

ACH Student Handbook 2022-2023



ALMIRA COULEE HARTLINE HIGH SCHOOL

413 N. 4th Street, Coulee City, WA 99115 (509) 632-5231

Student Handbook 2022-2023

MISSION STATEMENT

Preparing students for success in a changing world.

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High School Staff

Administration:

<i>Mrs. Kelley Boyd</i>	<i>HS Principal/Superintendent</i>
<i>Mrs. Heidi Emerson</i>	<i>Elem Principal/CTE Director</i>
<i>Mr. Brandon Walsh</i>	<i>Dean of Students/Athletic Director/Head Football/Wrestling</i>
<i>Mrs. Jennifer Goetz</i>	<i>Guidance Counselor/AP English / Senior Class Advisor</i>
<i>Mrs. Lynette Syth</i>	<i>High School Secretary/Registrar</i>
<i>Mrs. Kristi Fox</i>	<i>Child Nutrition Secretary</i>
<i>Mrs. Carol Visker</i>	<i>Business Manager</i>

Instruction:

<i>Mrs. Melissa Booker</i>	<i>Spanish</i>
<i>Mr. Clifford Bresee</i>	<i>Music/Drama</i>
<i>Mrs. Nicole Carstensen</i>	<i>Mathematics</i>
<i>Mr. Dennis Pinar</i>	<i>CTE Vocational Agriculture/FFA</i>
<i>Mr. Mike Correia</i>	<i>Health & Fitness/PE/Weight Training</i>
<i>Mr. Kazden Lee</i>	<i>English 9-12</i>
<i>Ms. Erica Fuller</i>	<i>Special Education</i>
<i>Mr. Stuart Gloyn</i>	<i>Social Studies</i>
<i>Mr. Hunter Lee</i>	<i>Science/Head Baseball</i>
<i>Mrs. Jennifer Schwartz</i>	<i>CTE Computer Science/Multi-Media /Para Educator/Cheer</i>
<i>Mrs. Ashley Wood</i>	<i>Childhood Development/Kindergarten</i>

Operations:

<i>Mrs. Sarah Kruger</i>	<i>Nurse</i>
<i>Mr. Matt Zappone</i>	<i>Transportation/Maintenance Supervisor</i>
<i>Mr. Eli Knapp</i>	<i>Maintanance/Grounds</i>
<i>Mrs. Melissa Hahn</i>	<i>Day Custodian</i>
<i>Mr. Jacob Jacobson</i>	<i>Night Custodian</i>
<i>Mrs. Karla Tucker</i>	<i>Food Service</i>
<i>Mrs. Kim Fuller</i>	<i>Assistant Cook</i>

Extra-Curricular:

<i>Mrs. Bailee Grindy</i>	<i>Head Girls Basketball</i>
<i>Mr. Graham Grindy</i>	<i>Head Boys Basketball/Softball</i>
<i>Mr. Casey Parrish</i>	<i>Assistant Football</i>
<i>Mrs. Katie Walsh</i>	<i>Head Volleyball</i>
<i>Mrs. Carrie Isaak</i>	<i>Warrior Club</i>

Grading Scale

A	4.0	100-95	C+	2.3	79-77
A-	3.7	94-90	C	2.0	76-74
B+	3.3	89-87	C-	1.7	73-70
B	3.0	86-84	D+	1.3	69-65
B-	2.7	83-80	D	1.0	64-60
			F	0.0	59-0

Class Schedule

Period 1	8:00-8:50	Lunch	11:33-12:03
Period 2	8:53-9:43	Period 5	12:04-12:54
Warrior Break	9:43-9:47	Period 6	12:57-1:47
Period 3	9:50-10:40	Period 7	1:50-2:40
Period 4	10:43-11:33		

School Guidelines

ACH High School administration will include additional guidelines to the student handbook that are necessary during the school year. In order to maintain and administer this handbook, it shall be the responsibility and duty of each student to pursue his or her course of studies, comply with written rules of the Coulee Hartline and Almira School District, which are adopted pursuant to and in compliance with *WAC 180-40-225* and *RCW 28A.58.101, Code of Conduct*, and submit to reasonable corrective action or punishment imposed by the school district (s) and its agent for violation (s) of such rules.

Accidents

Students must report all accidents to the person supervising. School records also contain a “Consent for Treatment” section for parents/guardians so medical attention can be administered if parents cannot be located.

Affection

Accepted physical contact will be limited to holding hands or momentary hugging. Unacceptable displays of affection are not permitted; Examples are kissing, inappropriate touching, and extended close proximity where students are sitting or laying on one another.

Appeals

Level 1 discipline appeals will be made through the following order: principal, superintendent, and school board. Level 2 discipline appeals are found in our District policy manual, policy number 3241 #5, “appeals process for disciplinary action.” Copies of the policy will be provided upon request.

Arriving/Departure

On arrival from school and during school hours, students must use the double doors on the eastside of the high school. Students may access the north double doors (senior hallway) when departing at the end of the school day.

