26	10:56
5th period	11:00	11:26
6th period	11:30	11:58
7th period	12:02	12:30

MS Late Start

1st period	10:25	10:56
2nd period	11:00	11:31
Lunch	11:31	12:01
3rd period	12:05	12:36
4th period	12:40	1:12
5th period	1:16	1:48
6th period	1:52	2:23
7th period	2:27	3:00

FORWARD

It is the purpose of the Pirate Handbook to assist students, faculty, and parents to become better acquainted with Adna High School's activities, traditions, requirements, and expectations. This booklet should be shared with parents.

Additional copies are available in the high school office and on-line at www.adnaschools.org.

NONDISCRIMINATION FOR SCHOOL PUBLICATIONS AND ANNOUNCEMENTS

The Adna School District complies with all federal and state rules and regulations and does not discriminate on the basis of, sex, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. As well as applications for financial assistance programs: i.e., student loans, work compensation, grants, scholarships, special funds, subsidies, prizes, etc. Inquiries regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator. Title IX/RCW 28A.640 Officer: Lisa Dallas 360-748-7029, Section 504 Coordinator: James L. Forrest 360-748-0362.

THE PHILOSOPHY OF ADNA SCHOOL DISTRICT BOARD POLICY #3200:

"All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of the schools, subject to such corrective action or punishment as the school officials shall determine."

SCHOOL DISTRICT # 226 BOARD MEMBERS

Robert Fay Melissa Ryan Jenny Collins
Terry Bower Stan Long

GENERAL CLASSROOM RULES:

A Student Will:

1. Be on time.
2. Be respectful.
3. Be kind to others.
4. Be responsible.
5. Respect others property and space.
6. Always do your best.

MISSION STATEMENT

Adna Middle High School provides a community that promotes cooperation, responsibility, and citizenship. We have high standards, expect accountability, and celebrate success. Our students will be well equipped to meet the challenges and expectation, work, and life.

ATTENDANCE

ABSENCES/GRADES/CREDIT EARNED

Compulsory Attendance Law:

RCW 28A.225.010 Mandatory Attendance. In compliance with RCW 28A.225.005, each school is required to inform parents and students about RCW 28A.225.010, compulsory education requirements and mandatory attendance.

This RCW begins by stating that “All parents in this state of any child eight years of age and under eighteen years of age shall cause such child to attend the public school of the district in which the child resides and such child shall have the responsibility to and therefore shall attend full time when such school may be in session. Some exceptions are permitted (i.e., home-based instruction, those attending private school, etc.)” Students are expected to attend all assigned classes each day. Teachers will keep a record of absence and tardiness.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. The following principles will govern the development and administration of attendance procedures within the district:

- A. The following are valid excuses for absences:
 - a. Participation in a district or school approved activity or instructional program;
 - b. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
 - c. Family emergency, including, but not limited to, a death or illness in the family;
 - d. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 - e. Court, judicial proceeding or serving on a jury;
 - f. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - g. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 - h. Absence directly related to the student’s homeless status;
 - i. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- K. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- A. If an absence is excused; the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student’s grade may be affected because of the student’s inability to make up the activities conducted during a class period.
- B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the

district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the 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.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student not later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of the students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parent and students annually. Students who arrive at a class 15 minutes or more after the class has started will be considered absent from that class. Any student arriving late or leaving early must sign in and out at the high school office (this includes running start, early release, and late arrival students). If a student is absent a written note, email or phone call from a parent or guardian is required for the absence. **The note does NOT guarantee an excused absence. Excused and unexcused absences will be determined by state guidelines.**

Prearranged Absences

Absences may be pre-arranged when a student must be out of town or miss school for three days or more. Students who have demonstrated responsible, regular attendance and effort in school will be favorably viewed for prearranged absences of a legitimate nature. Students with attendance and/or grade problems will not be authorized any absences that are avoidable. Prearranged forms must be turned into the office at least the day before the absence will occur and students must sign out in the office upon leaving. In the case of prearranged absences, it is the student's responsibility to get assignments from each teacher prior to their absence.

Unexcused absences

Unexcused absences are any absences that do not meet the excused criteria above. Examples: oversleeping, car problems, hair appointments, shopping and missing a bus.

Any student whose absence is unexcused will experience the natural consequences for his/her actions.

1. F's will be recorded for that day.
2. No makeup work will be given for credit.

For unexcused absences the following consequences will be in place:

First offense – 1 hr. hour detention and **1 hr. detention for each period missed**
Subsequent offenses – ISS and/or suspension may happen.

NOTE: An absence is defined as missing 15 minutes or more of any assigned class. A tardy is an absence of less than 15 minutes.

Tardies

Students are expected to be in class on time. Students are allowed three unexcused tardies for first semester and three for the second semester. After the third tardy during a semester, detention will be assigned. Students must have a classroom hall pass signed by a teacher in order to be in the halls or out of class during class time.

Consequences for tardies will be as follows:

- 4th tardy – ½ hr. detention
- 5th tardy – 1 hr. detention
- 6th tardy – 1 ½ hr. detention
- 7th tardy – 2 hr. detention
- 8th tardy – ISS
- 9th tardy – 2 days ISS

Subsequent tardies – student placed on an attendance contract. Student may be suspended and lose credit for subsequent tardies.

Truancy/leaving campus without permission

1. Parents notified (state law); student makes up the missed time
2. Conference with parents, one-day suspension (OSS)
3. Conference with parents, three days suspension (OSS)

Middle School Achievement Awards
“I MAKE A DIFFERENCE” MONTHLY THEMES

FIRST QUARTER:	RESPONSIBILITY
SECOND QUARTER:	POSITIVE ATTITUDE/CONCERN FOR OTHERS
THIRD QUARTER:	MOST IMPROVED
FORTH QUARTER:	SCHOLARSHIP

STUDENT EXPECTATIONS AND BEHAVIOR CONSEQUENCES

GENERAL POLICY STATEMENT – DISCIPLINE

Two student behavior rules are absolute at Adna Middle/High School: **First, no student has the right to interfere with other students’ right to learn, or teachers’ rights to teach. Second, disrespect and/or abuse of others will not be tolerated. Behaviors marked with an (*) are considered exceptional misconduct and are subject to suspension on the first occurrence.**

There are certain offenses that will cause specific consequences to be invoked; however, students should be aware that because certain misbehavior may not be listed in the procedure book does not excuse the student from specific consequences.

Adna Middle/High School supports and values the philosophy of progressive discipline. For most behavior violations, the minimum sanction (detention) will be imposed, except in cases where the behavior violates the law. However, if minimum consequences are not effective in changing student behavior, more progressive sanctions will be issued. Once a student surpasses his/her 5th behavior write-up (also called a referral), a behavior plan will be developed for negative behaviors and will outline consequences for any future negative behaviors. Parents will be required to be a part of that plan. If a behavior plan is established, the plan will outline future sanctions to be received by that student for rule violations.

The cumulative effect of a series of violations by the same student shall be cause for invoking disciplinary measures that may include suspension or expulsion.

