



STUDENT HANDBOOK
2018-2019

Anacortes Middle School
2202 M Avenue
Anacortes, WA 98221
(360) 503-1230

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____



**STUDENT HANDBOOK
2018-2019**

Anacortes Middle School Mission Statement

Anacortes Middle School provides a challenging, supportive, and safe environment to encourage academic and social success for all.

Dear Student:

Welcome to the 2018-2019 school year! We are pleased to have you as a student at Anacortes Middle School. The entire school staff is anxious to work with you and your family as you pursue your academic program, building new pathways to your future. We believe academic and social success at AMS is highest when students, staff, and families work together on your behalf.

We believe it is important for both students and parents to be familiar with and to understand AMS policies and procedures. The contents of this handbook range from general student information to detailed information about school discipline. It is important that students and parents read and become familiar with this handbook, helping in our efforts to communicate school-wide high expectations. This year we are asking students and parents to sign the student code of conduct on the last page of the handbook.

This handbook is reviewed and/or revised annually. If you have suggestions or comments, please contact a building administrator at 293-1230. Your comments and suggestions will be considered during the next review process.

Please remember that the Middle School is the first school in Anacortes where students come together from three elementary schools. You will meet many new people and make many new friends at the Middle School. This is an exciting time for you. We urge you to practice skills of good citizenship, become involved in school activities, and use your best work habits to attain high academic success.

We look forward to helping you succeed at AMS and are available to assist you. Have a great year!

Sincerely,

Patrick Harrington
Principal

Mark Perkins
Assistant Principal/Athletic Director

2018-2019 AMS SCHOOL STAFF

Mr. Rodney Bickley
6th Bloc

Ms. Abby Biederman
6th Math/8th AVID

Mr. Larry Campbell
Custodian

Mrs. Kristen Chambers
7th Grade ELA

Ms. Anne Chase-Stapleton
8th ELA/Garden to Kitchen

Mrs. Barbara Cicotte
6th PE

Mrs. Karin Cooper
Math/Robotics

Mr. Chris Crane
Art/7th AVID/Leadership

Mrs. Tracy Dickison
6th Math

Officer Travis Dotzauer
School Resource Officer

Mr. Nate Dunham
8th Math

Mr. Chris Dyel
Band

Mrs. Jody Dylan
6th Science/STEM

Mrs. Linda Earwood
Life Skills Para-educator

Mrs. Teresa Edwards
Attendance/Sports

Mrs. Vicki Evans
Principal's Secretary

Ms. Dyana Fischer
Para-educator

Mr. Shawn Flynn
Counselor

Ms. Jennifer Goellner
Technology

Ms. Kelly Graham
8th ELA

Mr. Kevin Graham
Custodian

Mr. Sam Guzik
6th Bloc/6th Challenge

Ms. Jenny Hall
Para-educator

Mr. Chris Hammock
Para-educator

Mr. Patrick Harrington
Principal

Mrs. LeAnne Holboy
7th Humanities/8th History

Mrs. Val Holtgeerts
6th & 7th PE

Ms. Molly Huggins
7th Math

Mrs. Tasha Kirby
7th & 8th Science

Mrs. Carole Leander
7th & 8th Choir

Mrs. Theresa McCartney
7th & 8th Science

Ms. Jeannette McChesney
Life Skills

Mrs. Annie Monroe
Nurse

Mr. Kirk Moore
8th Science

Mrs. Melinda Moore
6th Bloc

Mr. Jason Morgenthaler
7th & 8th Math

Mrs. Renae Newall
Counselor

Mr. Mark Perkins
Vice Principal/Athletics

Ms. Sage Petrin
Para-educator

Mrs. Beth Pruiett
Resource Room

Ms. Doreen Rogers
Custodian

Mr. Nate Rozema
8th History/Reading 7/8

Mr. Jonathan Ruckdaschel
6th Bloc

Mrs. Aimee Rudge
Para-educator

Mr. Joel Schelling
Resource Room

Ms. Jennifer Selvig
6th Science

Mrs. Monique Starkovich
Registrar

Ms. Molly Strohschein
Challenge Bloc/Drama

Mr. Pat Swapp
7th ELA/ 6 & 7th PE

Mrs. Tammy Templeton
7th History

Mr. Brian Tiland
7th & 8th PE

Mrs. Arlene Volkman
Para-educator

All email addresses are first initial, last name and asd103.org except for Mr. Perkins who is mrperkins@asd103.org

GENERAL ACADEMIC INFORMATION

At Anacortes Middle School, academic expectations are high and our students are expected to work hard to meet course requirements. Consistent focus on schoolwork assists students in creating new pathways for their future. Teachers establish specific requirements for each class. Course requirements are handed out to students at the beginning of the school year and reviewed often. Students are expected to complete all assignments and related requirements on time and as assigned by their teachers. Completion of homework is expected of all students. Students having academic difficulty should seek help from their teacher or a school counselor.

