Aberdeen High School Bobcats

2026-27 Student Handbook

410 N G Street

Aberdeen, WA 98520

360-538-2040

Last Modified 08/0/26

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

Aberdeen High School

Student Handbook

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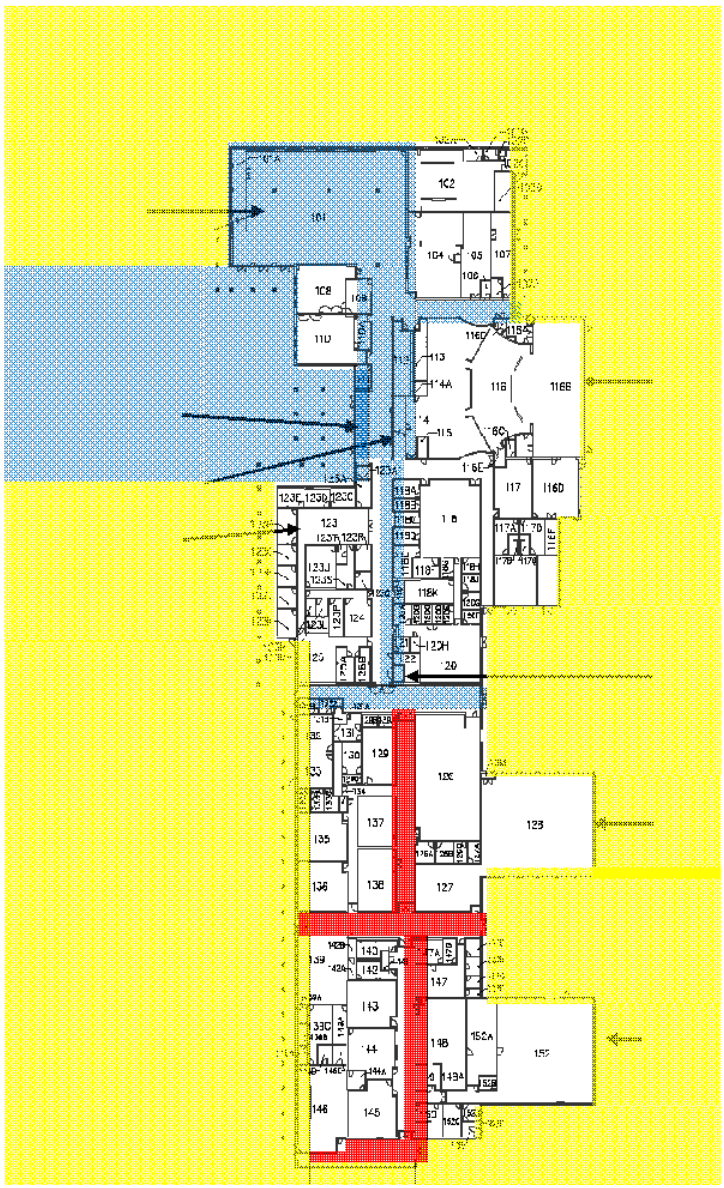
Bobcat Fight Song