BEHAVIOR CONSEQUENCES

Reference will be made to DT, ISS, and OSS. If you see this please refer to the following:

DT	Detention
ISS	In-house School Suspension
OSS	Out of School Suspension

Note: Students serving ISS may not be allowed on campus after regular school hours for any extra-curricular activities (i.e. practices, games, dances, band concerts, etc.) Students on OSS are not allowed to be on school grounds during their suspension.

Detention

Detention and discipline will be assigned by the school personnel or administration. Detention will be assigned during lunch hour. Students are to

get their lunch and report to room 401. Detention time can be served additionally and secondarily after or before school. If a student fails to serve detention when assigned it will double. Students who continue to fail to make up detention will be assigned ISS or OSS.

A student may appeal an infraction to the principal.

Any time a student is suspended from school, the parents may be required to attend a conference with school staff upon the student's return. At the principal's discretion, this conference may be done over the phone.

(*) 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. In this handbook, offenses marked with an asterisk (*) have been determined to be exceptional misconduct offenses.

AFFECTION, PUBLIC DISPLAYS OF

To show your affection without regard has its place and that place isn't in school. Students are expected to refrain from kissing, prolonged hugging, and other excessive displays of affection. If you have a difficult time understanding what is ok at school, see your counselor or principal. If you are a guilty perpetrator of excessive public display of affection, you will be referred to an administrator.

Discipline for repeat offenders will range from detention time to suspension time.

CHEATING/ACADEMIC DISHONESTY

Academic Dishonesty will be determined by each classroom teacher and can include any student who gives/receives/takes or has in possession and available for use any information on an assignment, quiz, or test. This includes plagiarism.

Consequences:

1st Offense - Parents notified, student receives "zero" grade for work and 1 hour DT.

2nd Offense - Conference with parents, student receives "zero" grade for work and 3 hours DT.

3rd Offense - Conference with parents, student receives "zero" grade for work, and up to 3 days suspension (ISS).

CLOSED CAMPUS

Adna policy provides for a closed campus. Once students arrive each day, they are expected to remain on campus until their dismissal. Some areas of the campus will be deemed off limits (for example, the area extending past the site of the football field and the dugouts on the baseball and fastpitch fields).

Permission to leave campus may be given by school staff for a legitimate reason. Students must have parent permission prior to leaving campus. Any student leaving school early must check out at the attendance office; failure to do so may result in truancy and the consequences normally assigned for missing classes without permission.

At the end of the school day students are expected to leave the campus by 3:30 p.m. unless they are involved in an authorized after school activity, or

meeting with a teacher, or engaged in an academic or extracurricular activity. Students waiting for the Boistfort bus need to wait at the end of the 100 wing.

Once a student leaves an after school activity, (i.e. dance, game, concert, etc.) that student must leave campus and cannot return to the activity. This includes visitors. If students need to go to their car or make a call they must get permission from the activity supervisor.

COMPUTER USAGE

See Student Acceptable Use Policy. Students are expected to comply with Acceptable Use Policy; failure to comply will result in student computer privileges being revoked, disciplinary action and notification of law enforcement if necessary. Consequences will match the offense from detention to suspension.

DETENTION PROGRAM

Students will serve their detention time during their next lunch break. Detention may also be served secondarily before or after school. Detention time may be done in conjunction with homework assistance depending on the student's behavior and willingness to work. No cell phone or electronics devices are allowed in detention. **Athletes that do not complete their detention by the due date will not be permitted to participate in practices or games the next day and will not be eligible to participate in the next scheduled game and will not be eligible to participate in the sport until it has been completed.**

(* DISRUPTION OF THE EDUCATIONAL PROCESS

This is the use of noise, force, threats (verbal or written), violence, or any other conduct, causing the disruption or obstruction of the educational process or any function of Adna Middle/High School. Violators will be subject to discipline, suspension, or expulsion from school

The type of conduct under this section

1. Occupying school or ground
2. Preventing students or class to attend an activity
3. Intentionally acting in a manner that would interfere with a teacher's ability to conduct or teach their class.

ELECTRONICS (USE OF CELL PHONES, ETC.)

Due to the disruptive nature of electronic devices at school, students are discouraged from bringing cell phones, mp3s, DVD players, etc. The school district is not responsible for the theft or disappearance of these electronic devices.

Students are only allowed to use cell phones in class or during class time **only** with teacher or office permission. If a cell phone is misused, disruptive or used inappropriately during class time, the following steps will be in place:

First offense – teacher will turn into the office and discipline referral will be filled out. The student will need to come to the office at the end of the day to get phone back.

Second offense – teacher will turn the phone into the office and the student will receive a 1 hour detention.

Third offense – teacher will turn the phone into the office and the student will receive a 2 hour detention. Phone will remain in the office and conference with the principal for the return of phone.

Continued offenses – ISS or suspension will be issued.

Students who refuse to turn over their electronic devices upon request will receive a minimum of 1 day of in-school-suspension.

Parents should refrain from calling or texting their children during class time as this creates a disruption in the educational process.

Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parents/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.

(*) FIGHTING/ASSAULT

Fighting will be defined as a physical altercation causing a disruption of the educational process. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting.

1. Parents notified, 1 - 5 day suspension (ISS/OSS) (HS will receive OSS)
2. Conference with parents, 5-10 day suspension. (OSS)
3. Conference with parents, Long term suspension. (OSS)

FINES/FEES OBLIGATIONS

Students are responsible for fulfilling obligations to the district. Students owing debts, including activity and athletic fees, will not receive grades, transcripts or diplomas until debts are cleared. Students who are unable to pay may work off the debt at school at the rate of minimum wage. Un-served detention time is considered an obligation to the district.

(*) HARASSMENT/BULLYING (VERBAL, PHYSICAL, SEXUAL, CYBER)

The District is committed to a safe and civil educational environment free from harassment, intimidation or bullying for all students, employees, volunteers and patrons. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal or physical act:

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

- Has the effect of substantially disrupting the orderly operation of the school.

The following consequences may be in effect, depending on the severity of the issue:

1. Verbal Warning to cease unless incident warrants immediate action.
2. Conference with parents, 1-3 day suspension (ISS/OSS).
3. Conference with parents, 5-10 day suspension (OSS).
4. Long-term suspension.

Cyber harassment and bullying is an increasing problem that has an impact on the educational environment and well being of students. Cyber harassment and bullying include the use of email, instant messaging, text messaging, blogs, etc.

While students have First Amendment rights there are areas that can impact and disrupt the educational environment. While incidents involving students off campus must be looked at if the school has an obligation to intervene or call local law enforcement authorities, the following, if done on campus, will result in consequences:

- A published threat toward any school employee.
- Blog postings that call for the violation of laws or school rules.
- Students who post on their personal blogs during school time.
- Students who use school resources to publish or view a blog that is not school sponsored.
- Publishing false statements or rumors about others that can damage reputations or lead to defamation of character.
- Disruption of class.