Report cards are distributed four times per year. Grades range from "A" through "F". Grades of "A+", "D-", and "F+" are not given. AMS grading is consistent with the standard Washington State secondary school transcript. AMS students earn one "AMS credit" for each course passed each semester. Students must earn a minimum of twelve credits each year for an automatic promotion to the next grade.

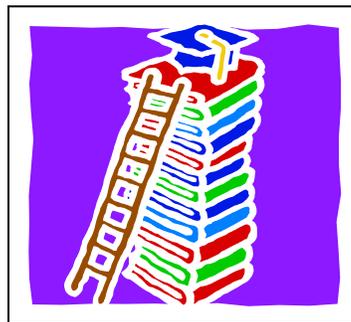
ACADEMIC RESPONSIBILITY

STUDENTS AT ANACORTES MIDDLE SCHOOL ARE HELD TO A HIGH STANDARD WHEN IT COMES TO ACADEMIC RESPONSIBILITY. IF AN 8TH GRADE STUDENT HAS 3 OR MORE F'S AT THE END OF THIRD QUARTER, THEY JEOPARDIZE THEIR ATTENDANCE AT THE MOVING UP CEREMONY AND DANCE AT THE END OF THE YEAR.

GRADE POINT AVERAGE AND HONOR ROLL

At the conclusion of each of the four grading periods, student grade point average is computed using the scale shown:

A	4.0	Grade Points
A-	3.7	Grade Points
B+	3.3	Grade Points
B	3.0	Grade Points
B-	2.7	Grade Points
C+	2.5	Grade Points
C	2.0	Grade Points
C-	1.7	Grade Points
D+	1.5	Grade Points
D	1.0	Grade Points
F	0.0	Grade Points



Students enrolled as full-time students having a grade point average (GPA) of 3.0 or higher with no grade lower than a C- will attain "Honor Roll Status". Honor roll students receive special recognition for high achievement, including recognition in the local newspaper. AMS students may find that certain high school courses available for freshmen may require attainment of a middle school GPA of 3.0 or higher.

HOMEWORK POLICY

The purpose of the school homework policy is to enhance student learning, promote student achievement, and encourage student responsibility. It was designed to establish clear expectations about homework. There are four basic purposes for the policy:

1. To reinforce classroom learning while preparing students for upcoming lessons, tests, and projects.
2. To develop study skills and work habits as useful tools with which to forge future success.
3. To develop greater student responsibility for their learning.
4. To provide for independent practice which will develop mastery of skills being taught.

Mandatory homework center will be assigned to any student failing any class.

Teachers will set classroom expectations on the collection of homework and how late assignments will be graded. **Please note: Students are provided with planners for recording daily assignments. Homework assignments may also be found on the website - *ams.asd103.org*.**

BOOKS, MATERIALS, P.E. LOCKERS, AND SUPPLIES

Students must furnish their own paper, pencils and other supplies. Text and library books are loaned to students with the understanding that school property must be paid for if lost or damaged. Textbooks are centrally distributed through the office. Each textbook is numbered. Students are responsible for returning the same textbooks that were checked out to them. **Students who damage or lose a textbook must pay for the cost of repair or replacement prior to receiving a second copy. There are a limited number of extra copies. Textbook replacement costs range from \$20 to \$78.** Some damaged textbooks can be repaired or rebound. The cost for this service varies but is less than the cost of replacement. Library books are also expensive and must be replaced if lost or damaged. The exact cost will vary with the title.

Physical Education lockers and combination locks are assigned to each student. Lockers are not shared. Students are required to pay for lost locks. Physical Education teachers will establish expectations for using and taking care of gym lockers.

