

Aberdeen High School Bobcats

2021 Student Handbook 2022

410 N G Street

Aberdeen, WA
98520

360-538-2040

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8/21/21 Rev. 1

The most updated
version can be
found on the AHS
website, or please
contact the office.



Aberdeen High School

Student Handbook

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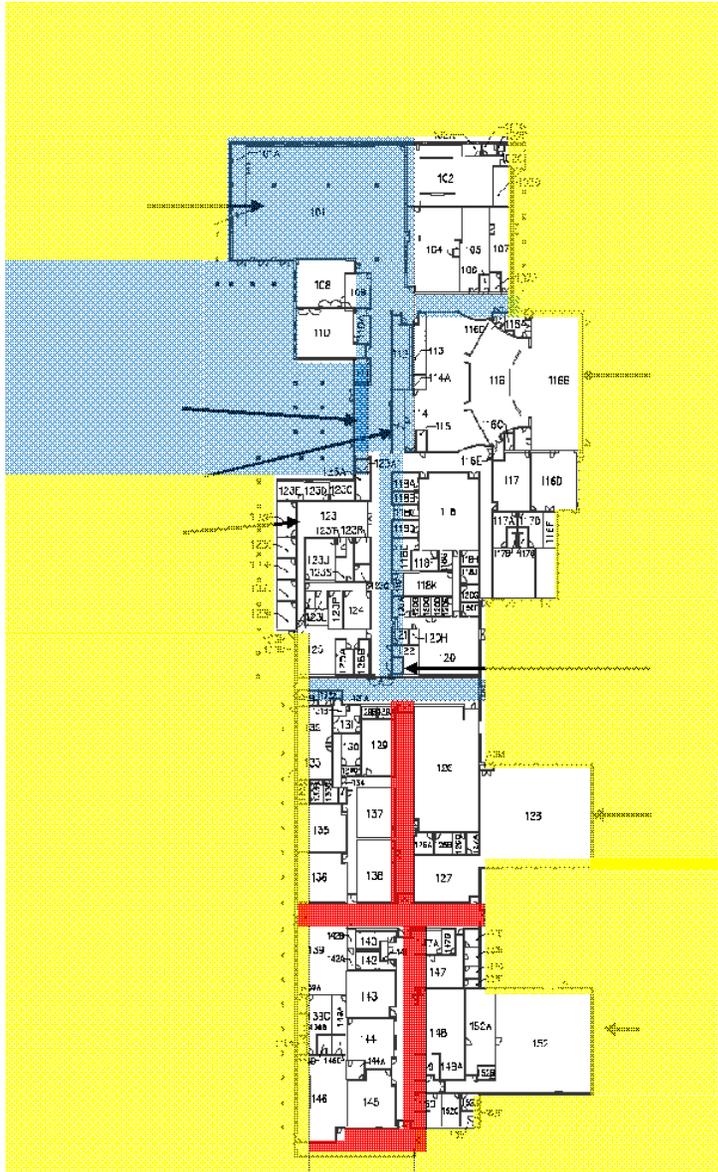
Bobcat Fight Song

*Aberdeen will fight forever,
For our Bobcats brave and true.
Send our banners ever onward,
For our colors gold and blue.
Buckle down, you mighty Bobcats,
We are here to win this game.
Send our victories ever onward,
For the glory of our name.*

Bobcat Alma Mater

*Here we have Aberdeen,
Singing her way to fame.
Blue and Gold in the sunlight blaze,
Romance lies in her name.*

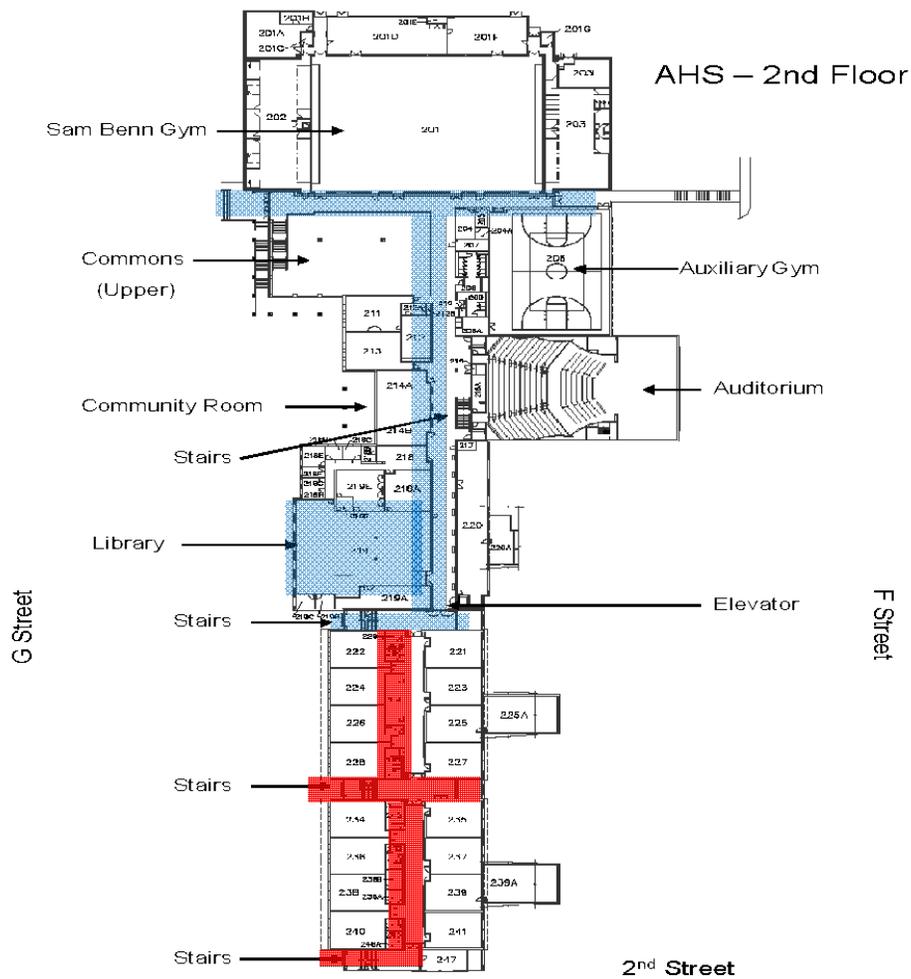
*We will go singing, singing of you,
All proudly, too.
All our lives through.
We will go singing, singing of you,
Alma Mater, our Aberdeen!*



BLUE AREAS – STUDENT ACCESS DURING LUNCH

RED AREAS – **NO STUDENT** ACCESS DURING LUNCH

YELLOW AREAS – **OFF LIMITS** DURING THE SCHOOL DAY



School Board

The Aberdeen School District Board of Directors is made up of five at large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the Internet at www.asd5.org or by calling the Aberdeen School District office at 538-2000. The board represents the people of the school district. Board members welcome comments and questions from the public. The Board of Directors typically meets the first and third Tuesdays of each month during the school year at 5:00 pm in the Community Room at Aberdeen High School at 410 N. G Street in Aberdeen. During the summer, the Board of Directors usually meets once a month. A copy of the meeting schedule can be obtained from the district office and on the district website. *School board meetings during Covid-19 are held via Zoom. This link can be accessed through the District website.*



Welcome Bobcats!