ASB Cards

All Almira Coulee Hartline High School students have the opportunity to be members of the Associated Student Body and are entitled to the privileges of the ASB constitution. Students participating in athletics or activities can purchase an ASB card for \$35.00. The ASB card helps finance some costs for athletics and activities. The ASB card will allow free admission to all

home events and deferred cost to activities. Students who are participants of the Free and Reduced Lunch program will have the ASB card fee waived.

Athletics

Students will be charged a \$20.00 fee per sport to the high school office prior to the first day of practice. Students who are participants of the Free and Reduced Lunch program will have the sport fee waived.

Attendance

All absences in accordance with state law require parent verification, ***which includes the reason*** for the absence. It is the responsibility of school administrators to determine the classification of an absence and if it is excused or unexcused. If the parent has not communicated with the school by 10:00 a.m., the school will attempt to notify the parent or legal guardian when the student is not in school.

A student must attend school for a full day or have a preplanned ***medical or dental*** appointment in order to participate in activities or sport practices/games. A preplanned absence is when the parent notifies the school prior to 8:00 a.m. the day of the absence. The student is responsible for checking with their teacher a day in advance for homework or by using email or Google Classroom. If students have ***other reasons*** to be absent from school, ***please check with the high school office*** to see if the student can participate in the daily activity, practice, or game. If an unforeseen medical or family emergency occurs, approval may be granted by the principal to participate in the daily activity/sport.

Excused Absences- These are absences the school district excuses. Most excused absences are pre-planned for medical, dental, and health related issues and should be excused from the office at least the ***prior day before the student leaves for the appointment with a note or phone call from the parent.*** The student has the responsibility to get their homework from the teacher and discuss the due date. Examples of valid absences are; medical, dental, illness, or pre-arranged absence with school administration. School administration may request verification of the medical/dental appointment.

Unexcused Absences- These are absences the school district does not excuse. Please check with administration if the absence is not related to a medical or dental appointment. Examples of unexcused absences are: sleeping in, shopping, hair appointment, or related reasons.

The high school office will send letters home on the 4th and 7th excused or unexcused non-school related absence. When a student misses more than 10 class periods of non-school related absences in an individual class during a semester, the student may receive a no credit grade (NC). Parents and students may appeal the loss of credit by writing a letter of appeal to the principal explaining the reasons for the absences. A meeting may be held with the principal, teacher (s), parent, and student. The decision to uphold the policy or to grant an exception rests with the teacher (s) and the principal.

Tardy

All students who arrive late to school shall report to the office, sign in, and receive a note from the high school secretary to be admitted to class. If the student is up to 10 minutes late, they will be considered tardy. If the student is over 10 minutes late, they will have an absence for that class period.

Computer/Chromebook Usage

Students must sign the internet usage agreement before obtaining their Chromebook. Improper use of the school's computer network, the internet, or damage to school equipment will result in disciplinary action. See acceptable use procedures in the appendix.

Dances

1. All ACH students in good standing are welcome to attend and must sign in/out.
2. If an ACH student would like to bring a non-student that is under 21 years of age, prior permission must be obtained from the principal and if applicable, students must be approved by their school district.
3. The principal reserves the right to refuse admission to anyone prior to the dance as well as at the door.
4. Once a student or guest has entered the dance, he/she may not leave the premises and return.
5. The school dress code and conduct policies are in effect for all dances.
6. All dances must be scheduled through the principal.
7. Parents of high school students are welcome as guest's at all school-sponsored activities.

Dance Policy

When attending dances that are funded and presented under the blanket of the Associated Student Body or any of its subordinate organizations, all ACH students and guests will abide by the following code of conduct.

1. No dancing with inappropriate physical contact or excessive displays of affection.
2. Students should be able to be supervised at all times.

Consequences:

First Violation: The student will receive a warning by a supervising school staff member to the infraction and reminded of the consequence if a second incident occurs.

Second Violation: The student will be asked to leave the dance by school district personnel. The student will not be refunded any expenses incurred by attendance at the dance.

**After appropriate warnings, if the dance becomes difficult for school personnel to supervise student conduct, the dance will be discontinued. High School dances should have three/four staff members supervising.*

Dress Code

Students at ACH High School are expected to dress appropriately during school, and when participating in activities and athletics. Because all clothing is not suitable for the classroom, these guidelines will help determine what is appropriate to wear to school. Clothing should be clean, should not present a safety issue, or be disruptive to the educational process.

Tops/Shirts:

1. No halter, strapless, and/or backless tops or dresses are permitted. Additionally, underwear worn as outer garments is not acceptable.
2. All tops worn by male and females should adequately cover the torso (front & back) and undergarments. No Crop tops should be worn, even if accompanied by a button or zip shirt/sweatshirt unless the over shirt is zipped/buttoned and the torso is covered. Sleeveless Tops

must have at least a 2” wide strap across the shoulder and must not have excessively large arm holes.