Since the fall of 2004, AMS students are required to wear P.E. uniforms, which may be bought for \$15 from the middle school office.

Students who do not pay textbook and/or locker fines will receive a fine notice and eventually will not receive a high school diploma until accumulated school fines are paid.

ATTENDANCE

Regular and punctual attendance is required for success at AMS. We expect all students to achieve at very high levels through positive engagement in classroom learning activities.

School district policies #3121 and #3122 regarding attendance and absences apply to all students. In addition, the Compulsory School Attendance law of Washington State requires that all AMS students attend school regularly and that they be punctual. Teachers report attendance each period, and attendance history is kept in the office by an Attendance Officer. In the event a student does not attend regularly without appropriate reason, a truancy petition about the student's absences must be filed with the Skagit County Juvenile Court Administrator.

A parent telephone contact will be attempted daily by an automated call out system to verify student absence unless the parent calls the middle school office by 8:30 a.m. and informs the school attendance clerk about the absence at (360) 293-1230. **PARENTS MUST EXCUSE THEIR STUDENT'S ABSENCE WITHIN 48 HOURS OF THEIR RETURN TO SCHOOL. THIS MAY BE DONE BY PHONE, EMAIL, OR A NOTE TO THE ATTENDANCE OFFICE.**

There are three kinds of absences:

(1) **Excused absence:** Caused by student illness, family emergency or similar unforeseen development. Teachers will provide all make-up work during and/or after an excused absence. Failure to complete make-up work as directed by the teacher(s) may result in lowered grade status in one or more classes. Students are responsible for requesting make-up work.

(2) **Unexcused absence:** Caused by truancy or other non-illness. Teachers are not required to give academic credit for work missed during an unexcused absence. Thus, schoolwork missed during an unexcused absence will usually result in lowered grade status in one or more classes.

(3) **Prearranged absence:** Caused by students missing school to accompany his/her family on vacations or similar activities. Families must get prior approval from principal before absence in order for absence to be considered excused. A prearranged approval form is available in the Main Office. Students should also contact teachers well in advance to obtain assignments. Securing and completing class work missed due to a prearranged absence is solely the student's responsibility. Failure to complete make-up work as directed by the teacher(s) may result in lowered grade status in one or more classes. A student's quarter and/or semester grades may be adversely affected by a prearranged absence in cases where class work cannot be made up due to the nature of the learning activities missed, the closing of a grading period, or like reason.

Note: By law, schools must file truancy petitions with the courts on students who have 7 unexcused absences in a month or 10 unexcused absences a year.

OBTAINING MISSED CLASS WORK AFTER AN ABSENCE

If excused absences last several days, call the school to arrange to collect make-up work. Homework for specific teachers may be accessed on-line at ams.asd103.org, and/or checked using Family Access. (See the Counseling Office for a password). When requesting homework through the office, the request needs to be made by 8:30 a.m. The assignments will be available for pick-up after 2:35 p.m. of the same day. It is the student's responsibility to make arrangements to make-up all missed work, including labs.

TARDINESS

Students are not allowed to loiter in the halls and then run to class. Passing time is intended to provide for an orderly move from one class to another. Students who are late to class without an excuse can expect to be assigned lunch detention by the Vice-Principal after every third tardy.

Students who arrive late to school are to report to the office for an admit slip. Students who present a written note from a parent explaining the tardiness will be issued an excused tardy, but can be assigned detention.

EARLY DISMISSALS

A written request, phone call, or email must be relayed to the Main Office stating the time of dismissal requested and the reason the dismissal is needed. Early dismissals are often used for doctor or dentist appointments. Notes should be taken to the office before school on the day the dismissal is desired. Please note that we will release students only to individuals (parents/guardians) that have been listed on their child's emergency card.

CLOSED CAMPUS

AMS is a closed campus. This means that students are not allowed to leave campus after arrival unless the student checks out in the office and is picked up by a parent/guardian. There are no exceptions to this rule.

STUDENT VISITORS AT SCHOOL

Student visitors cannot be accommodated without prior approval from the Principal first and then approval from the classroom teacher(s) which the student will be visiting.

GENERAL STUDENT BEHAVIOR...EXPECTATIONS AND CONSEQUENCES

AMS students, staff, and parents expect and will provide a safe and orderly school environment so that learning and healthy development can occur. At AMS, we strive to carry on a tradition of mutual respect and regard for one another. All students have a responsibility to show self-control, good manners, and good citizenship at all times. When students take ownership of their environment and accept personal responsibility for their behavior, each student's school experience will be peaceful and enriching!