It is without a doubt, a very long and overdue welcome back to you all. To have you back in person, albeit with masks, is a thrill for all staff at Aberdeen High School. The last 18 months have been difficult, but we are all here and ready to get back to in-person learning and excited to resume all the activities and Bobcat traditions. You will find many new faces at AHS, along with the returning staff, all of whom are here to support you in any way we can. As we all adjust and get back to the daily routine of life at AHS, just remember to make this year a personal best for yourself and your classmates. This handbook is a guide for you that will lay the foundation for a successful, positive, safe, and productive high school experience. We have now moved to the semester based model, meaning incoming freshman and returning sophomores have a 24 credit requirement to graduate. The classes of 2022 and 2023 are still under the 26 credit State requirement. I encourage you to view every day with gratitude and appreciation for all the things we have at Aberdeen High School. You will be supported, mentored, and guided in ways that will shape your future and lead you to a positive pathway in life. This pathway does not happen with an individual mindset, but rather, a clarity and understanding that allows family and staff to be part of your team so you will achieve great success. As I embark on my first year as your principal, I encourage you to be open minded, positive, and willing to allow people around you to support your academic and social journey at AHS. My door is always open and I look forward to working with each of you this year.

Sincerely,

Aaron Roiko

Principal

Covid - 19 Update

SEPTEMBER 2021: masks in building are required and 3 foot distancing while inside rooms/building. Masks are not required when eating lunch outside or waiting for the bus. Masks will be required on all bus trips.

ATTENDANCE:

Attendance will be taken every instructional day, Monday through Friday. Students are expected to be in class on time.

“Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attendance is a leading indicator of equity that signals when students might need additional support and areas for system and school improvement. Attendance practices are not punitive in nature and should not be used as such.”

-Office of Superintendent of Public Instruction

Please have a parent/guardian call Mrs. Tamar Yakovich @ 360-538-2060 to report absences to the attendance secretary. If you are unable to call, please email tyakovich@asd5.org.

MEALS:

Lunch is served Monday through Friday. Tables will be available in the commons and outside. There are 4 chairs per table in order to adhere to the 3 foot distancing guidelines. Outside tables will be available. If sitting outside, masks are not required.

LAPTOPS:

Each student will be responsible for the school issued laptop. If there is a problem with your laptop, please

- 1) check to make sure laptop is charged
- 2) restart your laptop
- 3) contact our LRC, Mr. Chennisi in the library for support.

ASSEMBLIES:

Yes. We anticipate having assemblies. We will still be wearing masks and sitting 3 feet apart from each other, or as best we can. Your advisory teacher will discuss the seating arrangements for all school assemblies.

CLOSED CAMPUS

AHS is a closed campus. Students are expected to remain on campus during the school day. During lunch, students are able to sit outside in the courtyard and designated table areas. Students are only allowed to leave campus with parent permission.

Harassment, Intimidation, and Bullying (HIB)

All district policies and procedures in regards to HIB apply even in a distance learning model. Please be respectful to all staff and students while on line. Please report any incidents of HIB to a teacher or administrator at AHS.

IN PERSON PROTOCOLS:

The current procedures include wearing a face mask at all times, practicing social distancing (3 feet), cleaning surfaces (by adults), not sharing food, drinks or other items, and hand washing (20 seconds).

Per the CDC and Department of Health, students that exhibit any symptoms that are COVID related will need to be picked up immediately by a family member. Students will be required to remain home from school and participate in Distance Learning via Canvas, or until a negative COVID test can be provided. It is crucial that contact and emergency information is current so that the school can contact parents/guardians quickly to ensure the safety of the students, families and staff.

During the ongoing Covid-19 pandemic, parents/guardians and other visitors will not be permitted to visit classrooms or other areas of the school during school hours. This is to ensure safety for students, staff, and families.

Office Information

Enrolling at AHS

Students enrolling at AHS must:

Live within the school district's boundaries. If you are from another school district, you must obtain permission from that district office to attend AHS. This is called a "Choice Form", you can obtain this from the district office.

It is the student and parent responsibility to update information regarding address and telephone numbers as they change. Please see Ms. Dismuke in the Main office to make updates.

Class Time

A new bell schedule with an i-Period (incentive period) has been set for this year with 5 minutes of passing time between classes.

8:10 - 8:40	i- Period (30)
8:45 - 9:40	1 st Period (55)
9:45 - 10:35	2 nd Period (50)
10:40 - 11:30	3 rd Period (50)
11:30 - 12:00	1 st Lunch (30)
12:05 - 12:55	4 th Period (50)
11:35 - 12:25	4 th Period (50)
12:25 - 12:55	2 nd Lunch (30)
1:00 - 1:50	5 th Period (50)
1:55 - 2:45	6 th Period (50)

Attendance

Your attendance at school is required by law. Skipping school, class, or advisory will result in an attendance contract, Community Truancy Board, and/or a truancy petition to court. Here are the RCWs and the district policy on attendance: Chapter 28A.225 RCW Chapter 28A.150 RCW, District Policies 3121 and 3122.

Absences

Your parent/guardian must call into the school immediately to excuse your absence(538-2060). Verify with the attendance secretary that your absence was excused...this is your responsibility. You are also responsible for making up time and missed work while you were absent.

An **excused absence** is any absence with a parent/guardian excuse that is deemed acceptable by school officials.

Examples may be:

illness	health condition	family emergency
health care	school related activity	religious observance
disciplinary action		

An **unexcused absence** is an absence with or without a parent/guardian excuse that is deemed unacceptable by school officials. **Examples may be:** Sleeping-in missing ride/car trouble personal errand
non-medical appointments

Tardiness

If you get to class after the last bell, you are tardy. It is always better to be late than not there at all, if you accumulate too many tardies, you will be assigned the following:

At four (4) tardies- you will be assigned to lunch detention and a parent/guardian will be contacted;
An excused tardy is not being in class for the first 10 minutes of class time but with an excuse acceptable by the teacher. A note from another teacher or school official is required. An unexcused tardy is not being in class for the first 10 minutes of class time without an acceptable excuse.