3. If a top is made of a sheer/see through material, undergarments and the torso must be covered by an opaque material.

Bottoms/Pants:

4. Skirts, dresses, or shorts must fully cover the student’s backside completely and without question when standing, bending or sitting. Spandex shorts (spanx), have a tendency to ride up to an unacceptable length and are not permitted.

5. Cotton athletic pants, spandex, nylon tights, stretch lycra, and/or leotards that are, by design or due to the tightness of fit, see through are not permitted. See through items must be covered by jackets, shirts, or tops that fully cover the student’s front and backsides completely and without question while standing, bending or sitting. Otherwise, all pants must be completely opaque. Rips, tears, and/or holes in the fabric of pants/shorts should not be excessive and should not be in any area on a student that typically would be covered by appropriate shorts or skirts at school.

6. Pants/shorts are to fit at the waist within reason. No pants or shorts worn below the intended waistline and/or show the top of the undergarment worn underneath should be worn to school.

General:

7. Students are not allowed to dress in a style which reflects gang affiliation.

8. No sunglasses. Hats or head coverings that are a distraction will be asked to be removed.

9. Inappropriate designs/writings on clothing are not allowed. Any article or apparel which displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, messages targeting alcohol, tobacco, and/or drugs is not permitted.

10. Upper and lower undergarments should be covered at all times.

11. Athletes that wish to display school spirit by wearing a portion of their uniform on game day may do so if the uniform meets dress code, or can be adjusted to meet dress code. What is an appropriate uniform for a sport/activity is not always appropriate attire for the classroom. The dress code applies to all students in physical education/weight training classes and after school weight training.

12. Any clothing item may be considered disruptive to the educational process (this may include garments that may otherwise meet the “technical” portions of dress code).

Students who wear items that do not meet the standards set above may be asked to change into something appropriate, or to not wear the item to school in the future, depending on the level of disruption. Parents will be called if students repeatedly do not wear clothing that meets the dress code expectations.

Eligibility

Students must maintain at least a 2.00 grade point average and have no failing grades. Students have one week probation period to raise their grade(s) before being placed on the eligibility list,

which would keep them from participating in activities, athletic contests, and the end of year school trip. To be eligible for sports, students need to pass a WIAA minimum of (3) credits for the previous semester. This includes students in Running Start, Skill Center, or homeschool students.

Food/Drink/Gum in classroom/hallways

Food snacks/drink will be kept in the student’s locker and be consumed in the assigned designated area. Students may have food/drink in the classroom with teacher permission.

Graduation Requirements

English	4 credits
Social Studies	3 credits
Science	3 credits (1 credit without lab & 2 credits with lab)
Math	3 credits
Health/Fitness	2 credits (1 credit Health & Fitness and 1 credit PE/Weights)
Fine Arts	2* credits
World Language	2* credits
Vocational/Occupational	2.5 credits
Electives/Career Concentration	4* credits
Total Credits	25.5 credits

High School & Beyond Plan	Complete
Graduation Pathway*	Complete

*Graduation Pathways and are a variety of options students complete that align with their High School and Beyond Plan. Depending on the student, these can include: | Meet or exceed the graduation scores in the Smarter Balanced Assessments (SBA). Dual credit courses (for example, Running Start) in English Language Arts and math. Earn a 3 or higher on certain Advanced Placement exams, or pass the course with a C+. Meet or exceed the graduation scores in the math and English portions of the SAT or ACT. Bridge to College courses (senior courses for students who earned a Level 2 on the SBA). Meet standards on the ASVAB (Armed Services Vocational Aptitude Battery). Complete a sequence of Career and Technical Education courses. Students can also combine different pathways to meet math and ELA standards. For example, a student who meets English standard on the Smarter Balanced Assessment and the math standard through a Bridge to College course has met the pathway requirement. The state education office (OSPI) sets the minimum scores and requirements for each pathway and more information as it becomes available will be given to students and families.

Hall Passes

When students need to be out of class, they must have permission from the teacher and use a hall pass. Students should only be absent from class a few minutes. Loitering in the hallway is not permitted.

High School Office

Students wanting to enter the high school office need to ask the secretary or administrator for permission at the high school office window. Students are not allowed to use the copy machine or be in the teacher’s work room without permission from the high school office.

Homework

When students have a pre-planned absence, the homework due date is decided by the teacher. The student is responsible for checking with their teacher a day in advance for homework or by using email or the online school website. When students are sick or have a family emergency, students are given one day for each day absent to make up the assignment. Students cannot make up homework when they have an unexcused absence.

Lockers

The lockers are property of the school district and only school locks are to be placed on school lockers. School authorities have the right to check lockers for the safety, welfare, and protection of students on school property. All pictures and signs in lockers should be appropriate. Please use putty glue from the office to decorate your locker. Do not fold paper along the side of the locker doors as the door jams or becomes hard to open. At the end of the school year, each student is responsible for pulling off all the tape, spraying the locker with cleaner, and wiping it clean of all marks prior to checkout.