Students need to know what to expect when they do not accept personal responsibility for their behavior. If students or parents have questions about the following information, please talk to teacher(s), counselor(s), the assistant principal, or principal. All staff members are available to help students and parents understand school behavior expectations and consequences.

Students who violate school rules should expect that parent(s) will be notified by telephone and/or mail. All policies stated in school district policy #3240 and #3241 or in this handbook apply to all AMS students on all school district property and at all school events.

ACADEMIC FRAUD/THEFT/PLAGERISM

Academic fraud occurs when students copy each other's work with mutual consent, share answers or solutions to a test, or submit work that is copied or substantially copied as his or her own. Academic fraud occurs when a student copies a report from a reference source. This includes "cutting and pasting" from on-line sources. It is not academic fraud to quote from a reference source, giving the appropriate credit to the original author.

Academic theft occurs when a student copies or acquires the work of another student without consent. Academic theft occurs when a student takes the work of another and submits it as his or her own.

Consequences for violation range from receiving a "0" grade on the work in question and parent notification to short-term suspension up to ten (10) days.

COMPUTER AND INFORMATION TAMPERING

School computers, Internet access and other technology resources are provided to help students with their education. The following rules are expressed so that these resources can remain accessible and available for all users.

Students are responsible for the security of their own network accounts. All students must login as themselves, using their school-provided username and password, and protect their account from use by others. **Students should keep their password safe and log off when finished.**

Computer tampering, sometimes referred to as hacking, occurs when a student uses a computer or network resource under a false identity, makes an unauthorized change to the system or otherwise attempts to bypass measures intended to keep students out of unauthorized areas.

Computer and Internet access is made available for education, investigation, exploration, research and productivity. Unauthorized use outside these goals---such as game playing, plagiarism or sharing files in violation of copyright---is subject to the same consequences as computer tampering.

School district policies addressing approved use of technology will also be applied to violations.

Consequences for computer tampering range from parent notification and loss of Internet privilege or school computer access for the remainder of the semester to short-term suspension of ten (10) days. Possible state or federal charges could also occur depending on the extent of the violation. Students are also financially responsible for any hardware or software costs associated with computer tampering.

1:1 TECHNOLOGY/MOBILE DEVICES

Students in Grades 6, 7, and 8 are issued a laptop computer to take home for their educational use while at AMS. Students are expected to bring their laptop with them every day, as technology will be integrated into all content areas. Students are expected to keep their devices in their carrying case when not in use. They are to bring these devices to school charged and ready for use. Accessories to their laptop should accompany them to school, i.e. charging cords. Students who continue to come to school without a charged computer may be given school discipline such as lunch detention or after school detention. Students who forget their laptops will be able to borrow a computer for the day if available. Students who exceed three times will be given detention and a phone call/email home. Lost/damaged/theft will be treated on an individual basis and findings will be determined by AMS Administration. Please see District Technology Handbook for more information on the ASD webpage.

STUDENT DRESS

A student's school dress and grooming is primarily the concern of the individual and his or her parents. However, to the extent that student dress and grooming affects the general learning environment of the school, it is the school's responsibility to set guidelines. Foremost, dress shall be appropriate to the teaching area so that the safety of the individual is ensured. Dress and grooming must meet health standards which include cleanliness, neatness, and the wearing of shoes. Students who arrive at school with inappropriate clothing will be asked to change or be provided with loaner clothing to cover-up revealing outfits.

Other general student dress guidelines:

- Clothing that violates school conduct standards is not allowed. This includes clothing that is decorated or marked with illustrations, words, or phrases, which are vulgar, obscene or promotes drugs, alcohol, sex, hate, gangs, violence, or other behavior.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover all undergarments.
- Fabric must cover all private parts and not be see through
- Hats, bandanas, hoods, other head-coverings, and sunglasses may not be worn in the building unless there is a school sponsored spirit day that allows for such.

Consequences for violation of this section range from the student being required to make an immediate change of an article of clothing to short-term suspension.

ELECTRONIC DEVICES/TOYS

Personal listening devices must be turned off and put away during school hours. Such items generally detract from class activities and can easily be stolen or damaged. Teachers may use their discretion in allowing electronic devices for academic use in their particular classroom.