NOTE: Harassment is a serious offense that encompasses many levels of inappropriate behavior. Therefore, if appropriate and effective discipline is to be assigned, it is the responsibility of the victim to report an incident to the teacher, counselor, or principal as soon as possible. Timely reporting of an incident may allow school staff to keep the report confidential and keep the harassment from continuing. If the incident is of a continuous or serious nature that might prevent the school from providing the safe environment that we strive to create, the infraction may require an emergency expulsion.

For additional information and to report harassment the district has posted Board policy/procedure 3207, Prohibition of Harassment, Intimidation and Bullying on the website. www.adnaschools.org/anti-bullying-policy-and-procedure.html. District Compliance Officer: James L. Forrest 360-748-0362 or forrestj@adnaschools.org

(* INDECENT EXPOSURE OF SELF OR OTHERS. (This includes pantsing other students or oneself.)

Pantsing (pulling down another student's pants) is unacceptable behavior. This is a form of harassment and any student found pantsing or attempting to 'pants' another student will receive an Out of School Suspension for the first offense.

1. Parents notified, 1-3 day suspension (OSS).
2. Conference with parents, 5-10 day suspension (OSS).
3. Conference with parents, request for long-term suspension. *
4. Recommendation for expulsion. *

5. Based upon the nature of the exposure, expulsion or long-term suspension may be immediately administered.

LUNCHROOM REGULATIONS:

1. The commons is the designated area for eating meals and drinking beverages. Other areas of the school grounds may be open to eat lunch if permission is received from the administration.
2. No consumption of food or drink is allowed in the gym or computer lab. Food and drink may be allowed in a classroom at the teacher's discretion.
3. Simple rules for the lunchroom are:
 - a. Respect school property and others.
 - b. Leave the table and surrounding area clean.
 - c. Put trash in proper containers.
 - d. Eat food in designated areas.
4. During breakfast and lunch, students are not allowed to loiter in or in front of the school office.

MEDICATION AT SCHOOL

There are times students will need to take medications at school. All prescription medication and over the counter/inhalers must be brought to the office and registered with the nurse with a signed note from the parent and doctor indicating what medicine is to be administered, how much, and at what times. Medicine must be in the original container with the doctor's name and directions. Medications are not to be kept in the student's personal belongings. Medications that need to be taken on a long-term basis, also requires a form signed by the parent and doctor to be on file in the office. If medical form not in the office parents must come and administer them at school. Violation of this policy could result in a discipline referral to the office.

PARKING LOT REGULATIONS

In order to ensure a safe and orderly-parking situation, students will follow these regulations.

1. Vehicles must be parked properly in the **student parking area** within the marked slots. Improper parking involves parking in the freight/bus loading zones, being in designated "handicapped" areas without the appropriate parking license, parking in the kitchen parking area, or behind the school without permission including by the band room and near class numbers on the chain link fence. Cars parked improperly may be towed without warning at the student's expense. Students who park on school grounds are required to have insurance and a valid driver's license.
2. Drivers must obey all posted signs and directional markings in the parking lot. Students driving vehicles on campus before, during or after the school day and/or sponsored activities in a reckless or endangering manner (in excess of 10 mph) may be subject to school discipline and/or citation from the Lewis County Sheriff's Department. Driving privileges may also be revoked.
3. Students are not allowed in the parking lots or in their cars during the school day or while on campus at an after school event unless they are leaving school grounds immediately.
4. Sitting in cars and loitering in the parking lot is not permitted.

(*) POSSESSION/USE/DISTRIBUTION OF ALCOHOL OR DRUGS

Students using, in possession of, (including the intent to sell or distribute) of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics, cocaine, legend drugs, other dangerous drugs, controlled substance and/or "look alike" substances is a major violation.

Students using or in possession of any alcoholic beverages, drugs or look alike drugs.

1. Parents notified, Sheriff's Office notified, up to 20 days suspension (OSS).
Up to 50% of Suspension can be put into abeyance if a student completes and follows direction of a drug and alcohol assessment. The drug and alcohol assessment will be at the expense of the student.
2. Parents notified, Sheriff's Office notified and long term suspension.

Students who are distributing drugs dealing/selling will receive a long term suspension or an emergency expulsion.

PROFANITY

The use of profanity is not acceptable at any time before, during lunch time, after school and at activity events. The use of unacceptable verbal language and gestures may automatically result in disciplinary action, not excluding suspension.

DRESS CODE, ATTIRE/FRAGRANCES/MISC..

Grooming and apparel shall be in good taste. Clothing shall be clean, neat, and suitable to the activity in which the student is engaged. Dress or grooming that constitutes a health or safety hazard, disrupts the general school environment, is gang related, or disrupts the optimum learning atmosphere is unacceptable. Students inappropriately dressed will be expected to find alternate clothing for the remainder for the school day or will be sent home to change. Failure to cooperate/adhere to dress policy will result in progressive discipline action. The following list provides examples of clothing and/or modes of dress that would be

inappropriate:

1. Pants worn below the hip/waist/buttocks.
2. Hats, hoods, and knit caps will be allowed in the commons, gym and hallways and in classrooms with teacher approval. ~~They will not be allowed in the classroom during the school day. Exception being special events such as spirit week.~~
3. Displaying bandannas. No handkerchiefs are to be exposed/visibly seen.
4. Long belts that hang out of belt loop/pants.
5. Clothing that shows/promotes alcohol, drugs, sexual suggestive themes, violence and profanity.
6. Sunglasses worn indoors. Sunglasses are for outside activities.
7. Midriffs, cropped shirts, tank tops, spaghetti straps, and muscle shirts that display stomach/waist skin area or any clothing that under garment or cleavage is exposed.
8. Jewelry that may cause injury to one's self or others.

The above list is a few examples of inappropriate dress. Faculty and administration will determine any other dress (grooming and clothing) to be acceptable or unacceptable. For additional information check with the school principal regarding student dress policy #3224. The dress code applies to both the academic school day and after school sponsored activities either at home or away.

*The dress code may be modified for special events such as homecoming, prom, etc.

Students are reminded that the application of fragrances (perfume, cologne, etc.) can have a negative impact on those who have allergies or asthma.

DANCE PROCEDURES

1. Suspended (**In School or Out of School**) or expelled students will not be eligible to attend a dance during their suspension period.
2. Adna students may bring one guest provided the guest has an Adna Middle/High School permission form filled out and signed by their school administrator prior to the dance. Guests are asked to meet the same eligibility requirements that Adna students are asked to maintain. Adna students are responsible for their guest.
3. The advisor and administration will approve dance times. All dances and activities will end no later than 11:30 pm.
4. Students may not leave and then return.
5. Students will comply with standard school dress code at all dances, except the Junior/Senior Prom. The dress code for the Junior/Senior Prom: Males will wear slacks, collar shirt, with necktie or bolo. Females will wear dress, skirt with blouse, or dress slacks with blouse. At no time will students wear jeans to the Junior/Senior Prom. Dance attire must always be appropriate and tasteful. If you have any questions see an administrator.
6. Any student who displays unacceptable behavior will be asked to leave. Failure to immediately comply will be viewed as major disobedience (see handbook).
7. All school rules will be enforced.