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

Bobcat Alma Mater

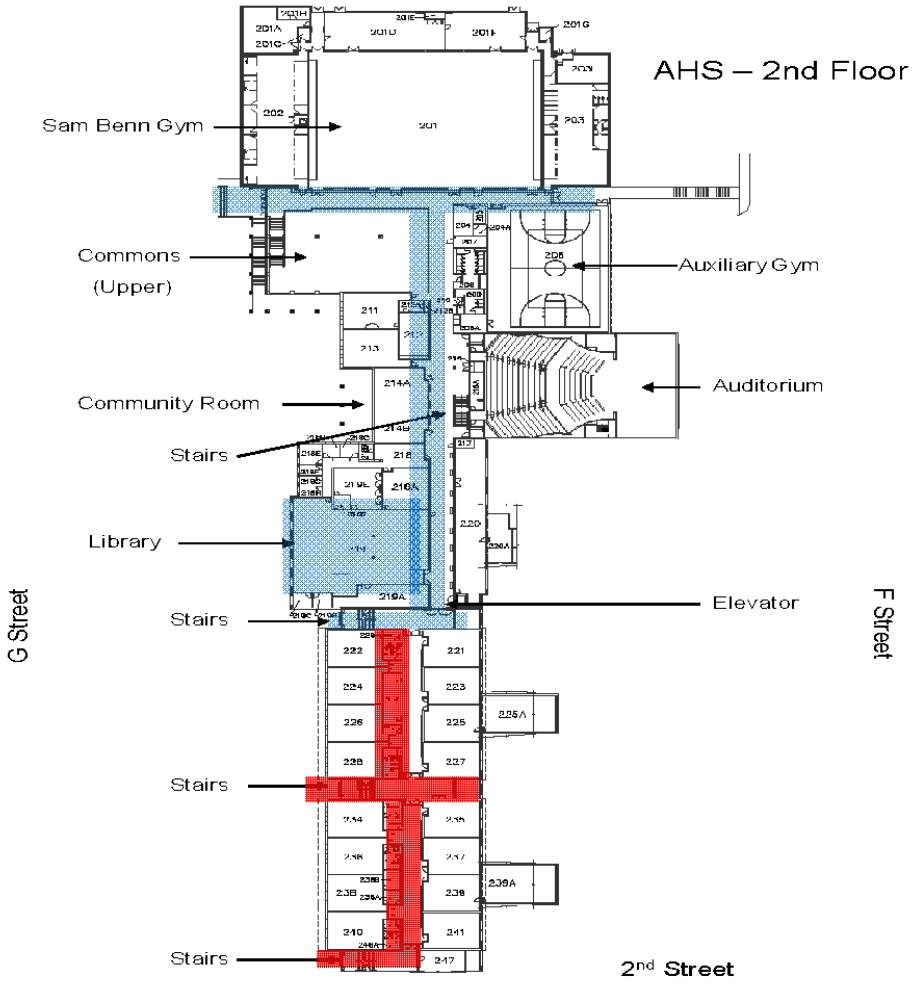
Here we have Aberdeen,
Singing her way to fame.
Blue and Gold in the sunlight blaze,
Romance lies in her name.
We will go singing, singing of you,
All proudly, too.
All our lives through.
We will go singing, singing of you,
Alma Mater, our Aberdeen!



BLUE AREAS – STUDENT ACCESS DURING LUNCH

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

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



School Board

The Aberdeen School District Board of Directors is made up of five at large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the Internet at www.asd5.org or by calling the Aberdeen School District office at 538-2000. The board represents the people of the school district. Board members welcome comments and questions from the public. The Board of Directors typically meets the first and third Tuesdays of each month during the school year at 5:30 pm in the Community Room at Aberdeen High School at 410 N. G Street in Aberdeen. During the summer, the Board of Directors usually meets once a month. A copy of the meeting schedule can be obtained from the district office and on the district website. Attending board meetings via Zoom is an option. The link can be accessed through the District website.

Welcome Bobcats!

The 2026-27 school year is here, and it is with great pleasure and excitement to be working with you all again as I begin my 6th year as your Principal at Aberdeen High School. Every staff member is here to support you in any way they can. We have several new staff members that joined our great team. Here they are: Jaydon Troy (Mathematics/Geometry), Joel Veloni (CTE - HVAC/Electrical), Ivan Beck (Science), Nancy Vazquez (EL), Jordan Fletcher (Counselor), and Rebecca Weiss (Comptroller/Athletics). I always encourage every student to take ownership of their high school experience by being involved and connected with all the activities and programs that are offered in our building. Remember, this handbook is a guide for you that will lay the foundation for a successful, positive, safe, and productive high school experience. Being responsible, respectful and safe are the three PBIS character attributes that will ensure you to have that meaningful and positive experience that every student deserves. We are now entering our 6th year of the semester based model, meaning all AHS students will have a 24 credit requirement to graduate. I encourage you to view every day with gratitude and appreciation for all the things we have at Aberdeen High School. You will be supported, mentored, and guided in ways that will shape your future and lead you to a positive pathway in life. This pathway does not happen with an individual mindset, but rather, a clarity and understanding that allows family and staff to be part of your team so you will achieve great success. We are all merchants of hope. Our goals align with the District's Portrait of a Graduate where every student can learn in a respectful culture that is built on positive relationships and a growth mindset. As many of you already know, my door is always open and I look forward to working with each of you this year.