Electronic devices such as laser pointers, noisemakers, and so forth are not allowed at school. Cellular phones brought to school, must be turned off during school hours and put in backpacks. No cell phones are allowed on their person and texting is not allowed during the school day. The list of other toys is almost without end. All of them should be left at home.

If an electronic device is confiscated:

- 1st time - student may pick up device after school.
- 2nd time - parent must come to school to get device.
- 3rd time - Parent must pick up device and student serves a lunch detention.
- 4th time - Parent picks up device, student serves lunch detention, device must be checked into the office each morning or left at home every day.

Note: Should student not willingly and pleasantly give up their phone or be disrespectful towards any staff, consequences may proceed immediately to step 3 or 4.

PROHIBITED DANGEROUS ITEMS

Items that are dangerous to others are not allowed at school. Examples of such items are matches, lighters, cleaning fluids, and other caustic, volatile and flammable materials, including aerosol sprays.

Consequences for a violation of this section range from parent contact to expulsion and a police report.

WEAPONS

Weapons are prohibited on school property. There are no exceptions. Some examples of weapons include: knives, daggers, switchblades, chains, clubs, explosives, flammable substances, bullets, and guns. Any object used as a weapon will be treated as such. **Students in possession of "look-a-like" weapons will be treated as though they were in possession of a real weapon.** "Look-a-like" weapons include such items as toy guns, knives, grenades, bullets, and so forth.

Consequences for possessing and or using a weapon to threaten or hurt someone on school property include both a one-year mandatory expulsion from the school district and a police report filed with the Anacortes Police Department.

FOOD, BEVERAGES, GUM

Food, drink, and gum are not allowed in the library, locker room, and gym. They are allowed in classrooms at the discretion of each teacher. Teachers may set appropriate consequences for the violation of rules in their classrooms.

FIGHTING, HARASSING, THREATENING, AND BULLYING BEHAVIOR

Fighting and other forms of physical combat (for example: kicking, spitting, shoving, ramming, pulling, and horseplay) are not allowed. Students who encourage individuals to fight will be subjected to the same discipline as those who engage in fighting.

Students cannot threaten to hurt another student, threaten to have a friend hurt another student, make unkind insulting comments to another student, name call, make fun of, gang up on, or intimidate others or be involved in such behaviors. This includes threats made through the use of any type of electronic media, such as text messages, email, voice mail, etc.

Students are expected to treat all adults politely and respectfully. When asked, students need to supply their name to an adult, and comply with the adult's instructions.

Consequences of threatening and harassing range from mediated conflict resolution to long-term suspension. A police report may also be made. Consequences for fighting range from short-term suspension to expulsion. A police report may also be made.

OBSCENE AND INAPPROPRIATE LANGUAGE, ACTS, MATERIALS

Students are not allowed to use foul language at school. Students cannot make obscene gestures at others; nor can they have obscene or pornographic materials or materials that promote violence and or illegal acts in their belongings at school. Student displays of affection shall be limited to handholding.

Consequences for violation of this section range from parent contact to long-term suspension.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

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

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

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

K.C. Knudson, RCW Officer(360) 503-1214

Connie Sheridan, Title IX Coordinator(360) 503-1221

Fran McCarthy, Section 504 Coordinator(360) 503-1216

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

VANDALISM AND THEFT

Destruction or damage to school and/or private property is not allowed and is considered vandalism. Taking of school or personal property without permission is not allowed and is considered theft.

Consequences for violation of this section range from making restitution to long-term suspension. Consequences for all violations may include a police report.

ALCOHOL, TOBACCO, DRUGS

Students cannot use, possess or be under the influence of controlled substances. Students cannot possess or use tobacco products of any kind at school. Students cannot acquire or distribute alcohol, tobacco and/or other controlled substances at school. Students, who use or sell substances, pretending that they are controlled substances, will be disciplined as though they were the real thing.

Consequences for violation of this section range from a two-day short-term suspension to expulsion. All consequences include referral to the Substance Intervention Counselor and a police report.

CLASSROOM DISRUPTION

Students will behave appropriately in class. Classroom disrupters interfere with the rights of others to learn and the teacher's ability to conduct a safe, orderly, and meaningful class. Students who choose to disrupt class will receive progressive consequences.