High School dances and Middle School dances or activity nights will be separate. Middle school students will not be allowed into high school activities and vice versa. This does not apply to sporting events, concerts, plays, etc.

STUDENT RIGHTS, RESPONSIBILITIES, AND LIMITATIONS

SEARCH AND SEIZURE

State Board of Education WAC 180-40-215 provides in part: "Pupils shall have the right to be secure in their persons, paper effects against unreasonable searches and seizures". A reasonable search and seizure will be interpreted by this school district to mean a search and/or seizure conducted when the health and safety of the students are concerned. Students' lockers and desks are the property of Adna School District and made available for student use. Student lockers and desks will be subject to inspection for the purpose of school safety and cleanliness. Individual student lockers may be searched at any time in the presence of the students or two staff members.

FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to express verbally their personal opinions in such manner and at such times as does not disrupt or interfere with the educational process or

with freedom of others to express themselves. The use of obscenities or personal attacks is prohibited. All student meetings on school district property may function only as scheduled and regulated by school authorities as to time, place and manner.

FREEDOM TO PUBLISH

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.

All publications intended to be distributed/displayed on school district property must first be submitted to the principal for approval as to time, place and manner.

Libel, obscenity, and personal attacks are prohibited in all publications.

Commercial solicitations will not be allowed on school property at anytime unless authorized by the principal.

Students who edit, publish, or distribute hand-written, printed or duplicated matter among their fellow students within the school will assume responsibility for the content of such publications.

REFUSAL TO IDENTIFY SELF

All persons must, upon request, identify themselves to any school personnel in the school building or on school grounds, or at school-sponsored events. Any teacher, administrator, or other school district personnel has the legal right and responsibility to request persons at the activities identify themselves.

(* THEFT (in some cases restitution will be requested rather than suspension)

1. Parents notified, 0-5 day suspension (OSS). Notification of law enforcement.
2. Conference with parents, 5-10 day suspension (OSS). Notification of law enforcement.
3. Conference with parents, request for long-term suspension. Notification of law enforcement.
4. Recommendation for expulsion. Notification of law enforcement.

(* TOBACCO/NICOTINE/E CIGARETTES PRODUCTS AND DELIVERY DEVICES-POSSESSION AND/OR USE

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.

Any use of such products by staff, students, visitors and community members shall be prohibited. Employees and students are subject to discipline actions for violations of the policy. The sheriff's office may be notified for all tobacco infractions based on RCW 70.155.080 which states that: A person under the age of 18 who purchases, or attempts to purchase, possesses, or obtains or attempts to obtain cigarettes or tobacco products commits a class three civil infraction and

is subject to a fine or participation in up to four hours of community service, or both. The following consequences will be in place for tobacco offenses:

1. Two-day suspension and parents will be notified.
2. Conference with parents, three days suspension.
3. Request for long-term suspension.

(*) VANDALISM, major

1. Parents notified, 3-5 day suspension (OSS).
2. Conference with parents, 5-10 day suspension (OSS).
3. Conference with parents, request for long-term suspension. *
4. Recommendation for expulsion. *

* Based upon extent of vandalism, expulsion or long-term suspension could be administered immediately.

VISITORS

No person may visit, enter or remain on our public school campus or grounds without obtaining a pass giving express consent of the administration or clearance through the attendance office. Persons without such permission will be asked to follow the appropriate procedure or leave. Those who refuse or insist on remaining on campus after this verbal warning, or who return following such warning will be referred to the legal authorities for prosecution on charges of criminal trespass and/or creating a disturbance.

Students are not allowed to bring guest visitors (students) to attend school with them.

(*)WEAPONS AND/OR FIREARMS, Use and/or possession

According to RCW 9.41.280, *it is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:*

- (a) Any firearm;
- (b) **Any other dangerous weapon as defined in RCW 9.41.250; - See next page**
- (c) Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- (d) Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
- (e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

Any violation of the items above by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010.

Firearms are not permitted on school district property at any time, day or night. This includes firearms in vehicles. **According to state law, violation by the student will result in a one calendar year expulsion from school.** (RCW 9.41.250, RCW 9.41.280).

Dangerous weapons also include: instruments or weapons of the kind usually known as a sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm.

The aforementioned instances will result in expulsion and a report will be given to the Lewis County Sheriff's office in accordance with state law. (RCW 9.41.250, RCW 9.41.280).

In regard to pocketknives, squirt guns, and look-alike weapons: The consequence for the possession/use of these items is determined by the intent of the individual in possession. Example--A pocketknife may/shall be confiscated and a behavior referral may/shall be issued (detention). However, if the pocketknife is used to threaten or assault a student or staff member, the student shall be expelled.

WILLFUL DISOBEDIENCE/DEFIANCE/DISRESPECT

Any Disobedience, Defiance, or Disrespect that involves a staff member personally and directly (student calling staff member derogatory names, etc.) or indirectly shall be considered major. This includes anytime off campus and outside of school.

**GRADUATION REQUIREMENTS
for classes of 2016-2018**

(R) Required class

<u>CLASSES</u>	<u>CREDIT</u>	<u>CLASSES</u>	<u>CREDIT</u>
<u>ENGLISH</u> (4)*		<u>SCIENCE</u>	(2)*
(R) English 9	1	(R) Integrated Science	1
(R) English 10	1	(R) Biology	$\frac{1}{2}$
(R) English 11	1	Total	2
(R) English 12	$\frac{1}{2}$		
Total	4		

MATHEMATICS (3)*

(R) Algebra 1, Geometry	
Algebra 2 *	3
(Pre Cal/Trig, Calculus, Applied Math, Business	
Total	$\frac{3}{3}$

OCCUPATIONAL ED (3)*

(R) Digitools	.5
(R) Info Processing	.5
(R) Career Choices	.5
Occupational or Math, Accounting)	
College Prep Electives	$\frac{1.5}{3}$
Total	3

SOCIAL STUDIES (3.5)*

(R) WA State History	.5
(R) World Studies	1
(R) U.S. History	1
(R) CWP w/Economics	$\frac{1}{3.5}$
Total	3.5

ELECTIVES (3.5)*

Adv. Biology	
Chemistry	
Physics	
Art/Adv. Art	
Ceramics	
Yearbook	
Woods	
Construction	
Leadership	
Jazz Ensemble	
Percussion Ensemble	
Math 101, 102	
Home Ec	
Video Production	
History of Film	
Geology	
Spanish 1, 2	

PHYSICAL ED/HEALTH (2)*

(R) Physical Fitness	1.5
(R) Health	$\frac{.5}{2}$
Total	2

FINE ARTS (1)*

(R) Art, Band	$\frac{1}{1}$
Total	1

1. Complete a senior culminating project
2. Complete a high school & beyond education plan
3. Certificate of Academic or Individual Achievement are required
4. All State testing requirements