Your Right to Appeal Attendance Related Action

You and/or your parents/guardians have the right to an informal conference with a principal for the purpose of pleading your case and resolving your grievance. You should make an appointment to do so through the principal's secretary.

Community Truancy Board/Court

- If you accumulate 2 unexcused absences in a month you will be put on an attendance contract with parent notification
- If you accumulate 5 unexcused absences in a month you will be invited to participate in the Community Truancy Board and a petition will be filed with the court system with a stay
- If you accumulate 7 or more unexcused absences in a month or 7 absences in a semester, and refuse to participate in the Community Truancy Board, the petition will be forwarded for Truancy Court
- If you accumulate 10 or more unexcused absences in a year you will be petitioned for Truancy Court
- If you are absent 20 consecutive days, you will be withdrawn from school, and reported to local law authorities

Before we petition the Truancy Court, the following steps will be taken:

- After each absence a phone call goes home to your parent/guardian
- You will have a conference with an administrator, and possible disciplinary action
- Letters and/or phone calls will be made informing your parent/guardian of your attendance

If you are petitioned to court and your petition is not stayed, you will be given a court date, and expected to bring your grades and attendance history. What you do at school follows you to court. In addition, if you are petitioned, you will need to check with a principal before attending field trips, or state competitions. Administration has a right to deny attendance to these events based on attendance, grades and discipline.

Elevator Use

The elevator is for students that have authorized permission through the school nurse to use due to a medical condition. The students with permission to use the elevator may have 1 other student ride with them to help with personal items.

Hall Pass

If you are out of class you need to have a teacher designated hall pass. If you are going to the office, library, or counselor center you must have a paper pass that is provided by your teacher. Get your business done, and get back immediately. Abuse of this will result in you losing this privilege.

School Nurse

AHS is privileged to have a great nurse here. The nurse's office is located in the main office. You will need to sign in on the laptop provided in the Main Office. Please have a teacher call before coming to see the nurse as she may be unavailable. If you need to go home sick, please come to the office to call a parent or guardian. **All medications that you have to take during the school day need to be checked into the school nurse. See her for necessary forms, they must be filled out prior to your prescription being brought to the school nurse. No Over-the-Counter drugs are allowed on school grounds, school functions, or off-campus school events.**

Announcements

The daily announcements keep you in touch with the happenings at AHS. These are done during the first period. If you miss them, weekly announcements are sent out every Monday.

Lost and Found

The Lost and Found is where you want to check if you have misplaced something. It is located in the main office. Items that are in our possession for a while are given to charity. Please ask permission to check the Lost and Found.

ASB Cards

ASB Cards can be purchased from Ms. Sanz in the Comptroller's Office for \$40.00. ASB Cards can be used to give you free entrance to home games, a discount to away games, and dances. **You will need an ASB Card to participate in activities or athletics.**

Voter Registration

If you are turning 18 years of age, or are 18, we encourage you to register to vote. Please see Mrs. Rabung to get a registration form.

Emergencies

If you see something that requires emergency action, send someone to notify a staff member immediately! If you do not have a role in helping out, please follow the directions of the people in charge.

Fire Alarm

If the fire alarm goes off, exit the building in an orderly manner. Stay with your teacher at all times. Walk, don't run to the nearest exit and meet your class in the designated meeting spot. We have periodic drills to practice this and maps for exit routes are posted throughout the building. Please help guest teachers when appropriate.

Earthquakes

If an earthquake happens, duck, cover, and hold. Get on the floor and under something. If the intercoms still work, listen for directions on what to do next. If the intercoms don't work, listen to your teacher's instructions. If the building needs to be cleared, we will sound the fire alarm. At that point leave with your class and stay with your teacher. Once outside, stay away from power lines and the building. Do not enter the building until directed to do so. We will assemble at the covered walkway if possible. Please stay together and listen for instructions as the situation can change quickly.

Tsunami

In the event of a tsunami, you will evacuate to high ground at Sam Benn Park up by the tennis courts. Staff will be there to help support and re-unite you with your families. You are expected to follow the directions of staff in order to remain safe at all times.

Student Resources

Technology Use

All students at AHS will be granted permission to use the internet for school purposes only, after turning in a parent/guardian signed Acceptable Use Policy Form. There are specific rules you must follow to keep internet access. You will be assigned a user account of which only you should have access to; **DO NOT GIVE YOUR PASSWORD OR DEVICE TO OTHERS!** Any actions to bypass filters, safety mechanisms or inappropriate use of the device or other violations of the Acceptable Use Policy (AUP), will result in loss of privilege.

Library/Learning Resource Center (LRC)

The library and LRC are located on the second floor of AHS. The hours are from 7:15 a.m. to 3:15 p.m., daily. The LRC allows materials to be checked out for up to three weeks. Overdue materials lead to fines up to \$0.10 a day. It is also home to two computer labs.

Other Useful Information

Fines

Take care of all school property to avoid replacement or damage fines. Unpaid athletic fines of enrolled students will prevent them from participating in future activities. Unpaid scholastic fines will put a hold on requested official transcripts. Please make sure you make arrangements to pay your fines off.

Quinault

The Aberdeen High School yearbook is called the *Quinault*. It is not only an award winning yearbook, but also a great way to look back upon your time at AHS when you are older. The cost of the yearbook is \$55.00. You need to order these early in the Fall, so watch for notices and deadlines! If you purchase your yearbook after December 1, 2021, the price goes up to \$65.00

Dances

All dances at AHS are held from 9:00 to midnight. Dances are offered throughout the year. All school dress code rules apply for informal and formal dances and all AHS rules apply at any school function. Admission prices may vary for various dances. **AHS dances are limited to AHS students. The only dances we allow non-AHS students to attend are Homecoming and Prom, they must be the guest of an AHS student and a guest form needs to be completed.** You can obtain this form from Ms. Dismuke in the main office. Once a student and/or guest leaves, they will not be allowed to return for any reason. Students and/or guests are not to be under the influence of drugs or alcohol during an activity. The use or possession of tobacco products are not allowed at any school activity. Guests of students must have photo identification and must be in 9th grade and under 21 years of age. Admission to a dance will only be permitted until 10:30 p.m.

At AHS dances, students will not demonstrate any lewd or inappropriate acts while engaged in a dance sponsored by AHS. Some examples but not limited to these are:

- Grinding on each other
- Back to front dancing
- Inappropriate placement of hands on a partner
- Freak dancing (rubbing against another person in a sexually suggestive manner.)