Consequences for disrupting class include the following: parent notification and/or conference, parent attends class with his/her student, assignment to lunch and/or after school detention, exclusion from a class period, and short-term suspension.

LUNCH TIME

Students will act appropriately during lunch. Students are not to cut in line. All food is to be eaten in the lunchroom and students are required to clean up after themselves. Inappropriate behaviors such as food stealing, food throwing, “panhandling” for money, and so forth is not allowed. **Cell phones, computers, and gaming systems are not allowed during lunch.** Students are expected to act calmly and with regard for others while at lunch, whether inside or outside. Students are to comply with lunchroom supervisor’s requests.

Unless weather prohibits, students are encouraged to go outside after eating. If a student has an emergency, contact an adult supervisor immediately. There are designated areas outside for play and visiting.

If a student brings something to drink from home, it must be in a sealed container other than glass and can only be consumed in the lunchroom. Partially consumed liquids in bottles or cans with or without lids and caps are not allowed out of the lunchroom. Unsealed containers of liquid cannot be brought to school.

Consequences of violating this section range from lunch detention to short-term suspension

HALL BEHAVIOR, GETTING AROUND THE BUILDING, BEFORE AND AFTER SCHOOL

AMS is a “hands free zone”. That means that students are required to keep hands (and feet) to themselves. Roughhousing and horseplay are not allowed. This form of “play fighting” is prohibited. It inevitably leads to conflict and there is no visible difference between fighting and “play fighting”. Students need to use passing time, before school time, and after school time appropriately.

Consequences for violation of this section range from a warning to short-term suspension.

MULTIPLE VIOLATIONS

Accumulation of disciplinary infractions constitutes a serious problem and results in severe consequences that can include long-term suspension. When two or more disciplinary sanctions have been previously administered, progressive discipline will be imposed.

Consequences for this section range from short term to long term suspension.

EXAMPLES OF CONSEQUENCES FOR DISCIPLINE CODE VIOLATIONS

Class Exclusion

A student is removed from a class for inappropriate conduct and/or sent to the office. The student remains in the office until sent to class by the principal or assistant principal. Records of students excluded from class are kept in the office and parents may be notified.

Lunch/After School Detention

A student is scheduled by a staff member to serve detention during lunch or after school.

Work Service

A student is assigned an after or before school work detail in a classroom or in the building for an infraction. Work service may include sweeping floors, emptying trash, washing walls, picking up trash, etc. The student has up to three calendar days to serve the detention. Transportation is the student’s responsibility.

Community Work Service

Students assigned “work service” can take the initiative to make arrangements to complete such work at a community agency and complete the service off-campus. The staff member who assigned the work service must approve these arrangements.

Suspension and Expulsion

A student is removed from school according to Washington Administrative Code 180-40 and Anacortes School District policy. This is the most severe level of consequence and should be avoided by making good decisions about conduct at school.

STUDENT RESPONSIBILITIES

In order to make school a happy, productive place, all students must work hard to help create and maintain a healthy learning environment. Following is a partial list of your student rights: (A complete description of student responsibilities for all Anacortes students is available upon request from the school office. Ask for 4100-P).

STUDENT RIGHTS

Students are citizens and enjoy the basic rights accorded to all Americans. Following is a partial listing of student rights, as adopted by the Anacortes School District. (A complete statement of School District policy on this matter is available from the school office. Ask for 3200-P).

1. Attending the common schools of the State of Washington shall be recognized as a right and responsibility.
2. No pupil shall be disciplined, suspended or expelled except for sufficient cause.
3. No teacher or school administrator shall maltreat or abuse any pupil by administering unreasonable punishment or punishment on the head of the pupil.
4. Pupils shall have the right to be secure in their persons, paper and effects against unreasonable searches and seizures.
5. Students have the right to appeal decisions, which impose expulsion, long-term suspension or disciplinary action.

OTHER GENERAL INFORMATION

GUIDANCE AND COUNSELING SERVICES

Counselors at AMS devote time and energy to help students be successful in school. They can assist with academic, personal, social and career concerns as well as conflict resolution. Counselors may work with students individually, in small groups or in classrooms. Parents may also contact school counselors with concerns about their students. Students may make appointments at the counseling center office with a counselor. When convenient, the counselor will send a slip to class requesting that the student report to the counselor's office at a certain time.