*Note: After students take Algebra I and Geometry, they may elect a third credit of math different from Algebra II if the choice is consistent with the career-oriented program of study identified in the student' High School and Beyond Plan. The decision to take a different third credit of math requires that the student, parent or guardian, and a school official meet formally, discuss requirements for two – and four – year colleges, and sign a form acknowledging that the math of choice is more suited to the student's education and career goals. More detail can be found at:

<http://apps.leq.wa.gov/WAC/default.aspx?cite=180-51-06>

**GRADUATION REQUIREMENTS
for classes of 2019+**

(R) Required class

<u>CLASSES</u>	<u>CREDIT</u>	<u>CLASSES</u>	<u>CREDIT</u>
<u>ENGLISH (4)</u>		<u>SCIENCE</u>	<u>(3)</u>
(R) English 9	1	(R) Integrated Science	1
(R) English 10	1	(R) Biology	1
(R) English 11	1	(R) Chemistry, Physics, or Adv. Bio.	1
(R) English 12	<u>1</u>	Total	3
Total	4		

MATHEMATICS (3)

(R) Algebra 1, Geometry	2
Algebra 2 or Applied Math	1
Pre Cal/Trig, Calculus,	
Total	3

Career and Technical ED (1.5)

(R) Digitools	.5
(R) Info Processing	.5
(R) Career Choices	.5
Total	1.5

SOCIAL STUDIES (3.5)

(R) WA State Hist/Civics	.5
(R) World Studies	1
(R) U.S. History	1
(R) CWP/Civics	<u>1</u>
Total	3.5

ELECTIVES (4)

Adv. Biology	
Physics	
Art/Adv. Art	
Ceramics	
Yearbook	
Woods	
Construction	
Leadership	
Jazz Ensemble	
Sports Literature	
Percussion Ensemble	
Psychology	
Literature	
Math 101, 102	
Home Economics	
Video Production	
History of Film	
Geology	

PHYSICAL ED/HEALTH (2)

(R) Physical Fitness	1.5
(R) Health	<u>.5</u>
Total	2

FINE ARTS (2)*

Art	
Band	
Visual Communications	

World Language (2)*

(R) Spanish 1	
(R) Spanish 2	

1. Complete a senior culminating project
2. Complete a high school & beyond education plan
3. Certificate of Academic or Individual Achievement are required
4. All State testing requirements

ADNA HIGH SCHOOL CHAPTER OF NATIONAL HONOR SOCIETY

To be considered for invitation into the AHS Chapter of the National Honor Society a student must be of sophomore, junior or senior status, and be outstanding in the areas of scholarship, leadership, character and service. For more information see the Curriculum Guide.

ADNA HIGH SCHOOL HONORS PROGRAM

The Adna High School Honors Program is designed to give special recognition at graduation to those students who have excelled academically during their high school years. To be eligible students must meet grade point average and specific course work requirements. In addition to meeting general minimum requirements for an Adna High School diploma, to graduate with honors or highest honors a student's course work must include 4 years of science (chose 2 from Adv. Biology, Chemistry or Physics); 4 years of math through the Trigonometry/Pre-Calculus level; and 2 years of a single Foreign Language. Honors requires an accumulative GPA of 3.5 through the 7th semester and Highest Honors requires an accumulative GPA of 3.8 through the 7th semester. Students who meet both the course work and GPA requirements will graduate with honors or highest honors and will be recognized and honored at graduation by the wearing of gold honor sashes.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian will be the senior student with the highest cumulative Grade Point Average. The cumulative GPA will be computed at the end of the first high school semester/first Running Start Quarter of the student's senior year. The Salutatorian will be the senior student with the second highest cumulative Grade Point Average. The cumulative GPA will be computes at the end of the first high school semester/first Running Start Quarter of the student's senior year.

PARTICIPATING IN GRADUATION AND SENIOR TRIP

All graduation requirements must be met for any student to be allowed to participate in the graduation ceremony. Any student taking college courses that are to be applied to graduation requirements must meet the following criteria:

1. You must be enrolled in the course no later than Spring Quarter.
2. The course must be completed or confirmed by the college to be 95% completed and passing prior to graduation.

Participation in the graduation ceremony is not required. Students who participate in ceremonies will be expected to participate in all rehearsal exercises and follow grooming and dress standards set forth by the district. Failure to comply with requirements will forfeit a student's privilege of participating in graduation ceremonies.

A special education student who has completed all academic requirements for graduation, but may have yet to complete his/her transition plan, will be allowed to walk with his/her class. The student will receive his/her diploma upon completion of the transition plan or turning age 21, whichever occurs first.

To participate in the Senior Trip the student must meet the following criteria:

1. The student must be passing all classes needed for graduation, including college classes.
2. All fines and fees must be cleared.
3. All detention must be completed.

GRADING

Grades may be viewed online on the Adna Middle High School webpage www.adnaschools.org using the student's ID and Pin number.

1. The assignment of letter grades, the point values of each, and calculation of GPA's shall be in accordance with state regulations and district policy.
Regular grades in classes shall have the following meaning:
A = Superior
B = Above Average
C = Average
D = Below Average
F = Failure to meet minimum standards.
2. Some school classes are graded on a pass/fail basis.
P = Pass. Credit is given. G.P.A. is not affected.
F = Failure to meet minimum standards. G.P.A. is affected.
3. Other grade symbols used:
I = Incomplete. Any incomplete not made up within two weeks after the end of the grading cycle is converted to an F.
W = Withdrawal from the course. No credit earned.
N = No credit is given.
Y = Course in progress.
4. If a student has documented learning problems that make it difficult or impossible to meet the regular standards, he/she may be eligible for special effort grading. This shall be clearly explained to the parent/guardian and the student. It is an option that the student may decline if desired. All such grades shall not be used in computing G.P.A. or honor roll (except for F's), but shall count for credit toward graduation.
5. Retaking a Course for an Improved Grade. According to WAC 180-57-055 students are allowed to retake a class/course to improve their grade. "The lowest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be excluded from the calculation of grade point averages. This exception does not apply to recurring courses. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., band, advanced art, etc.)." The following guidelines are provided to assist a student in deciding whether to retake a course or not.
 - Students must see the counselor before they are allowed to register to retake a course. Parental approval might be required.
 - If two or more students are tied in class ranking, both having the same grade on a course, but one having retaken the course to improve his/her grade, the student who did not retake the course will be higher in the class ranking.

HOMEWORK HELP

Assistance will be available for students in the morning and after school either by the student's teacher or a classified assistant. Please check with the office for details.

CREDIT RETRIEVAL AND EARLY RELEASE

Early Release: Provided a student has sufficient credits toward graduation, seniors are eligible for one period of early release.

CREDIT RETRIEVAL COURSES

Students may take courses (i.e. Odyssey) for credit retrieval, provided the courses are cleared through the counselor and meet the requirements of Adna School District policy. No more than a total of four semester credit retrieval courses and only one semester per subject department will be allowed toward graduation requirements. Students may have to pay to take district-offered on-line courses.