Lunch/Lunchroom Supervision

High school students must sign up for lunch daily prior to school beginning. School breakfast and lunches are to be eaten in the lunchroom or designated area. Permission from a teacher/principal must be granted to eat in another location. Other lunchtime guidelines are:

1. Use proper dining habits
2. Bus your own tray and leave area clean.
3. Respect the rights of others.
4. Students may not go off campus for lunch unless permission is granted by the principal. Parents must sign their student out and back in at lunch in person.

Medication

If a student is required to take medication at school, all medications must be kept in the high school office, unless the physician's note says otherwise. A medication form must be filled out and kept in the high school office. All medications in a student's locker are unauthorized and are subject to appropriate school discipline. Examples are prescription drugs, aspirin, and over the counter medication.

Personal Property

Students should refrain from bringing expensive items, electronic devices, or large amounts of money to school. Thefts should be reported to the high school office to aid in recovery.

School Buses- Student Conduct

Bus drivers are staff personnel/supervisors of students and their instructions must be followed at all times. The ACH school discipline code will be used when issues are referred to the administration and students may lose transportation privileges. School buses depart at 2:45 p.m. afterschool.

School Property

Students are responsible for the proper care of all books, supplies, and equipment provided by the school district. Students who damage school or personal property of others will be required to make restitution and possible disciplinary consequences. Students are required to sign a check out agreement if they are to take technology tablets, lab tops, or chrome books home to use.

Student Vehicles/Parking Lot Area

Student-operated vehicles will be parked in the school parking lot but not in the visitors section. Students may not park vehicles off campus and walk to school without prior approval from administration. Students may not drive their vehicles during school hours, unless permission is granted by the principal. Students must have permission from the office to go to their car during school hours.

Search and Seizure

A student's possessions or school property assigned to a student are subject to search and seizure with probable cause while on school grounds and while attending school activities.

Sign Out Procedures

A student who needs to leave school prior to the end of the day is to check in with the high school secretary/administration and sign out in the office. A student must have written request or a parent phone call stating the reason for leaving and when the student will be returning.

Skateboards/Bicycles

Bikes, skateboards, skates, and roller blades students use to transport to school are allowed on campus only for storage and are not permitted to be ridden on school property, including the sidewalks. Student safety and ACH District liability are the concerns. Items must be kept in the bike rack or other approved storage and walked off campus when going home.

Telecommunication Devices

The guidelines for personal telecommunication and electronic devices are as follows: Use of Cell/smart phones, I-pods/pads, personal computers, and headphones are prohibited in the classroom, unless teacher approved for an educational reason. Students must keep their electronic devices in their locker. Students may use their phones before school, at warrior break, and lunch. Students may not use their phones in the bathrooms. Any students hazing or bullying other students with electronic devices will be subject to school discipline. Students using their cell/smart phone in class will have the device confiscated and taken to the office. Only a parent or parent designee who is an adult and not a student can pick up the device.

Telephone usage

Students may use the phone in the high school office with permission and an acceptable reason.

Visitors

School visitors need to be approved by the principal in advance and must check in at the office for a visitor's pass.

Withholding Grades, Diplomas, and/or Transcripts

Property of ACH that has been lost or willfully cut, defaced, or injured, may result in the withholding of grades, diploma, and transcripts of the person responsible for the damage or loss until the student or parent/guardian has paid for the damages.

ASB CONSTITUTION

Almira Coulee Hartline High School

Revised and Adopted 2021

We, the members of the Almira Coulee Hartline High School student body, in order to acquire a higher standard in managing student affairs to increase and improve the activities of the school in scholastics, athletics and social, do hereby ordain this as the Constitution of the Almira Coulee Hartline High School Associated Student Body.

Article I: Name and Membership

- Sec. I This organization shall be called the Almira Coulee Hartline High School Associated Student Body.
- Sec. II All members of the Almira Coulee Hartline High School shall be members of the organization, provided they have paid the Associated Student Body dues or are a part of the fees waiver program.
- Sec. III Students who do not meet the qualifications of this organization shall not receive the benefits of an Associated Student Body card, nor take part in student elections.

Article II: Purpose

- Sec. I
and The purpose of this organization shall be to unite the students, faculty others more closely; and to further the following aims.
- I. To build and encourage culture among our students;
 - II. To encourage people to maintain high scholastic standards;
 - III. To encourage a high standard of sportsmanship.
 - IV. To bring about a spirit of strong cooperation among the students, the parents and the faculty.
 - V. To bring a closer relationship between school and community, and enlist their support.

Article III: Dues

- Sec. I The amount of the Associated Students Body dues shall be set by the school administration.

Sec. II Provided that such an amount is passed by 2/3 majority vote of the Associated Student Body Council.