We want everyone to enjoy dances and have a good time, however, behaviors such as the ones outlined above will cause a student to be removed from the dances and excluded from dances in the future.

Field Trips

If you have plans to go on any field trips, you must get your permission slip from the attendance office and get all required signatures, including your parent and an administrator. **If you are missing any of the required signatures you will not be allowed to attend the field trip.** If you are not passing all of your classes you may not be eligible to go on the field trip, this will be at your teacher's discretion.

Student Expectations

The Bobcat Code

Freedom and responsibility are mutual and inseparable. Freedom for all of us depends on responsibility by each of us. Therefore, we expect each member of the Bobcat community to uphold the following responsibilities as part of our effort to make this a great year for everyone in our community.

- Be responsible for your actions**
- Observe the rights of others**
- Be ready to learn everyday**
- Cooperate with peers and staff**
- Always respect yourself and others**
- Try your best at all times**
- Stay safe**

Self-Discipline

Self-discipline is the foundation that success in life is built on. AHS is a community of individuals. Communities cannot exist without basic expectations of the individuals that are in them. We respect your right to individuality. We know that you walk your own path in your own way; a responsibility comes with this mutual respect. You must do your best to respect others and their property. We have the responsibility to protect individuals from situations, which may be disruptive to the educational process and may be harmful to your mental or physical well-being, or harmful to school property. The rules at AHS are based on the laws of the City of Aberdeen, the State of Washington, and the United States. They exist for your safety, security, and your freedom to learn in a place conducive to education. These laws and policies state that the school has an obligation to maintain order and safety on campus and at school related events. If your misconduct is also a violation of the law, law enforcement will be involved.

Classroom Honor Code

The Honor Code at AHS is taken seriously by the staff and administration. Students are expected to submit their own work from their own effort. These are some forms of cheating but not limited to:

- Plagiarism (using someone else's work as your own)
- Copying another's work without consent or permission
- Dishonesty
- Taking a copy of the test before it is given
- Using notes on a test without permission
- Talking about the test content during a test without permission from the teacher
- Having your electronic device out during class assignments or tests without teacher permission
- Violations of the School Honor Code can lead to suspension from activities/athletics.

Consequences of Cheating

Besides losing your teachers trust, and sacrificing your integrity, there are some concrete penalties for cheating:

- Your first occurrence will result in a zero for the assignment/test in question, and the teacher will contact your parents.
- The second time you are caught will mean a zero on the assignment and your parent will be contacted by administration
- The third time will mean failing the course.



Aberdeen High School
Positive Behavior Intervention Support
Bobcat Pride!!
Behavior Expectations

AHS	Hallways	Classrooms	Bathrooms	Commons
Respectful	<ul style="list-style-type: none"> -Use appropriate language -Use inside voice -Use respectful words with everyone 	<ul style="list-style-type: none"> -Use appropriate language -Use inside voice -Use respectful words with everyone -Allow yourself and others the opportunity to learn and do their best 	<ul style="list-style-type: none"> -Use appropriate language -Use inside voice -Use respectful words with everyone -Keep bathrooms clean and free of vandalism 	<ul style="list-style-type: none"> -Use appropriate language -Use inside voice -Use respectful words with Everyone -Stand in single file line while waiting for food
Responsible	<ul style="list-style-type: none"> -Be in class before the bell -Use appropriate physical contact, PDA -Use hall passes -Keep hands, feet, and objects to yourself -Throw trash in garbage cans 	<ul style="list-style-type: none"> -Be in class and prepared before the bell -Use hall passes -Use sign in/sign out sheet, when leaving and entering a classroom -Place trash in garbage cans -Engage in classroom activities/ assignments -Use technology appropriately 	<ul style="list-style-type: none"> -Use bathroom/water hall passes -Place trash in garbage cans -Use bathroom /drinking fountain closest to your location 	<ul style="list-style-type: none"> -Use appropriate physical contact, PDA -Place trash in garbage cans -Keep aisles clear and chairs pushed in -Place trays on carts
Safe	<ul style="list-style-type: none"> --Eyes up and forward -Keep moving -Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Keep aisles clear and chairs pushed in 	<ul style="list-style-type: none"> -Wash your hands before returning to class -Keep hands, feet, and objects to yourself -Minimize time out of classroom 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Report all spills to school staff immediately

Student Conduct

Discipline Philosophy

AHS practices progressive discipline with regards to student misconduct. If a student makes a poor choice, an appropriate corrective action will be assigned. It is the expectation that this will deter future problems through Restorative Practices and your commitment to change. It is about correcting the behavior. The goal is for you to be successful in school and life.

Dress Code

All students are expected to come to school or any school sponsored activity well-groomed and appropriately dressed. Dress and appearance must not present health or safety problems, nor be vulgar, offensive or cause a disruption; including drugs, alcohol, gang references or sexual depictions. Clothing styles that create conflict or an atmosphere of intimidation are prohibited. Individual teachers may restrict appearance and attire (i.e. hair, clothing) with special consideration for safety and health issues. The administration has the authority to make changes at any time to the dress code based on any disruptions to the learning environment, safety and or health concerns.

- Dress for education- School is for learning.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments (waistband and straps excluded).
- Fabric covering breasts, genitals and buttocks must be opaque(not see through).
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to the school staff.
- No bandanas are to be displayed or worn in school during the scope of the academic day; exceptions may be approved by administration for special events.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Consequences for dress code violations:

Students may be sent to the office for dress code violations during passing time only. Admin will address the dress code issues.

Continued dress code violations will include the following consequences:

- * Office referrals will be written by Admin only
 - 1st dress code referral will be an FYI (conference with Admin)
 - 2nd dress code referral will be a Defiance referral for refusing to follow directions.
 - Further dress code violations will result in progressive discipline.
- * Parent notification will follow each incident.

AHS is a Closed Campus

To best maintain student and staff safety, AHS operates as a closed campus. You may only leave with parental and administrator permission, after signing out with the attendance office. Your parents may not excuse you to leave for lunch. Once you are on campus, you are here! That means no unauthorized trips to your car during school hours. If you must go to your car, you must get permission from the office staff first!

Drugs/Alcohol

Students under the influence or having possession of drugs/alcohol are a major concern for all of us at AHS. We are very serious about this being a drug/alcohol free school environment. If you are violating this, we will:

Use or Possession

- ❖ Contact Law Enforcement, and a MIP may be issued
- ❖ Contact your parents
- ❖ Student will be sent home for safety reasons
- ❖ Student needs to make an appointment for a substance abuse assessment and follow the recommendations
- ❖ Student will be assigned 20 hours of community service
- ❖ If you decline to follow through with a substance abuse assessment, an additional 20 hours of community service will be added
- ❖ More than one offense will result in a second MIP and a minimum of 40 hours of community service, non-compliance of the substance abuse assessment will result in an additional 40 hours of community service
- ❖ Continued offenses will result in greater consequences.