Sincerely,

Aaron Roiko, Principal

SPECIAL NOTE FROM AHS ADMINISTRATION

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES WHICH WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY SPECIFICALLY TRAINED, PROFESSIONAL STAFF MEMBERS AT ABERDEEN HIGH SCHOOL. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE. AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATION, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL. ABERDEEN HIGH SCHOOL HAS THE AUTHORITY TO DISCIPLINE FOR OFF-CAMPUS ACTIVITIES WHICH TAKE PLACE AT ANY TIME OF THE YEAR IF IT CAN BE ESTABLISHED THAT THERE IS A DETRIMENTAL EFFECT ON THE EDUCATIONAL ATMOSPHERE'S SAFETY AND GOOD ORDER. PLEASE ALSO REFER TO BOARD POLICY #1330.

2026-2027 Aberdeen High School Information, Policies & Procedures

ENROLLING AT AHS:

Students enrolling at AHS must:

- Live within the school district's boundaries.
- If you are from another school district, you must obtain permission from your home district office, as well as Aberdeen district office, to attend AHS. This is called a "Choice Form". You can obtain this from the Aberdeen School District office.
- It is the student and parent responsibility to update information regarding address and telephone numbers as they change. Please contact the main office to make updates- (360) 538-2040.

CLOSED CAMPUS:

AHS is a closed campus. Students are expected to remain on campus during the school day. During lunch, students are able to sit outside in the courtyard and designated table areas, so long as they are inside the fenced area. Students are only allowed to leave campus with parent permission for appointments, illness or a prearranged absence. Students, including Running Start students, are required to sign out anytime they leave the building.

DAILY SCHEDULE:

Our bell schedule has a daily 30 minute 3rd period Advisory class with a 5 minutes passing period between all classes.

8:10-9:00	1ST PERIOD	11:30-12:20	5TH PERIOD
9:05-9:55	2ND PERIOD	**11:25-12:00**	**1ST LUNCH**
10:00-10:30	3RD PERIOD (ADVISORY)	12:05-12:55	5TH PERIOD
10:35-11:25	4TH PERIOD	**12:20-12:55**	**2ND LUNCH**
LUNCH IS BASED OFF OF 5TH PERIOD		1:00-1:50	6TH PERIOD
1ST LUNCH-1ST & 3RD FLOOR		1:55-2:45	7TH PERIOD
2ND LUNCH-2ND FLOOR			

ATTENDANCE:

Attendance and truancy in public schools are regulated in Washington state statute (Chapter 28A.225 RCW) and the Washington administrative code (Chapter 392-401 WAC).

AHS is a closed campus, students cannot leave the campus without permission (Truant) and signing out at the Attendance Office. ***Students cannot leave AHS for lunch***. Students that are 18 years old may not sign themselves out.

Students that plan on Home-Based Instruction must request for a declaration of intent to be homeschooled. This must be filed with the superintendent by September 15th of the new school year.

Running Start and/or Home Based Students are required to attend their classes at AHS campus.