Credit FOR OUTSIDE MUSIC

Students can receive credit for out of school music lessons, provided the music instructor is a member of the Washington Music Teachers Association, and the procedures of the Association are followed. Arrangements must be cleared through the counselor before the grading period begins.

CONCURRENT HIGH SCHOOL PROGRAMS

Running Start: “Running Start” is a program created by the legislature that provides an opportunity for juniors and seniors to enroll in college courses at Centralia College. Students may enroll simultaneously in high school and college classes or solely college classes and may receive high school credit toward graduation for all classes taken. Applicants must test at the college level on an approved college placement test in reading and either writing or math, have a cumulative GPA of 2.5 or higher, and be of junior standing at entrance. The college classes offered (numbered 100 or above) are tuition free.

Applicants who score college level and have a high school GPA below 2.5 may be accepted conditionally for one quarter. During that period they will need to receive a grade of 2.0 or better in each of their college classes to continue in the Running Start Program.

Applicants who test below the college level may be admitted to enroll in some classes with the approval of the high school counselor and principal. The acceptance will also be conditional, with the requirement of attaining a 2.0 in each of their college classes.

Note: Parents and students should give careful consideration to the appropriateness of this program before enrolling. There are specific course and program requirements that must be met and limitations that should be considered. The high school counselor is available to meet with parents and students to discuss the options.

RUNNING START GRADUATION REQUIREMENTS

- To graduate from Adna High School: running start student need 25 credits and complete all required classes.
- Student must enroll in and complete English 12 Senior Project first semester on campus.
- Must complete Adna High School Culminating Project and 6 Year Plan.

NEW MARKET VOCATIONAL SKILLS CENTER

Students from AHS may enroll in vocational courses offered at the NMVSC in Tumwater. Entry-level occupational competencies are taught in a work-like setting. Students may choose from a variety of programs (collision repair, cosmetology, data processing, law enforcement, building tech., etc.). Students must have their own transportation to and from the NMVSC and must have

sufficient credits in core subject areas to be eligible for this program. Contact the high school counselor for more information.

REPORT CARDS AND PROGRESS REPORTS

Adna Middle High School will report student's progress at semester time via mail one week after the complete of the semester. Progress reports will be sent electronically on a weekly basis. Quarter 1 and 3 progress reports will be given out at the during student lead conferences. Parents may check online student's grades at anytime, by accessing the parent portal on the Adna Middle High School website www.adnaschools.org.

2016-2017 Grading Report Dates:

- 1st Qtr Report Card – November 3rd
- 1st Semester Report Card – January 26th
- 3rd Qtr Report Card – March 31st
- 2nd Semester Report Card – June 13th

HONOR ROLL/STUDENT RECOGNITION

High school students will be recognized four times each year for honor roll. Criteria for Honor Roll Recognition will be a quarter/semester GPA of 3.0, no D's or F's. Criteria for the Superintendent's Honor Roll will be a quarter/semester GPA of 4.0. Principal's Honor Roll will be a 3.5-3.99 GPA.

FINAL EXAMS

Finals are scheduled at the end of each semester and are a regular, required part of high school. Finals may count up to 1/3 of the total semester grade. Teachers may waive the requirement for certain individual students as a reward for exceptional work, provided the rules and procedures for waiver are explained at the start of the grading period. Any students who are not available to take the final on a scheduled day may reschedule the final for a time after it was given.

WITHDRAWALS

Students are expected to work to their full capacity, and to learn the maximum amount possible during their school years. For this reason, students will not be allowed to drop classes after the first week of the semester, and no academic solids can be dropped without parent/guardian consent and valid educational reasons for it. All schedule changes must be processed through the counselor and through the teachers involved. There may be extenuating circumstances that the principal may choose to withdrawal a student without affecting a grade change.

WITHDRAWAL FROM SCHOOL

Withdrawals of non-emancipated students require parent consent. A withdrawal sheet must be filled out and completed before the student will be withdrawn and academic record sent to another school.

EMANCIPATION

Students who are 18 years of age are not necessarily emancipated and cannot freely sign their own notes, excuses, etc. If the student is still living with his/her parents or guardian, emancipation has not occurred. In these cases, the parent or guardian must, still complete all notes, permission slips, excuses, etc. Any

student 18 years of age or older that can establish complete functional and financial independence will be considered emancipated.

TRANSCRIPTS

Transcripts are a permanent record of all courses taken and all grades earned. If a course is taken for an improved grade, the lowest grade will stay on the student's transcript but will be dropped from GPA calculation. The student will not receive additional credit (i.e., If a student retakes 1st semester Spanish I and improves from a "C" to a "B" he/she will only receive 0.5 credit towards graduation requirements.)

PREREQUISITES

Many courses have prerequisites. These are preconditions a student must meet to be established to enroll in the course. These requirements are not arbitrary.

They are based on educational experience in the past that has indicated to us what grades or competencies are necessary for the student to succeed in the class. Nearly all of our advanced classes have prerequisites. Eligibility to enroll for these classes will be based on a combination of the student's grades (mainly 2nd semester of the previous course), comprehensive testing (usually the final exam of the previous course), and the teacher recommendation.

FAILING A CLASS

Any student who is failing a class and it has been determined that there is no possible way a passing grade can be earned before the end of the semester, the student may be pulled from the class, an "F" will be posted on their transcript and their schedule will be adjusted to best meet the needs of the student without disrupting the school's educational environment. The adjusted schedule may require a shortened day.

OTHER INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Adna School District, with certain exception, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Unless a parent/guardian files a written objection, the District may release without prior parental consent "directory information" regarding secondary students to institutes of higher education and military recruiters. Directory information may include the following: the student's name, address, telephone number, activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, graduation lists, class lists, scholarship and award winners.

A student or parent/guardian may request that the directory information described above not be released without prior written parental consent. Such a request must be made in writing to the school principal within 10 calendar days following notice of these rights to students.

PESTICIDES

The law requires that all schools follow specific pesticide notification procedures. This procedure may include posting a notification of a pesticide application in a

prominent place in the main office of the school and/or at the application site.

Also, any student, parent/guardian or staff member may contact the school and request that officials personally contact them prior to pesticide application.

SURVEILLANCE EQUIPMENT

Video camera equipment is in operation 24 hours a day to insure personal safety and building security. All video recordings are property of the Adna School District, but may be made available to law enforcement in the event of criminal activity.

EMERGENCY MEALS

When it is determined that a student's lunch account is in the negative and has exceeded 3 lunches an emergency lunch will be given. This lunch will consist of a cheese sandwich, an apple and a carton of milk.

ATHLETIC/ACTIVITIES STUDENT AND PARENT HANDBOOK

This part of the handbook applies to athletes, cheerleaders, A.S.B. Officers, other school and class officers, and anyone participating in other extracurricular activities. A prerequisite of eligibility for turning out for any sport/activity or assuming the responsibility of any office covered by this policy shall be that the student submit to the coach, or activity advisor, a copy of the "Student Eligibility Code" signed by him or herself and his or her parents/guardian. The coach or advisor shall turn such signed codes in to the Athletic Director who shall maintain an active file and list of students covered by this policy.