Distribution of Drugs or Alcohol

- ❖ Contact Law Enforcement, charges will be issued
- ❖ Contact your parents
- ❖ Student needs to make an appointment for a substance abuse assessment (True North) and follow the recommendations
- ❖ Student will be assigned 20 hours of community service
- ❖ If you decline to follow through with a substance abuse assessment, an additional 20 hours of community service will be added
- ❖ More than one offense will result in more charges and a minimum of 40 hours of community service, non-compliance of the substance abuse assessment will result in an additional 40 hours of community service
- ❖ Continued offenses will result in greater consequences.

No drugs or medications are allowed to be dispensed on campus without a physician's order and a parent signed medication form. Medication must be turned in to the school nurse for dispensing.

Tobacco

Tobacco on campus in any form is against the law regardless of age. For your health, state law forbids the use of tobacco, in any form, on school grounds or at school functions. Tobacco violations will result in consequences with the school and the law. Use of tobacco includes, but is not limited to:

- *cigarettes
- *cigars
- *snuff
- *smoking tobacco
- *smokeless tobacco
- *nicotine
- *nicotine delivery systems (e-cigs, vapes, etc.)
- *chemical or devices that produce the same flavor or physical effect of nicotine substances
- *any other tobacco innovation

Trespassing

We have a unique situation at AHS. We are surrounded by private property. That means that you may be trespassing in your “hang-out” areas if you are loitering before or after school. You are expected to honor “No Trespassing” signs, if not, you could receive a trespassing citation from the Aberdeen Police. In addition to this, St. Mary’s Church is off limits to AHS students, we have the right to issue a trespass citation to you if you are there. Non-students are required to remain at least one city block away (1000 feet) from AHS campus buildings while school is in session and busses are present.

On early release days, once you are released, go home. Miller Jr. High and all elementary schools are also off limits on early release days.

Identify Yourself!

You must identify yourself to any staff member who asks you, and be willing to produce ID. This is a safety issue and failure to do so will result in consequences by the administration.

Parking

The parking areas right across the street from the main entrance, and on the south end of the building are for staff and visitors only! Student parking is located at the lot on Third and H Street. The Senior Lot is located at the corner of Third and G Street and is for SENIORS only. Parking passes will only be distributed to seniors. All other student designated parking spaces do not need a parking pass. Please do not park in front of the Catholic Church on Third Street. There is no loitering allowed before school, during lunch or after school in the student parking lots. No parking in fire lanes or in the staff and visitor parking lots.

Please keep the front of St. Mary’s Church open. Running Start students park in STUDENT Parking areas only. Parking is a privilege not a right. If you fail to follow parking rules your privilege to park on campus may be revoked. If you fail **to park in designated areas your vehicle is subject to being towed at your own expense.**

Cell Phones/Electronic Devices

Teachers will be responsible for maintaining our school wide cell phone/electronics policy. Rules should be posted in the classroom and in the syllabus. If a student refuses to comply with the school wide cell phone/electronics policy it will be considered insubordination, a referral will be sent to the office, and your parents will be contacted. A parent/guardian may have to pick the phone/electronics up from the main office for repeated violations.

Applicable RCW/WAC

9.68A.011 <http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.011> ,

9.68A.040 <http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.040>

9.68A.050 <http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.050> ,

9.68A.060 <http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.060>

9.68A.070 <http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.070> ,

9.68A.075 <http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.075>

RCW 9.68.130 <http://app.leg.wa.gov/RCW/default.aspx?cite=9.68.130>

Searches

The school has the right to search student lockers, desks, backpacks, persons, cars, and storage areas if there are reasonable grounds to suspect a violation of school rules. Please understand this and don’t bring something to school that you shouldn’t (**RCW 28A.600.210**).

Littering

If you are caught littering, you will be politely asked to pick up your trash. If it becomes a real issue, you will give up **your time** to come and pick up trash. **There will be no food or drinks allowed on the benches in front of the library or any other areas cordoned off or blocked.** We take pride in our buildings and campus, so should you.

Theft

If you bring something of value to school, you assume the risk of it being stolen. Schools are not liable for this. Protect your property! In PE, lock your valuables up! If you don't have a lock, ask your teacher to issue you one.

Hazing/Intimidation

The initiation and hazing of students is forbidden. It is considered to be harassment, and will involve consequences from the school, and potential legal problems.

Profanity/Inappropriate Language

This is a professional and family environment so please keep your language "G" rated. Profanity in school is not acceptable, please keep inappropriate language and conversation away from school.

Laser Beam Items

Anything emitting a laser is not permitted in school or school activities. They can cause eye damage, and are distracting. If you bring one, it will be confiscated and you will not get it back.

Skateboarding/Biking/Blading

Campus is never to be used for skateboarding, biking, skating, or rollerblading. If you board or ride to school, please walk on campus with your ride.

Kendamas

Safe use of kendamas is allowed before school, during lunch and after school. If you have your kendama out in class your teacher may take it away and you may pick it up from an administrator at the end of the day. Repeated violations will result in your kendama being banned from school.

Discipline Support

Detention

Detention can be assigned by a teacher or Administration for specific conduct. This can be served before or after school at teacher/administration discretion. Parents will be contacted.

P.A.W.S.(Pause, Acclimate, Work, Success) Room

P.A.W.S. will be assigned when a student is in need of behavioral support. In P.A.W.S. you are expected to work on your academic classes and participate in any restorative activities. Parents will be contacted and a re-entry meeting will be scheduled to set a plan of improvement.

Out-of-School Suspensions

Students returning to school after Out-of-School Suspension will participate in a re-entry meeting prior to attending classes. Once your re-entry meeting is complete you will be required to check in with a specific staff member regularly. Bringing a firearm to school will be an immediate expulsion.

Community Service

Community Service can be assigned when appropriate by an administrator with your parent's/guardian's consent.

Due Process

You are entitled to various rights guaranteed to citizens of the United States. Among these rights is the right to due process. That means that you have the right to state your side of any action to school authorities. You are entitled to have a written or verbal notice of any allegations against you. You may appeal any disciplinary action you feel is unjust.

To appeal you **must** do the following:

- Lodge a request for an informal conference with the principal, within 2 days, to discuss your grievance.
- If your appeal is denied, then you or your parents can request a hearing from the superintendent, within 2 days.
- If the appeal is still denied, you or your parents may take your case before the School Board, after making arrangements to do so within 10 days.