Excused absences

- Participation in a district or school sponsored activity
- Driver's Education Classes
    - Parent/Guardian needs to call school to request early dismissal
        - Call needs to be either the day before or before school starts day of
    - Bring in the scheduled class/drive before the first bell
    - Student needs to bring back a slip from Allstar or Cascade
- Doctor, Counseling or Medical Appointments
    - Doctor's Note required
        - If student plays a sport - required to participate
- Illness – if illness last 3 or more days it requires a doctor's note
- Religious or Cultural Purpose
- Court or Judicial Proceedings
- Family Emergency (death in family, sudden illness in family or crisis)
- Short or Long-Term Suspensions

Unexcused absences and/or tardy : If you are tardy more than 10 minutes after the bell rings in any class it is considered an absence.

- Overslept
    - Didn't hear alarm
    - Parents/Guardian didn't wake up
- Missed the bus
- Car troubles
    - Ran out of gas
    - Wouldn't start
    - Misplaced keys
- Had to take siblings to school
    - Needs to be approved in advance by Administration

- Running Errands
    - Bank
    - Breakfast run
    - Getting coffee
- Hair or Nail Appointments
- Any doctor or medical appointment without a doctor's note

Contact Stacey Boone at sboone@asd5.org or 360 538-2060 to report absences or if you have questions regarding attendance. You can leave a message for attendance 24 hours a day.

Running Start Student Expectations

If you're participating in Running Start through Grays Harbor College while enrolled at Aberdeen High School, it's important to follow the expectations below to ensure your success and stay in good standing with both schools:

- **Students are responsible for ensuring their community college courses meet high school graduation requirements.**
- **To receive enrollment verification for Running Start, counselors will verify that students are on track with their high school and beyond plan in Schoolinks and that the student has fulfilled all requirements in their Cat's Connection class. Students not meeting these requirements will not receive enrollment verification and will not be able to continue with Running Start.**
- **Students are responsible for monitoring both their high school and college schedules, calendars, and deadlines (including holidays, finals, and breaks, which may differ).**
- **Campus Access:** Students who are enrolled **full-time at Grays Harbor College** and do **not attend any classes at Aberdeen High School** are **not permitted on the AHS campus during school hours** unless they have a scheduled appointment with a counselor, administrator, or other school staff. In such cases, they must **check in at the main office as a visitor** upon arrival.
- **Part-Time Running Start Students:** Students who are taking classes both at AHS and GHC are permitted on campus only during their AHS class times, breakfast, and lunch times, and must follow all school policies and procedures during those times.
- **Parking:** All Running Start students who drive to campus must **park in the designated student parking lot**, regardless of whether they are attending classes at AHS, GHC, or both.

Failure to follow these expectations may result in disciplinary action.

TARDIES

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

At four (4) tardies, parents will be contacted via phone call and a meeting will be held with the student and administrator.
At seven (7) tardies, parents will be contacted, and you will be assigned to an after school **Accountability Project** that is designated for every Wednesday, 2:50 to 3:45 pm in the office area.

At ten (10) tardies, you will have an escort to class until no longer necessary and a parent meeting will be arranged.
An excused tardy is not being in class for up to the first 10 minutes of class time with an excuse acceptable by the teacher. A note from another teacher or school official is required. An unexcused tardy is not being in class for the first 10 minutes of class time without an acceptable excuse. After 10 minutes, the tardy becomes an unexcused absence.

LUNCH DETENTION

Lunch detention is under the discretion of administration based on the nature of the behavior.

ISS

ISS will be served in the detention room in the office area. Students will be expected to complete work for their classes while in ISS and cell phones are not allowed. Cell phones will be checked in at the front desk.

TRUANCIES

Truancies affect students' ability to be successful in the classroom. Excessive truancies will result in disciplinary action, such as detention and/or ISS.

COMMUNITY TRUANCY BOARD/COURT

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

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

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

EMERGENCIES:

If you see something that requires emergency action, send someone to notify a staff member immediately!

FIRE

If the fire alarm goes off, exit the building in an orderly manner. Stay with your teacher at all times. Walk, don't run to the predetermined exit and meet your class in the designated meeting spot. We have periodic drills to

practice this and maps for exit routes are posted throughout the building. Please help guest teachers when appropriate.