ATHLETIC ELIGIBILITY: To be eligible to represent AMHS in interscholastic athletics/activities, a student must meet many requirements at both the state (WIAA) and local (district or school) level. A summary of some of the criteria follows.

ENROLLMENT

A student must have been in regular attendance in a middle level or high school during the immediate preceding semester and be enrolled in and have regular attendance within the first fifteen days of the current semester.

RESIDENCE

To be eligible at the varsity level, a student must reside with natural parent(s), parent of legal custody, or court – appointed guardian (of more than one year).

SCHOLASTIC STANDARDS

A student must meet a set of School District and W.I.A.A. scholastic standards in order to be eligible for extra-curricular participation. The School District scholastic eligibility policy and procedure is included in Appendix B of this handbook. In addition to School District standards, W.I.A.A. standards must be followed. The W.I.A.A. states that a student must have passed at least five (5) classes in the immediate previous semester in order to be eligible. If a student has not passed five classes during the previous semester, the student shall be declared ineligible through the last Saturday of September in the fall or the first five (5) weeks of the succeeding semester. The principal or athletic director will review their grades on Monday of the sixth week to determine whether or not the student(s) will be reinstated.

PHYSICAL EXAMINATION

Prior to the first practice for participation in interscholastic athletics a student shall undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination. Physical examinations are valid for two years from the date of the examination. Students will not be allowed to practice or play until Physical Examination information has been provided.

- Reminder: Some medical providers' physicals stipulate they are only valid for one year. Check with your medical provider.

AGE

The student must be under 20 years of age on September 1 for the fall sports season, under 20 on December 1 for winter sports season, and under 20 on March 1 for spring sports.

INSURANCE

Students are required to furnish a statement verifying that they are covered by a medical insurance policy meeting certain minimum standards. Students will not be allowed to practice or play until insurance information has been provided.

A.S.B. CARD

Students participating in extra-curricular activities receive support from the Associated Student Body and are required to purchase an Adna A.S.B. card. The card must be purchased before the first official practice of the season in order to participate in practice.

SEASON PARTICIPATION

Students/athletes may be allowed to dual participation in sports or activity during an activity season. Dual participation requires approval of both coaches and a declaration by the student of the sport they will choose to participate in should both sports move into post season play. See Athletic Director for information

CLEARANCE TO PARTICIPATE IN PRACTICE

In order to begin practice for a sport or activity, a participant must receive clearance from the office. All players must pay any fees or fines due, purchase their ASB card and turn in a current physical and athletic agreement. To aide in processing the athletic office requests that all paperwork be turned into the office 24 hours before the first practice.

HOME BASED EDUCATION

Home based students must register with a public school district with the intent to home school. Home based students do not receive assistance from the school district, nor does the school district receive FTE funding or any other outside sources for them. Home based instruction students are categorized as regular members of a school. Therefore, to be eligible to participate in interscholastic contests/competitions, the student must:

A. Meet both WIAA and school district eligibility requirement standards of all students, including transfer student requirements.

B. Meet and adhere to the same team responsibilities and standards of behavior and performance of other members of the team/squad.

C. Participate as a member of the public school in which service area he/she resides with his/her family unit. After registering with the school district as a home school student, a student is subject to the transfer rules if he/she subsequently changes schools.

D. Provide the school administration acceptable documentation of any interscholastic eligibility standards required of all other student participants.

E. Comply with WIAA and local school regulations during the time of participation. F. Comply with RCW 28A.225.010 (4). G. Provide to school authorities all required forms and documentation.

RUNNING START STUDENTS

See regulations set forth in WIAA Handbook Sec 18.6

SUBSTANCE USE

A student representing AMHS must sign a code of honor pledging to abstain from the use of alcohol, tobacco, and legend drugs (including but not limited to marijuana, cocaine, steroids, and other controlled substances). Students found to be in violation of this code will be made ineligible for a period of time as outlined in APPENDIX D.

CITIZENSHIP

Participation in the extra-curricular programs is considered a privilege.

Participants are expected to be good citizens in school and in the community.

SCHOOL ATTENDANCE

Athletes must be in school a full day to participate in a game OR PRACTICE that day or night. A full day is defined as seven (7) periods or the student's full schedule. Exceptions are made for school-related activities and doctor or dentist appointments. The student must bring a note from the doctor or dentist office to verify the appointment. A student must be in school a minimum of two class periods with a doctor's note or a student must do a pre-arrange absence form. If a student is truant from a class (fails to be in his/her designated period without permission to be elsewhere), arrives later than 15 minutes to a class, sleeps in, or arrives without a doctor's note he/she will NOT be eligible to participate in that day's game or practice. The school realizes special circumstances (funeral, family emergency other than medical may cause a student to be absent. Principals and Athletic Director will have the authority to make exceptions on a case by case basis. School activities will not be considered an absence.

* If a practice is held prior to the start of school any student who does not attend school after practice, excluding pre-arranged absences WILL NOT be able to participate in the next practice and/or game if it should *occur on that next day*.

COACH/ADVISORS' AUTHORITY

The head coach or advisor of each sport or activity has primary responsibility for that sports/activity program (from grades 7 – 12). The head coach or advisor will set specific program rules concerning such areas as practice, attendance, tardiness, and other standards to be met. Discipline guidelines will be in writing and distributed to participating student/parent and approved by principal/activity director prior to the first day of turnout for the particular sport/activity.

MISALLANEOUS RULES

Athletic Letter Policy

Each coach will set written team criteria for lettering as part of team rules. Students must complete an activity season as a team member to be eligible to receive "A" letters, certificates, and plaques from the school.

Disciplinary action may be taken in the case of tardiness or unexcused absences from practice or games

SCHOOL EQUIPMENT

Equipment that is issued to an athlete for use during the season becomes that total responsibility of that athlete. School athletic gear is NOT to be worn during PE classes. Fines will be assessed for lost or damaged equipment.

TRAVEL

The school district provides transportation to and from athletics/activities contests scheduled away from the local area. For safety and liability reasons it is expected that the students travel to and from these contests with the team. If the coaches or advisors allow, a student may be released from a contest site to ride home with his/her parent or guardian only, provided that a dated, written release has been received and personal contact has been made with the coaching/advising staff at the contest site.

INJURY

In case of injury, a participant must notify the advisor or person in charge so that appropriate action may be taken. If an injury prevents a student from participating, a written doctor's release will be required prior to the resumption of participation.

PARENT/COACH/ADVISOR CONFRONTATIONS

The school encourages communication between coaches and parents. . If you would like to discuss a coaches'/advisors' rationale for choosing which players to play, the game strategy, and so forth, please contact the school and arrange a conference with the coach/advisor. See attached athletic concern process.

IN SEASON ELIGIBILITY

On Wednesday, starting the third week of the semester, teachers will notify the office weekly of all students in their classes who are failing (cumulatively).

Teachers, coaches, advisors, students, administrators, and school directors shall follow the following policies.