If you have any questions, please be sure to ask school officials.

Academic Resources

Aberdeen High School has a strong tradition of academic excellence. Graduates from AHS have gone on to perform successfully in almost every level of society. Our graduates have attended prestigious academic colleges, trade schools, military academies, or have gone on to find success in the work world, and military. We even have an alumnus who is a Nobel Prize Winner in Science! We are proud of those who have gone before us, and we expect to be equally proud of you as you progress through your years here and beyond.

Be sure you are eligible for graduation. The counselors are ready to assist you and/or your parent/guardian any time regarding your graduation status, or other issues that arise. Please check this often! All fines must be addressed prior to graduation.

Guidance Center/Counselors

Your counselor and the Guidance Center is located on the second floor of AHS and is where you can get your schedule changed if you are in the wrong class. Jessica Madison - senior counselor; Drew Gwinn - junior counselor;

Schedule Changes

Your schedule can be changed if a graduation requirement was failed in the previous year, and you have taken a course for summer school and earned credit. In exceptional circumstances, you and your parent/guardian may request a change in schedule. You should submit the proper paperwork and the counselor will be in touch with you. You cannot change your schedule to accommodate lunch, your friends' schedules, shifting class periods around, or teacher preference. Changes must be requested no later than the first week of the trimester. A meeting with your counselor and teacher will be required prior to any schedule change after the first week of the trimester.

CATS Connections

CATS Connections meets once per month on scheduled CLT days. Every student will be assigned to a CATS Connections class with an advisor. The following are the topics for the day in Advisory: Fixed days in CATS Connections are:

- Students will work on weekly planners, engage in SEL activities, monitor their grades, complete high school and beyond plan steps, be involved in class meetings, and other lessons as assigned.

i-PERIOD

- An incentive based period that involves the following classes with the appropriate grade level and need. i-Period is 8:10 - 8:40 am, Monday - Friday.
 - All freshmen are in Freshman 101 (Except for leadership and AVID students).
 - All sophomores are either in SBAC Prep, Credit Retrieval, or an Enrichment class.
 - Juniors and Seniors have credit retrieval or enrichment options. Those who are on track to graduate may be eligible for the incentive to begin school at 8:45 am (This is individually determined and monitored by the administration team and school counselors).

High School and Beyond Plan

Each student will develop a High School and Beyond Plan. The plan will be developed in collaboration with the student, parents/guardians and district staff and include, at a minimum: 1) a career goal; 2) an educational goal; 3) a four-year course plan for high school; and 4) identification of required assessments. Each student plan should be reviewed annually to assess student progress, to adjust the plan if necessary and to advise the student on steps for successful completion of the plan. Whether the student has met requirements for the High School and Beyond Plan is determined by the district. The High School and Beyond Plan will culminate in a Senior Board presentation as a requirement for graduation.

A student receiving special education services who has developed a transition plan as part of their Individualized Education Plan (IEP) may be considered by the district to have developed a High School and Beyond Plan.

Honor Roll

At the end of each trimester, students who have earned at least a 3.25 GPA will be named to the AHS Honor Roll.

Certificate of Academic Achievement

A student will receive a certificate of academic achievement (CAA) if they earn the appropriate number of credits required by the district, complete the High School and Beyond plan, complete the Senior Board and meet the reading, writing and math standards on the high school statewide assessment or an appropriate state-approved alternative ("CAA option").

Certificate of Individual Achievement

A student qualifying for special education services may earn a Certificate of Individual Achievement after passing assessments determined by the student's Individualized Education Plan (IEP) team to be appropriate for the student based on their learner characteristics, post-secondary goals and previous testing history.

Graduation with Honors*

Honor students are recognized by straight GPA in the following manner:

- * 3.800 to 4.00 summa cum laude
- * 3.500 to 3.799 magna cum laude
- * 3.250 to 3.499 cum laude

Top Scholars*

To be recognized as a Top Scholar you must have a cumulative GPA of 3.800 or higher by the end of the 1st semester (Fall quarter if Running Start) of your senior year, and earn the following credits:

- * 4 credits of English
 - * 4 credits of Math (Alg. 1; Geometry; Alg. II; Pre-Cal; or college equivalent)
 - * 3 credits of Lab Science (including 1 chemistry or physics course credit)
 - * 3 credits of Social Studies (U.S. History, CWP, another Social Studies)
 - * 2 credits of the same World Language
- * College credits used to meet the high school graduation requirements will be computed in the grade point average.
- * For Graduation with Honors and as a Top Scholar, your GPA will be calculated by the end of the 1st semester (Fall quarter if Running Start) of your senior year.
- * See your Guidance Counselor for more information about Honors and Top Scholars.

Graduation Requirements

WASHINGTON STATE GRADUATION REQUIREMENTS (as of December, 2016)

NOTE: Graduating class is determined when a student first enters ninth grade

CREDIT REQUIREMENTS

Class of:	2021 and beyond	2024 and beyond
<i>Entering 9th grade after July 1 of:</i>	<i>2017</i>	<i>2020</i>
English	4	4
Mathematics	3	3
Science	3	3
Social Studies	3	3
Arts	2*	2*
Health and Fitness	2	2
Career and Tech Ed	1.5	1.5
World Language	2*	2*
Electives	5.5	3.5
Total Required Credits:	26	24

Math Credit Information**2021 Math (3 credits required)**

The following courses are required: Algebra 1 or Integrated Math 1, Geometry or Integrated Math 2 and a third credit of math chosen by the student based on the student's interest and High School and Beyond Plan.

Science Credit Information

2021 and Beyond Science (3 credits required)

At least two (2) labs are required and a third credit of Science chosen by the student based on the student's interest and High School and Beyond Plan.

Social Studies Credit Information

2021 and Beyond Social Studies (3 credits required)

The Washington State history and government requirement may be met in grades 7 through 12. US History and Civics courses are required.

Health & Fitness Credit Information

2021 and Beyond Health and Fitness (2.0 credits required)

The following are required: .5 credits of Health; 1.5 credits of Fitness.

*Starting in the winter of 2021-22 school year, sophomores, juniors and seniors can receive up to 1 full PE credit by participating in a WIAA sanctioned sport at AHS. You can earn .5 credit per season. This form should be completed prior to starting the sport.

Arts Credit Information.

2021 and Beyond Arts (2 credits required)

Performing or visual arts is required. One (1) credit may be a **Personalized Pathway Requirement***, defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan.

Occupational / Career & Technical Education Credit Information

2021 and Beyond Career and Technical Education (1.5 credits required)

Must earn 0.5 credit class that incorporates Washington State Financial Education Standards as part of the required 1.5 credits.