EARTHQUAKE

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

TSUNAMI

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

STUDENT RESOURCES

COUNSELING CENTER:

Your counselor is located in the counseling center located on the second floor. Your counselors are available to meet with you regarding academic problems or questions, college and career information, and social/emotional concerns. You are assigned a counselor based on your grade or last name.

Mrs. Grannemann	Senior Counselor and Freshmen Last Name N - Z 360-538-2040 ext: 4284
Ms. Fletcher	Junior Counselor and Freshmen Last Name A - F 360-538-2040 ext: 4282
Ms. Parker	Sophomore Counselor and Freshmen Last Name G - M 360-538-2040 ext:4283

For access to the Course Description Book visit www.asd5.org. Go to Aberdeen High School-For Students

SCHEDULE CHANGES

Schedule changes are only made to accommodate graduation requirements and cannot be requested due to a lunch preference, teacher preference or friend's schedule. In exceptional circumstances, you and your parent/guardian may request a meeting with your counselor to discuss a schedule change. Changes must be requested no later than the end of the first week of any semester. A meeting with your teacher and counselor will be required prior to any schedule change after the first week of the semester.

COMPTROLLER:

The comptroller, Mrs. Weiss, is available in the main office to help with sports sign ups (Final Forms) and questions, and ASB Card purchases (360-538-2052)

ASB CARDS

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

SCHOOL NURSE

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

ELEVATOR USE

The elevator is for students that have authorized permission through the school nurse to use due to a medical condition. The students with permission to use the elevator may have 1 other student ride with them to help with personal items. **Elevator use is prohibited without a valid medical reason and/or doctor's note.**

LIBRARY/LEARNING RESOURCE CENTER (LRC):

The library and LRC are located on the second floor of AHS. The hours are from 7:15 a.m. to 3:15 p.m., daily. The LRC allows materials to be checked out for up to three weeks. Overdue materials lead to fines up to $0.10 a day. It is also home to two computer labs. Contact Mrs. Jennifer Wright with any questions (360-538-2040 ext: 4219)

TECHNOLOGY USE

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

LAPTOPS

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

1) Check to make sure laptop is charged
2) Restart your laptop
3) Contact our LRC, Mrs. Wright in the library for support.

Administration receives an electronic **Linewize alert** for any inappropriate or concerning emails, searches or internet activity, such as suicide, harm to self or others, nudity, porn and others. A student's individual IP address is tracked with the Gaggle system. We have the right to remove any electronic device from a student's possession for repeated violations.

OTHER IMPORTANT INFORMATION

MEALS:

Breakfast and lunch is served Monday through Friday. Tables are available in the commons and outside.

ANNOUNCEMENTS:

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

LOST AND FOUND:
The Lost and Found is where you want to check if you have misplaced something. It is located in the main office. Lost and found items will be purged every six (6) weeks. Please ask permission to check the Lost and Found.

E-HALL PASS:
If you are out of class you need to create your own E-hall pass and have your teacher approve it. An E-hall pass is designed to monitor your location throughout the building. The E-hall pass will allow you to go to the office, nurses office, counseling center, library, and restrooms. Get your business done, and get back immediately. Abuse of this will result in you losing the privilege to be out of class for any reason.

VOTER REGISTRATION:
If you are turning 18 years of age, or are 18, we encourage you to register to vote. Please see Mrs. Rabung in the Counseling Center to get a registration form. (jrabung@asd5.org)

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

YEARBOOKS:
The Aberdeen High School yearbook is called the *Quinault*. It is not only an award winning yearbook, but also a great way to look back upon your time at AHS when you are older. You need to order these early in the Fall, so watch for notices and deadlines! Mrs. Ashley Emmett is your yearbook editor.