Article IV: Officers and Duties

- Sec. I The officers of this association shall be President, Vice-President, Secretary, Treasurer, Assistant Treasurer, School Board Representative, Spirit/Social Media Representative, and Athletics/Activities Representative and a ASB Class representative from each grade 9-12.
- Sec. II President – Qualifications: President must be a Senior, have 2.0 grade point average and not failing in any subject. Serves for one year. Duties: Preside at all meetings, appoint all committees.
- Sec. III Vice-President– Qualifications: Must be a Senior, Junior or Sophomore, must maintain a 2.0 grade point average and no failing grades. Serves for one year.
Duties: Assumes all duties of the President in case of his/her absence and is the chairman of all committees, and handles all business transactions.
- Sec. IV Secretary – Qualifications: Must be a Sophomore, Junior or Senior and must maintain a 2.0 grade point average. Duties: Will keep all Associated Student Body minutes and carry out all correspondence.
- Sec. V Treasurer – Qualifications: Must be a Sophomore, Junior or Senior and must maintain a 2.00 grade point average. Duties: Will handle all financial matters pertaining to the Almira Coulee Hartline ASB.
- Sec. VI Assistant Treasurer – Qualifications: Must be a Freshman, Sophomore, or Junior and must maintain a 2.00 grade point average. Duties: Will assist the Treasurer in handling all financial matters pertaining to the Almira Coulee Hartline ASB.
- Sec. VII School Board Representative – Qualifications: Must be a Sophomore, Junior or Senior and must maintain a 2.00 grade point average. Duties: Report ASB business to the ACH student body and attend school board meetings when applicable.
- Sec. VIII Spirit/Social Media Representative – Qualifications: Must be a Sophomore, Junior or Senior and must maintain a 2.00 grade point average. Duties: Coordinate with the Vice-President all of the decorations and assemblies throughout the year. Promote the ASB activities to the newspaper and on social-media.

- Sec. IX Activities/Athletics Representative - Qualifications: Must be a Sophomore, Junior or Senior and must maintain a 2.00 grade point average. Duties: Coordinate with the Athletic Director and Activity Advisors to promote and represent the clubs and teams.
- Sec. X The ASB advisor, after consulting the faculty, and have a majority vote in the ASB, shall have the power to remove any of the ASB officers from office if he/she does not maintain the above qualifications or maintain good standing on the ACH activity Code. In the event of the removal of an officer the advisor shall appoint a replacement until elections are held to elect a new officer.

Article V: Student Council

- Sec. I The Student Council will be the governing body of the student body.
- Sec. II All business transactions of purchasing of items and payment must be first approved by the Council before action can be taken. This includes all classes and the Associated Student Body.
- Sec. III All bills must be paid by check.

Article VI: Election Procedures

- Sec. I Nominations for office will require a nomination form with five (5) student signatures and three (3) faculty signatures.
- Sec. II Each candidate will have the allotted time to campaign for office given they have met the above requirements.
- Sec. III Each candidate must submit their speech to the ASB advisor and Principal and receive approval from both of them.
- Sec. IV Each candidate must give their speech in front of the student body.
- Sec. V Every student, is required to vote in school elections given they are in good standing with ASB dues.

Article VII: Organization Meetings

- Sec. I Class meetings can be held at least once a month at a time decided by the class and the class advisor.
- Sec. II Student Council meetings will be held when needed at a time decided by the ASB advisor.

Sec. III Roberts Rules of Order will be followed at all class and ASB council meetings.

Article VII: Amendments

Sec. I This constitution and its by-laws may be amended at any regular meeting of the ASB council provided that the amendment has been read by all members of the ASB council.

Sec. II A two-thirds vote shall be required in order to amend this constitution or any of its by-laws.

Sec. III Any law can be brought upon the floor for amendment when 2/3 of the ASB council wishes for its repeal.

Article IX: Awards and Requirements

Sec. I Letter awards are given at the Coach's discretion.

Sec. II Awards shall include a chenille 6 inch letter and one paper certificate and pin for each sport.

Article X: School Mascot and Colors

Sec. I The name of the school mascot shall be the "Warriors".

Sec. II The boys and girls athletic teams shall be known as the "Warriors".

Sec. III The school colors shall be black, silver and crimson.

Article XI: Valedictorian and Salutatorian

Sec. I The Valedictorian has the highest ranking grade point average at the end of seven (7) semesters of high school. This would be January of their Senior year.

Sec. II The Salutatorian has the second highest ranking grade point average at the end of seven (7) semesters of high school. This would be January of their Senior year.

Sec. III Advanced Placement Classes (AP) are weighted at ACH High School for determining Valedictorian and Salutatorian. If a running start student completes a college course that is equivalent to any AP courses that are offered at ACH HS, they will receive a weighted grade for those college courses only. A student's actual GPA will not be changed to the weighted score on their transcripts. The following scale will be used if needed for calculating the Valedictorian and Salutatorian weighted grade point average.

Weighted Scale (AP/Equivalent College Courses)

A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7
D+	2.3
D	2.0
F	0

Unweighted Scale

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

Sec. IV The Valedictorian and Salutatorian must attend ACH High School full time for two (2) semesters prior to the Valedictorian/Salutatorian grade check (7th Semester).

Article XII: Running Start Students

Sec. I Running Start students are eligible for all awards.