1. A student failing in one class will be placed on probationary status for one week. ***Late Arrivals/Early Release students must be passing all classes:**

- a. Coaches or Advisor will be notified via the published list from the high school office.
- b. Primary responsibility for notifying the student lies with the classroom teacher and the coach or advisor.
- c. The student has one week to raise the grade to passing.
- d. If the grade is not passing in one week, the student will be moved to ineligible status. The student will not participate in games or travel (that

would reduce class time) with the team until the grade has reached a passing level on next weekly grade check.

If a second consecutive failure is reported in the same class, the student's ineligibility shall commence the following Sunday and shall run until the following Sunday.

2. Any student failing in two or more subjects will be ineligible from Sunday to Sunday, commencing the Sunday following the report of two or more failures. After two consecutive weeks of failing two classes the student shall not practice with the team. If the student is failing three or more subjects, then the student is academically at risk for graduating on time. That student will not practice or travel until he/she is passing all classes.

CITIZENSHIP

Participation in the extra-curricular programs is considered a privilege. Participants are expected to be good citizens in school and in the community.

1. Students participating in extra-curricular activities will be expected to maintain satisfactory conduct in and outside the school. Any incident bringing discredit to school team or community will result in a violation of this code. The seriousness of the incident will determine the degree of the consequences. (See attached chart and Appendix D).
2. Students guilty of academic dishonesty may be ruled ineligible for competition by school administration. A student has two school days in which to appeal, if the penalty is imposed it shall commence the third day after the offense was noted.

AMHS SUBSTANCE USE CODE

At AMHS, we recognize that the use of mood-altering chemicals has a detrimental effect on individuals. Use of these substances hamper the development of both the physical skills and mental attitudes needed to succeed in interscholastic athletics/activities well as representing non-healthy choices in lifestyle. In view of this, the following code of honor is established for AMHS athletes in relation to chemical use. Students representing AMHS in interscholastic athletics/activities will agree to refrain from the use and/or possession of alcohol, tobacco, drugs, and other controlled substances at all times during the interscholastic school year. Legend drugs include all prescription drugs, marijuana, cocaine, and anabolic steroids. A substantiated violation of this code will result in application of sanctions as outlined below. It is not a violation to possess or use a substance specifically PRESCRIBED for that student by a medical authority. If a student is at a place where alcohol or drugs are present they must immediately remove themselves from the premises, see #4.

This code is in effect at all times, while a student is participating in a sport or activity from the first date of practice through the last day of the sport season. If a student participates in back-to-back sports or activities (i.e. volleyball and girls basketball) the code is in effect in between seasons. Athletes who are inactive due to injury or ineligibility remain bound by the code.

1. The first use/possession of alcohol/drug tobacco during your high school or middle school career shall result in the athlete or class/club/ASB officer being ineligible to participate for the remainder of the current

sport season. If there is three (3) weeks or less left in the current season the participant is immediately ineligible for the sport or activity and will not be able to participate in their next sport season.

2. The second infraction during your high school or middle school career shall result in the athlete or class/club/ASB officer being ineligible for one sports calendar year. The individual must have a drug & alcohol assessment before returning.
3. The third infraction during your high school or middle school career shall result in the athlete or class/club/ASB officer being ineligible for the remainder of their high school or middle school career. When a middle school student starts high school all previous infractions are erased.
4. Guilt by association (GBA) – First offense equals step 1. If a student is in the presence of the unlawful use of, but not themselves using, tobacco, alcohol, or drugs and if the student does not immediately leave, he/she will receive official warning. Second offense equals STEP 3 (APPENDIX D).

Violators of the code will be ineligible to receive any AMHS letter or other athletic award (including all-league, all-state, etc.).

Noted penalties are IN ADDITION to any others imposed by the school or the judicial system.

Any person wishing to report a violation of the code may do so by contacting either the principal, athletic director or coach or advisor. A coach or advisor is encouraged to have eligibility rules beyond those in this handbook. Such rules must be cleared beforehand with the athletic director and principal. Such rules shall be in writing and a copy given to each participant for the student signature and the signature of their parent.

APPEAL PROCESS

Any student or parent who wishes to appeal an athletic suspension must notify the principal within two days of notification of ineligibility. The principal will hold an informal hearing within two days of said notice from the student or parent. Further appeal may be made to the district athletic appeals committee. That committee will consist of (1) in season coaches, (2) out of season coaches, (1) teacher and the athletic director.

The authority for denial of a student's opportunity to participate in extra-curricular activities under the terms of this policy is vested in the building principal. While an appeal may be made beyond the principal, the eligibility status shall remain as determined by the principal during the time of further appeal.

Summer Participation: Inappropriate conduct in the community or while participating in summer activities could affect summer participation and in-season eligibility.

APPENDIX D

DISCIPLINARY STEPS

Infraction	Step 1	Step 2	Step 3	Step 4	Step 5
	Warning - Probation	7 day suspension	Current Season	One Sports Calendar Year (Fall to Fall, etc.)	Entire Middle School or High School Career
Academic (Progress Report)	"F" in one class (Sun - Sun)	"F" in 2 class or "F" in one class for the second week (Sun - Sun) (See Note 1)	*****	*****	*****
Academic Dishonesty	*****	Any incident (Progressive)	*****	*****	*****
Use and/or Possession Tobacco	*****	*****	1st Incident (See Note 1)	2nd Incident (Assessment Required)	3rd Incident
Use and/or Possession Drugs/ Alcohol	*****	*****	1st Incident (See Note 1)	2nd Incident (Assessment Required)	3rd Incident
Citizenship and Non-School Behavior	*****	1st Incident (See Note 2)	2nd Incident (See Note 3)	3rd Incident (See Note 3)	

NOTE: COMPLETED ASSESSMENT

NOTE 1: A student having two (2) Failing grades for two consecutive weeks will not practice.

NOTE 2: Minor cases will result in a minor consequence initially, unless later evidence warrants additional consequences.

NOTE 3: Major consequence will be automatically administered in cases involving violence or the threat of violence in which law enforcement was notified.

NOTE 4: See page 25 for students serving ISS/OSS.

**Adna Middle High School
Documentation for Students Choosing a
Third Credit of Math
Other than Algebra 2 or Integrated Mathematics 3**

File with the student's permanent record

Parent or Guardian Name _____

Student Name _____

Graduating Year of Student _____

I have met with _____ to discuss the option of my son or
(advisor/school counselor/administrator)
daughter taking the following course, _____. This
course replaces Algebra 2 or Integrated Mathematics 3 in order to meet
the third math credit graduation requirement for students in the
graduating class of 2016-2018.

I understand that students may choose a math course other than
Algebra 2 or Integrated Mathematics 3 if another course better meets
their education and career goals, as identified in their high school and
beyond plan.

During our meeting, we received information about the math admission
requirements for two and four year colleges, and for credit-bearing math
courses at both types of institutions.

Parent or Guardian signature _____

School Official signature _____

Student Signature _____

Date _____