FIRE DRILLS, LOCKDOWN, AND EARTHQUAKE DRILLS

Fire drills are required to be held monthly and are an important safety precaution. It is essential that when the alarm is first sounded, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Classroom teachers will review the exit routes and assembly procedures for their rooms. In the event an alarm sounds during a class change or at lunch, assemble with the teacher of your next period as though the alarm had sounded during that period. Emergency exit routes will be revised periodically and distributed for posting as needed. Earthquake drills and lockdown drills will also be practiced routinely during the year. Teachers will instruct students as to procedures for these drills during the first few weeks of school.

USING THE TELEPHONE AT SCHOOL

There are very few times when students need to use a phone at school. If a parent needs to contact a student at school, a message may be transmitted through the office by calling 293-1230. **Messages phoned in after 1:45 p.m. may be undeliverable before the end of the school day.** Office phones are available to students for emergency reasons only. In the event of an emergency, the student should inform the school secretary and request use of the office phone. This generally means that students are returning a call to their parent(s).

Students should not use classroom or office phones to:

- arrange to go to a friend's house after school,
- call a friend who is absent from school,
- arrange for a forgotten item to be delivered to school.
- call home when sick without first seeing the nurse or Main Office

HALL PASSES

All students in the hall during class time must have a color coded pass or a Main Office/Counselor pass. Those students who violate school policies multiple times will be put on a "no-fly" list sent to teachers weekly. The "no-fly" list will indicate that the student will not be allowed out of class during class time.



LUNCH TIME AND FOOD SERVICE

With the implementation of “Meal Time” food accounting system, students may now simply deposit money into their personal account. Students and parents may deposit money in the Main Office, cafeteria, or an online account can be set up by the parent. *Money deposited in the online account system may take up to three days to transfer to the student’s account.* “Meal Time” acts as a debit system for each student. Parents may request a printout of how funds in a student’s account have been spent from ASD Food Services.

EXTRACURRICULAR PROGRAMS

Extracurricular activities are an important part of AMS student experience. Students are invited to participate in the following (dates are approximate):

Intramural sports

(Does not require sports physical by physician, no daily practice; student must pay a participation fee)

Fall Season (Sept - Oct)

Boys and Girls Golf (at Similk Beach Golf Course, clubs required)

Spring Season (April- May)

Boys and Girls Golf (at Similk Beach Golf Course, clubs required)

(Note: Intramural offerings may change.)

Interscholastic sports

(Requires sports physical by physician, code of conduct agreement, daily practice, out of town trips, participation fee per sport)

Fall Season (Sept - Oct)

7th and 8th Boys and Girls Cross Country

7th and 8th grade Girls Soccer

Winter Season I (Oct- Jan.)

7th and 8th Grade Boys Basketball

7th and 8th Grade Girls Volleyball

Winter Season II (Jan - March)

7th and 8th Grade Girls Basketball

7th and 8th Grade Wrestling

Spring Season (March - May)

7th and 8th Grade Girls and Boys Track

7th and 8th Grade Boys Soccer

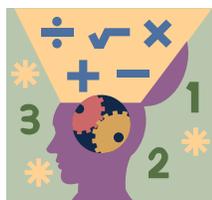
AMS also offers a wide range of clubs and activities: Art Club, Drama Club, Yearbook Club, Hawk TV, Math Team, Builder's Club, Weightlifting, Spelling Bee, etc. Offerings change each year according to student interest.

ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

Student eligibility will be determined by the following criteria:

- A. Academic progress: Passing grades in all subjects as of the last report card.
- B. Citizenship within the school
- C. Payment of fees
- D. Present at school and practice
- E. WIAA regulations will be followed: Must have current physical on file, and Sports Packet completed.

Eligibility will be monitored during the sports season in which the student participates.