Sec. II Running start students are eligible to be Valedictorian and Salutatorian.

Sec. III Running start students' college courses are only weighted in Val/Sal determination if they are equivalent to the AP courses offered at ACH (ie AP Language is equivalent to English 101).

Article XIII: Scholastic Awards/Honor Society

Sec. I Students must be a fulltime student at ACH High School, or full time running start student to be eligible for Honor Society.

Sec. II Special Education students may be graded on special criteria.

Sec. II Students may earn an ACH academic letter by meeting the following criteria:

- i The past 2 semesters achieving a 3.50 gpa or higher
- ii Having no expulsions or suspensions
- iii No detentions
- iv No more than 8 excused absences
- v Must compete as part of an academic team, which may include: Knowledge Bowl, FBLA competitions, FFA

competitions, Honors Band

ALMIRA AND COULEE HARTLINE SCHOOL DISTRICT STUDENT ACTIVITY CODE

(Adopted by the Coulee Hartline and Almira School District Board of Directors on 07-18-12)

The opportunity to participate in any athletic or activities program offered by ACH is a privilege granted to all ACH registered students. Participants in these voluntary programs will conform to specific conduct and GPA's established by the ACH student activity code. Those who participate in ACH activities are not only members of a team, club, or class, but also are representatives of their student body, family and community. Therefore, it is necessary and desirable that high standards be maintained in academics, citizenship, sportsmanship, loyalty, and student conduct, both in and outside of the school's activities. Lowering standards by an individual, team, club, or class, defeats the purpose and value of any ACH activity.

Students involved in activities shall abide by all rules and regulations established by the coaches, advisors, school administration, ACH activity code, and the WIAA (Washington Interscholastic Activities Association). This activity/athletic code will be signed yearly and is in effect year round, beginning from the first day of school or when signed by the student and ending on the last day of summer vacation. Violations are accumulated in middle school when students begin activities/sports through the last school day of 8th grade. Middle school violations do not carry over to high school. Violations are accumulated in high school the day after the student graduates from 8th grade through 12th grade. Provision is made for an ACH student who has allegedly violated one or more of the ACH student activity code standards to appeal the disciplinary action against him or her.

SECTION I: GENERAL RULES

1. I will maintain at least a 2.00 grade point average and have no failing grade.
2. I will have on file in the high school office the following:
 - Current physical examination of the past 24 months. A participating student must present school officials with a physician's written release to resume participation following an illness and/or injury which was serious enough to require professional medical care.
 - Proof of sufficient insurance by a health and accident insurance company.
 - Completed medical emergency authorization form.
 - Completed parent permission form.
 - Completed concussion and sudden cardiac arrest awareness form.
 - Paid ASB and sport fee.
 - Signed student activity/sport code.
 - Completed Impact Concussion Management Program Consent form & testing (Coaches will schedule testing for athletes at the beginning of each season when medical personnel are available to administer the testing).

3. I will conduct myself in an appropriate, orderly manner, both on and off the school grounds, so as to bring credit to my team, school, community and family. This item includes, but is not limited to the use of appropriate, acceptable speech (no profanity); modeling only the kind of behavior that is consistent with unquestionably good sportsmanship.
4. I recognize and am willing to accept as my responsibility to actively cooperate with teachers whose classes I miss because of activities, so as to prepare and complete my assignments in advance or as required by the teachers.
5. I agree to ride to and from all away activities in school transportation unless my parent or legal guardian personally signs me off the bus. If I am going to ride home with another adult (one who is 21 years of age) I must have approval granted in writing by my parents and the note signed by the Principal/Designee or Athletic Director prior to the bus departure time. The note will be filed in the high school office and a copy given to me for the coach/advisor. I agree to submit a note to the high school office if I am planning to drive within the district in my own vehicle to practice/away games to Hartline or the Almira School District. I agree to not transport any other students other than my siblings.
6. I accept personal responsibility for all school equipment checked-out to me and agree to return it promptly as requested in good condition.
7. I will follow the specific activity rules established and enforced by the coach and/or advisor.
8. I agree to report all injuries promptly to the coach and/or advisor.
9. I understand and agree that any violation of the criminal laws of the State of Washington, other than traffic infractions shall constitute a violation of this activity code.
10. I agree not to use, consume, possess, transmit, or sell alcohol, tobacco (including smokeless tobacco, nicotine (e-cigarette), controlled substances, or legend drugs (not prescribed by a licensed physician). I agree to remove myself as soon as possible from any area where other minors are involved with these activities or I will also be in violation of this code, regardless if adults are present.
11. I agree to abide by any and all rules applicable to me as stated in the current WIAA Handbook.
12. I agree to be in school for a full day or have a preplanned medical/dental appointment if I am to participate in either practice or contests. If students have *other reasons* to be absent from school, ***please check with the high school office*** to see if the student can participate in the daily activity, practice, or game. If an unforeseen medical or family emergency occurs, approval may be granted by the Principal to participate in the daily activity/sport.
13. I agree to comply with all school rules.
14. I understand that this activity code applies to any school sponsored event/activity that I qualified for during the regular school year that takes place in the summer months.