World Language Credit Information

2021 and Beyond World Language (2 credits required)

Both credits may be a **Personalized Pathway Requirement***.

Additional Assessment Information

Due to the ongoing Covid-19 pandemic, state testing requirements are subject to change.

SBAC refers to the Common Core State Standard assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium. ELA SBAC refers to the English Language Arts assessment that will be administered to students in the 11th grade. This fall, and throughout the calendar year, state testing will involve 9th, 10th and 11th grade students.

NON-CREDIT REQUIREMENTS

Class of:	2021	2022
<i>Entering 9th grade after July 1 of:</i>	<i>2017</i>	<i>2018</i>
	Culminating Project	
	High School and Beyond Plan	
	Certificate of Academic Achievement or Individual Achievement awarded to student who pass the required assessments	
	Washington State history and government	

Academic Services

World Class Scholars

This program is co-sponsored by AHS and Grays Harbor College. It is available to students in grades 7-12 and offers an opportunity for financial assistance, and mentorship at Grays Harbor College. Students must maintain a 3.0 GPA, and demonstrate a series of competencies such as computer skills, cooperative learning, and community service. Please make contact with your WCS tracker for more information.

College Credit

This is available through the Running Start Program, AP courses with an acceptable score based on college/university criteria, and CTE Programs.

After School Program

Our after school programs (21st Century) offer student support. The after school program is offered each week. You can receive homework help from teachers, para-educators, and student tutors.

Credit Make-Up Options

There are options available to you should you fail to meet the standards in one or more classes. There is an after-school tutoring program, as well as credit retrieval classes through Odysseyware online courses, and other options available to you. Please check with your counselor.

Help Sessions

Your teachers often offer extra time outside of school to give you help if needed. Check with your teachers for times and days.

CTE Programs

At AHS and through Twin Harbors Skill Center, students can earn certification and college credit in some CTE programs such as HVAC, Automotive, Carpentry, Cosmetology, Medical Careers, Natural Resources, Banking, American Sign Language, Culinary Arts, Photography, Graphic Design, Robotics, Marketing, 2D and 3D Art, and Criminal Justice.

Activities and Athletics

Purpose

The purpose of activities and athletics at AHS is to provide out of the classroom experiences that develop key skills such as leadership, teamwork, pride and discipline. AHS has a proud tradition of quality athletic and activity programs. We hope that you find something that you enjoy in our many clubs, sports and groups.

Sports Seasons

Each school year is divided into three sports seasons: Fall (August-November), Winter (November-March), and Spring (March-May).

The EVCO2A Conference

Aberdeen competes in the Evergreen Conference. The league is composed of: Aberdeen, Black Hills, Centralia, Rochester, Tumwater, Shelton and WF West. The league is committed to quality opportunities in academics, activities, and athletics. In this league, good sportsmanship is the expectation, and you are expected to abide by this as a fan and a participant.

www.2aevergreen.com is our league website where you will find league schedules, results and maps to each school. You can also visit AHSBOBCATS.com to see all sports and league schedules.

What do I need to do to turn out?

All students wishing to turn out for sports must have the following on file with the main office:

- A current physical examination (good for 2 years)
- Evidence of health insurance, or school insurance purchased
- Medical Waiver and Participation Release form
- A signed AHS Student Athletics/Activities Contract
- Purchase an ASB Card
- Be cleared of any athletic fines
- Concussion form signed
- Compete Impact Testing (good for 2 years)

Once these items are on file with the Comptroller's Office, you are cleared to participate.

Activity/Athletic Contract

At AHS we see your involvement in athletics and activities as a privilege, not a right. You will be held to a higher standard of conduct as you are representing our school and community. Here is a summary of what is expected from you according to our Activities/Athletic Contract:

School comes first. If you have missed any portion of the day's classes, you may not participate in that day's practice or contest. Your coach is required to check attendance daily. You must have a minimum GPA of 2.00, and not be failing a course from the previous grading period to be eligible to participate. If you fail to meet this standard, you will be allowed to participate in a probationary status. At the end of three and six week grade checks, if you have attained a GPA up to a 2.00, and are passing all academic classes, you are off of probation. If you have not, you remain in tutorial sessions until you attain this standard. Washington Interscholastic Activities Association (WIAA) rules also state that you must be passing at least five of six classes, including CATS Connections and i-Period, to maintain eligibility.

Sportsmanship Matters!

You are an ambassador for our school and community. How you represent yourself and the school is your responsibility. Good grades, great behavior and sound decision-making are expected of all our athletes, and activity participants.

This means you are forbidden from using, or knowingly being near substances that are illegal, or harmful to your body and mind. You must not use tobacco products of any kind or have them in your possession. You must not use alcohol, marijuana or any other illegal drug, including steroids in any form or be in possession. You must not remain in the vicinity of another person who is unlawfully in the possession of these substances.

Violation of the terms of the contract could lead to your removal from the team or activity, and disciplinary action from the school. In matters of criminal behavior, law enforcement will be involved. **Please read and understand the contract!!** Understand that some programs have more stringent standards than those listed in the AHS student contract.

Contract Violations

Should a violation of the contract occur, there are three levels of circumstances. This could result in you losing the chance to participate in anything for the rest of your high school career.

If you have taken part in criminal misconduct equal to a gross misdemeanor or higher, you are ineligible to participate. If arrested and charged with a criminal offense, you will need to meet with the Eligibility Board to present your position. The board will determine what will happen next. In order to avoid this, we highly encourage you to make good choices.

Right to Appeal

If suspended from an activity, you have a right to appeal this to the Eligibility Board within three days of the suspension. The commission is usually made up of the Athletic Director/Activities Coordinator, an administrator, and a coach. They will hear your case and render a decision within two days of your hearing.

Rights of Students

1. To attend school unless removed under due process as specified in the Education Code
2. To attend school in a secure academic and social climate, free of fear and violence.
3. To enjoy the full benefit of their teachers' efforts undiluted by the disruptive student.
4. To examine personal records upon reaching the age of sixteen or completing the 10th grade.
5. To be fully informed of school rules, regulations and standards.

Responsibilities of Students

1. To attend school and classes regularly and on time.
2. To be prepared for class with the appropriate materials, ready to work and actively engage in the learning process.
3. To know and obey school rules, regulations and learn the standards
4. To respect the rights of school personnel, fellow students, and the public in general.
5. To demonstrate pride in the appearance of school buildings and grounds.
6. To learn the standards of the state of Washington and be proficient in the same by graduation.