TRANSPORTATION DEPARTMENT RULES FOR ALL SCHOOL BUSES

1. The bus driver has full and final authority over all passengers while they are on the bus. All passengers shall follow the directions given by the driver.
2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school principal to ride a different bus. Also, only passengers approved by the School Principal or Transportation Supervisor shall be allowed to ride the school bus. Unless by permission of the School Principal or his/her designee, no student shall be permitted to leave the bus except at his or her regular stop.
3. Students are expected to sit properly in their seats (facing forward and keeping feet out of the aisle), refrain from throwing objects on the bus, refrain from disturbing other passengers and the property of others, refrain from creating excessive noise that distracts the driver, and assist in keeping the bus clean by keeping their waste paper and other trash off the floor.
4. The bus driver may assign students a seat in which he/she will be seated at all times, unless permission to change is given by the bus driver.
5. All passengers shall remain seated while the bus is in motion.
6. Smoking, lighting matches or lighters, or the use of any type of flame or sparking device shall be prohibited on the school bus.
7. At no time shall individuals extend their head, hands, or arms out of the windows whether the school bus is in motion or standing still. Also, no refuse shall be thrown out the windows.
8. Individuals shall refrain from using vulgar or obscene language or gestures on the school bus.
9. All personal belongings will be kept out of the aisle. Large bulky items which will block the aisle or exits may not be transported on the school bus.
10. Passengers should talk to the bus driver when the bus is in motion, only if necessary.
11. No animal, except those required to aid the handicapped student, may be transported on the school bus.
12. Injury-causing items may not be transported on the school bus. Such prohibited items include, but are not limited to the following: sticks, breakable containers, any type of firearm, pins extending from clothing, and other items which might cause disturbances or unsafe conditions on the bus.

13. Passengers must board and leave the bus in a safe and orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given the safe signal by the bus driver. When boarding or leaving the bus, students must be in view of the bus driver at all times. Students must cross the highway directly in front of the school bus and never behind it.
14. Students should plan to arrive at the bus stop 5 minutes prior to the estimated stop time and shall not stand or play on the roadway while waiting for the bus to arrive. Students at the bus loading area should exercise self-discipline. Students will refrain from pushing and shoving other passengers or engaging in any unsafe activities. The driver will wait a reasonable amount of time for late students who are in sight and who are attempting to get to the bus stop. Students must not run in the vicinity of the bus at the bus loading zone.
15. Students who must walk some distance along the highway to the bus loading area must walk, where practicable, on the left side facing the oncoming traffic. This will also apply to students leaving the bus loading area in the evening. Students should cross only at street intersections when going to and from bus stop locations in residential areas.
16. Students shall be familiar with emergency evacuation procedures. In the event of an actual emergency, students must follow proper emergency evacuation procedures.
17. Misconduct on a school bus shall be sufficient reason to discontinue providing bus transportation to the individuals involved. Also, the school district shall be reimbursed for damage to school buses resulting from the misconduct of the individuals involved.
18. The **Bus Discipline Plan** found in regulation 7376 would be the procedure followed in resolving student bus rule violations.

Notice of Equal Opportunity and Non-Discrimination

The Anacortes School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal. The Anacortes School District provides equal access to the Boy Scouts of America and other designated youth groups.

Title IX / Affirmative Action

Anacortes School District #103 complies with all applicable State and Federal laws, including but not limited to, Title VI, Title VII, Title IX of the Civil Rights Act, the Americans with Disabilities Act (ADA), RCW 49.60, Law Against Discrimination, Section 504 of the Rehabilitation Act, and RCW 28A.640, "Sexual Equality", and does not discriminate on the basis of race, creed, color, national origin, sex or handicap/ disability. This holds true for all district employment and educational opportunities, as well as all extracurricular school activities.

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

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

ANACORTES MIDDLE SCHOOL CODE OF CONDUCT

RESPECT FOR LEARNING

I WILL BE PUNCTUAL AND PREPARED FOR CLASSES, LISTEN CAREFULLY, ASK PERTINENT QUESTIONS AND GIVE MY BEST EFFORT TO EACH TASK.

RESPECT FOR PEOPLE

I WILL BEHAVE AND COOPERATE IN WAYS THAT HELP MYSELF AND OTHERS FEEL SAFE, RESPECTED AND CARED ABOUT.

RESPECT FOR PROPERTY

I WILL TAKE PRIDE IN THE CARE OF MY SCHOOL. I WILL CARE FOR MY OWN BELONGINGS AND RESPECT THE PROPERTY OF OTHERS.

PARENT SIGNATURE: I have had an opportunity to read and review the Anacortes Middle School Student Handbook and Code of Conduct with my child.

Signature of Parent/Guardian

Date

Signature of Student

Date

(Please return the signature portion of the page to the student's Bloc teacher)