SECTION II: RULE VIOLATION

1. CONSEQUENCES

- A. Participants in violation of Rule #1 may continue to practice buy may not participate in games until cleared by the school office. A student shall be on academic probation for one week following a grade check in which he/she did not have a 2.00 or higher GPA nor had a failing grade. If at the end of the one week probation the student does not have a 2.00 or higher GPA or has a failing grade then he/she is ineligible to participate in games or competitions for one week and will continue to be ineligible until his/her GPA is 2.00 or higher and he/she has no failing grades. Student grades shall be checked once a week.
- B. Participants in violation of Rule #2 may not participate until they comply with the rule.
- C. An administrator and/or coach and/or advisor will administer appropriate discipline for violations or rules, 3, 4, 5, 6, and 8.
- D. Violations of Rule 9, 10, and 11 will be investigated for the following reasons.
 - a. Confession by a student to staff/administrator. Administrator will call parent for a meeting with student, parent, and administrator. The staff member will be called if needed.
 - b. Citation by police
 - c. A signed letter by an adult in the community. Administrator will call parent for a meeting with student, parent, and administrator. The adult will be called if needed.
 - d. Written/verbal report by a staff member. Administrator will call parent for a meeting with student, parent, and administrator. The staff member will be called if needed.
 - e. Reasonable cause

SECTION III: RULE 9 – 11 VIOLATIONS

1. FIRST VIOLATION

If the participant is found to be in violation of the athletic/activity code and has no previous violations, the following shall result:

- Exclusion from all extra-curricular activities and athletics for 50% of the regular season games/competitions. A student must have the required

amount of WIAA practices completed before the games count towards the violation. Post-season games will be counted towards the violation. The athlete will not be eligible to participate in post-season games unless the violation has been served. Students will be allowed to practice during the violation. The student athlete is required to fulfill the same responsibilities as the rest of the team members. If the athlete demonstrates disruptive behavior, the coach and athletic director can have the player removed from the team. Completion of the violation will carry over from one season and school year to another. Example; At the end of the season, if (3) games are missed in a 16 game regular season (18.75%), and (2) playoff games are missed (12.5%), 31.25% of the season has been missed. An additional 18.75% of games would be missed in the new season. If the new season had 20 regular season games, 18.75% would equal (3.75) games missed, round up to (4) games.

- At the expense of the violator, the student must consent to an appropriate Drug/Alcohol Assessment by a Certified Drug and Alcohol Assessor, sign a release of information to the school, and follow the recommendations made by the assessor.

2. SECOND VIOLATION

If a participant is found to be in violation of the athletic/activity code and has had at least one previous violation, the following shall result:

Exclusion from all extra-curricular activities and athletics for 100% of the regular season games/competitions. A student must have the required amount of WIAA practices completed before the games count towards the violation. Post-season games will be counted towards the violation. The athlete will not be eligible to participate in post-season games unless the violation has been served. Students will be allowed to practice during the violation. The student athlete is required to fulfill the same responsibilities as the rest of the team. If the athlete demonstrates disruptive behavior, the coach and athletic director can have the player removed from the team. Completion of the violation will carry over from one season and school year to another. Example; At the end of the season, if (4) games are missed in a 20 game regular season, and (2) playoff games are missed (30%), an additional 70% of games would be missed in the new season. If that new season had 20 regular season games, 70% would equal (14) games missed.

- At the expense of the violator, the student must consent to an appropriate Drug/Alcohol Assessment by a Certificated Drug and Alcohol Assessor, sign a release of information to the school, and follow the recommendations made by the assessor.

3. THIRD AND ALL SUBSEQUENT VIOLATIONS

If a participant is found to be in violation of the activity/athletic code and has had at least two previous violations, the following will result:

- Exclusion from all extra-curricular activities and athletics for one full calendar year. If a student wants to practice for a particular sport, they must have permission from the head coach and athletic director. If the athlete demonstrates disruptive behavior, the coach and athletic director can have the player removed from the team. Example; if the violation begins on November 5, 2015, the penalty runs into the following year through November 4, 2016.
- At the expense of the violator, the student must consent to an appropriate Drug/Alcohol Assessment by a Certified Drug and Alcohol Assessor, sign a release of information to the school, and follow the recommendations made by the assessor.

SECTION IV: APPEALS PROCESS

1. Violations can be appealed through notifying the Principal and using District policy 3241, #5 (Appeal process for disciplinary action).

CLARIFICATIONS:

1. The activity code will be included in our student handbook and all students/parents will sign a form stating they have received and read the contents.
2. Non qualifying events or activities such as camps and tournaments in the summer months are not considered in this activity code.

Discipline

Our discipline code is in effect during school hours, when arriving and departing from school, participating in activities/athletic events, and participating in school sponsored trips. When our school discipline plan is used, students will receive a referral from staff or administration. All referrals will be sent home by mail.