Rights of Parents

1. To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere, engaged in productive activity under the care and direction of a dedicated staff.
2. To have assurance that school personnel will at no time preempt parental prerogative.
3. To be informed of District policies and regulations and school rules.
4. To review their child's records with a certified staff member providing assistance.

Responsibilities of the Parents

1. To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their child.
2. To provide supportive action by making sure children have enough sleep, adequate nutrition and appropriate clothing before coming to school to learn the state standards.
3. To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
4. To cooperate with the school in bringing about improvements designed to enhance the educational program offered students toward learning the state standards.
5. To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.
6. To become familiar with District policies and school rules and regulations.

Student Assistance

Child Find Notice - Aberdeen School District - Cosmopolis School District

Aberdeen and Cosmopolis School Districts are responsible for locating, evaluating, and identifying every student with any suspected disability (including students who attend private schools) who live within the boundaries of the Aberdeen and Cosmopolis Schools and who are not currently receiving special education and related services.

Any child with a disability, from birth through age 21, may be eligible for special education and related services. For information about eligibility, please contact your neighborhood school or Aberdeen Special Services Cooperative

(538-2018) for further information.

This notice is intended to comply with the applicable requirements in WAC 392-172-100.

Notification of Rights - Under FERPA - for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Aberdeen School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, S.W.
Washington DC 20202-4605

State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires* an appropriate response to a "public records" request within five business days.

[RCW42.17.320](#)

Information for Parents

If your family lives in any of the following situations:

- In a shelter, motel vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find affordable housing

Then, your preschool-aged and school-aged children have certain rights or protections under the

McKinney-Vento Homeless Education Assistance Act. Your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- They must be given access to the same public education, including preschool education, provided to other children
- Continue in the school they attended before you became homeless or the school they last attended. If that is your choice and is feasible. If a school sends your child to a school other than the one request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone numbers below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school directs you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts:

Jackie Summers- 360-538-2190

Sherri Northington- 360-538-2130

State Coordinator:

Melinda Dyer: 360-725-6050

If you need further assistance, call the National Center for Homeless Education at the toll-free

Helpline number: 1-800-308-2145

HIB

Aberdeen School District No. 5 Students

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "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 RCW 29A.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 the 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, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act whether or not the impact or results were intended.

Harassment

This can be a very serious issue. Sexual harassment is defined as unwelcome sexual attention, request for favors, and other verbal, physical and/or visual contact of a sexual nature. It can be but is not limited to: jokes, innuendoes, obscenities, pictures, gestures, any action that makes a student feel uncomfortable, deliberate grabbing or fondling, kissing, or suggestive comments. Basically anything in this area can get you into trouble.

If you feel you have been harassed, you should:

1. Tell the offender to stop.
2. Document instances and witnesses
3. Report the harassment to a teacher, counselor, administrator or the district's Title IX Compliance Officer.

Any student guilty of sexual harassment will be subject to disciplinary action and face potentially serious legal issues.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district sexual harassment policy and procedure, contact your school or district office, or view it online here:

Staff:

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E-4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=571&PageID=17>

Students:

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E-4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=1>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

- (1) you have completed the district's complaint and appeal process, or
- (2) the district has not followed the complaint and appeal process correctly.

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

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

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Cyber Bullying

Cyber Bullying is a form of "social" or "indirect" bullying by sending or posting harmful or cruel text or images using the Internet or other digital communication devices, including cell phones and PDA's (personal digital assistants) to harass, tease, intimidate, threaten, coerce, or slander one or more individuals. Cyber bullying can include:

- Sending cruel, vicious, or threatening emails
- The use of cell phones to text message threatening or embarrassing information or to send private or compromising photographs or videos to others
- Creating web sites that have stories, pictures and jokes ridiculing others.
- Posting pictures of other students online with derogatory phrases or questions attached to them
- Using someone else's email to send vicious or incriminating emails to others
- Using instant messaging tools to harass others

Discrimination

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

Civil Rights Coordinator: Christy Sayres; csayres@asd5.org; 216 N. G Street, Aberdeen WA 98520; 360-538-2222

Title IX Officer: Christy Sayres; csayres@asd5.org; 216 N. G Street, Aberdeen WA 98520; 360-538-2222

Section 504 Coordinator Rick Bates; rbates@asd5.org; 216 N. G Street, Aberdeen WA 98520; 360-538-2017

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

Staff:

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E-4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=571&PageID=17>

Students:

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E-4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=1>

Policy 3207

Aberdeen School District No. 5 Students

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. This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with each school's safety plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of, Sexual Harassment Procedure

6590.

Cross References: Policy 3200 Rights and Responsibilities

Policy 3210 Nondiscrimination

Policy 3240 Student Conduct

Policy 3300 Corrective Action and Punishment

Policy 4314 Threats of Violence or Harm

Legal References: RCW 9A.36.080(3)

RCW 28A.320 Preventing harassment intimidation, or bullying in schools 28A.600 Students – Due process enforcement guarantees

Adopted: 08/19/03

Revised: 12/18/07

School Board Policy 3210 – For Students

The Aberdeen School District shall provide equal employment opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, 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, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration and provides equal access to the Boy Scouts and other designated youth groups. The district complies with all federal and state regulations and does not discriminate on the basis of these attributes or characteristics.

District students shall be free from harassment based on race, color, national origin, creed, religion, sex, sexual orientation, marital status, previous arrest (unless a clear and present danger exists) or incarceration, or disability.

Inquiries regarding compliance and/or complaint procedures may be directed to:

Title IX/RCW 28A.640 Officer: Christy Sayres (360) 538-2003

Section 504/ADA Coordinator: Rick Bates (360) 538-2031

Aberdeen School District
216 North G. Street
Aberdeen, WA 98520

The nondiscrimination policies and procedures for filing a complaint may be found on the district website in "Our District", "School Board, Agendas, Policy"

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Please print and return signed copy of this agreement

ABERDEEN HIGH SCHOOL STUDENT
HANDBOOK AGREEMENT

2021 - 22

I have read the Aberdeen High School Student Handbook, which is located on-line at the AHS school website. I agree to follow these rules in full. If I choose not to follow these rules, I will be subject to disciplinary action for violation of said rules.

I have explained these rules to my parents or guardian who have signed below.

Student's Name (Please Print) _____

Student's Signature _____ Date _____

Parent or Guardian Agreement

I am the parent or guardian of _____. I have read the Aberdeen High School Student Handbook which is located on-line and I know that if my child violates the rules and regulations contained in this publication, he/she will be subject to disciplinary action for violation of said rules.

Parent/Guardian Print Name _____

Your relationship to student _____

Parent/Guardian's Signature _____ Date _____