Teacher Prompt

Students can be corrected with a “prompt” from a staff member. *An example of a prompt is “(Student Name), please turn around and pay attention. Thank you.”* This is simply a request made by an ACH staff member for a student to stop unwanted behavior or resume a desired behavior. If the student stops the unwanted behavior, or resumes the desired behavior, we have achieved our goal. If the student chooses not to stop the behavior or resume desired behavior, the teacher can fill out a referral form, give it to the principal, and consequences begin on the student discipline plan (SDP) at the assigned level.

Our discipline code has two levels. **Level 1** is designed to make sure students/parents know the expectations and to keep students in school attending their classes. Some level 1 offenses begin with a warning (a) and some begin with 30 to 60 minute school detention (b), depending on the severity. When a student is referred to the office for the second time in the same category, the student may move to the next level of the (SDP) or stay at the same level, depending on the circumstances and student behavior. All referrals will be mailed home to the parent/guardian. The steps of the (SDP) may include but are not limited to the following:

Level 1 Student Discipline Plan (SDP)

- a. Warning: Principal documents and reviews expectations with student.
- b. 30 to 60 minute school detention
- c. Short term/In house suspension- not to exceed 10 days out of school
- d. Long term suspension- 10 days or more out of school
- e. Expulsion- denial of attendance for an extended length
- f. Emergency expulsion- student is immediately expelled for an extended length

30/60 Minute Detention:

1. 30 to 60 minute detention can be completed before or after school with the principal/or assigned staff member. Lunch time can be used when there is a transportation issue.
2. Students must come prepared at the assigned time to read, complete homework, or participate in an assigned conference.
3. Failure to stay on task or bringing food, drink or any telecommunications device into the detention will result in another assigned 30 to 60 minute detention.
4. If needed, 30 to 60 minute detention can be used as a conference/tutoring session with the principal, teacher, or parent.

Level 1 Definition/Consequence

Offense

Beginning Consequence

• affection- inappropriate display of	a/b	*depending on severity
• behavior- disruptive/rude	a/b	*depending on severity
• cheating/plagiarism- not your own work	b	
• dress- inappropriate	a/b	*depending on severity
• driving- unsafe	a/b	*depending on severity
• failure to work	a/b	*depending on severity
• food/drink- unauthorized	a/b	*depending on severity
• forgery	b	
• gambling	a/b	*depending on severity
• internet- inappropriate use	a/b	*possible loss of usage
• lockers- inappropriate pictures/designs	a/b	*depending on severity
• lying to a staff member	b	
• no show to 30 minute school	b	*make up missed school
• out of class without permission	a/b	*depending on severity
• provoking poor conduct with another student	b	
• profanity- use of	a/b	*depending on severity
• refusal to follow a request	b	
• skateboards- on school grounds	a/b	*parent pick up
• tardy 3 rd tardy in a specific class	a	
6 th tardy in a specific class	b	
Every tardy after 6 in a class	b	
• telecommunication/electronic devices/cell phones		
First occurrence	a	*parent pick up
Every occurrence after first	b	*parent pick up
<i>**A staff member cannot pick up a student's phone, unless it is their son or daughter.</i>		
• truancy/skipping- leaves campus	b	*30 minutes/or make up time
Fails to notify office and sign out		
• unauthorized area- being in	a/b	*depending on severity
• unexcused absence	b	*30 minutes/or make up time

Level 2 issues are offenses that can happen at school which ACH High School has zero tolerance for. Any violation of level 2, activates the student on the level 2 (SDP) and the beginning consequences are more severe.

Level 2 Student Discipline Plan (SDP)

- c. Short term/In house suspension- not to exceed 10 days out of school
- d. Long term suspension- 10 days or more out of school
- e. Expulsion- denial of attendance for an extended length
- f. Emergency expulsion- student is immediately expelled for an extended length

Level 2 Definitions/Consequences

<i>Offense</i>	<i>Beginning Consequence</i>	
• Actions that create a total disruption to the school environment	c/d	*depending on severity
• alcohol- under the influence, possession	c/d	*depending on severity
• arson- the act of or involved in	f	
• assault on staff/student	c/d/e/f	*depending on severity
• bullying/harassment	c	
• burglary- breaking into school/area	c/d/e/f	*depending on severity
• controlled substance- use of, possession, selling *includes paraphernalia, legend drugs	c/d/e/f	*depending on severity
• criminal acts- on school grounds	c/d/e/f	*depending on severity
• destruction of school property	c/d/e/f	*depending on severity
• defiance of school authority	c	
• fighting	c	
• gang affiliation	c	
• indecent exposure	c	
• profanity directed at school personnel	c	
• theft- possession of stolen property	c/d/e/f	*depending on severity
• threats against the school	c/d/e/f	*depending on severity
• threats against individuals or to cause injury	c/d/e/f	*depending on severity
• sexual harassment	c	
• tobacco/nicotine products- use of, possession	c	
• trespass	c	
• weapons/explosives- possessing/using	f	*for 1 calendar year