DANCES:
All dances for AHS are held from 9:00 to midnight. Dances are offered throughout the year. All school dress code rules apply for informal and formal dances and all AHS rules apply at any school function. Admission prices may vary based on the dances**.** Admission to a dance will only be permitted until 10:30 p.m. No backpacks, duffel bags, purses and fanny packs are permitted in the dance.

AHS dances are limited to AHS students. **Any guest must be accompanied by a current AHS student and a student guest form must be completed.** You can obtain this form in the main office. Guests of students must have photo identification and must be in 9th-12th grade and 20 years of age or under.

Once a student and/or guest leaves, they will not be allowed to return for any reason. It is illegal and against school policy for students and/or guests to be under the influence of any drugs or alcohol during a school function. The use or possession of tobacco products is also illegal and not allowed at any school activity. Backpacks or bags are not allowed at dances.

At AHS dances, students will demonstrate appropriate dancing and space. Any lewd or inappropriate acts while engaged in a dance sponsored by AHS can result in the students first being warned, and then subsequently asked to leave and be excluded from future dances. Some examples but not limited to these are:

Grinding on each other

Back to front dancing
Inappropriate placement of hands on a partner
No lifting students on shoulders or throwing in the air
Freak dancing (rubbing against another person in a sexually suggestive manner.)

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

STUDENT EXPECTATIONS

THE BOBCAT CODE:
AHS is a community of individuals. We respect your right to individuality. We know that you walk your own path in your own way; a responsibility comes with this mutual respect. You must do your best to respect others and their property. We have the responsibility to protect individuals from situations, which may be disruptive to the educational process and may be harmful to your mental or physical well-being, or harmful to school property.

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

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

The rules at AHS are based on the laws of the City of Aberdeen, the State of Washington, and the United States. They exist for your safety, security, and your freedom to learn in a place conducive to education. These laws and policies state that the school has an obligation to maintain order and safety on campus and at school related events. If your misconduct is also a violation of the law, law enforcement will be involved.

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

- Plagiarism (using someone else's work as your own)
- Copying another's work without consent or permission
- Dishonesty
- **Using AI (ie. Chat GPT) as your own work**

- Taking a copy of the test before it is given
- Using notes on a test without permission
- Talking about the test content during a test without permission from the teacher
- Having your electronic device out during class assignments or tests without teacher permission
- Violations of the School Honor Code can lead to suspension from activities/athletics.

CONSEQUENCES OF CHEATING

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

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

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS):
PBIS is a universal intervention program used to promote high expectations, and reward students for ongoing positive behaviors. Our PBIS team defines and models expectations for our students, and behavior matrices are posted throughout the building to remind students of the behavior expectations.

To be a Bobcat means to:

- BE RESPECTFUL
- BE RESPONSIBLE
- BE SAFE

On the next page you will find a sample of our behavior expectations.

Aberdeen High School

Positive **B**ehavior **I**ntervention **S**upport

Bobcat Pride!!

Behavior Expectations

AHS	Hallways	Classrooms	Bathrooms	Commons
Respectful	-Use appropriate language -Use inside voice -Use respectful words with everyone	-Use appropriate language -Use inside voice -Use respectful words with everyone -Allow yourself and others the opportunity to learn and do their best	-Use appropriate language -Use inside voice -Use respectful words with everyone -Keep bathrooms clean and free of vandalism	-Use appropriate language -Use inside voice -Use respectful words with Everyone -Stand in single file line while waiting for food
Responsible	-Be in class before the bell -Use appropriate physical contact, PDA -Use hall passes -Keep hands, feet, and objects to yourself -Throw trash in garbage cans	-Be in class and prepared before the bell -Use hall passes -Use sign in/sign out sheet, when leaving and entering a classroom -Place trash in garbage cans -Engage in classroom activities/ assignments -Use technology appropriately	-Use bathroom/water hall passes -Place trash in garbage cans -Use bathroom /drinking fountain closest to your location	-Use appropriate physical contact, PDA -Place trash in garbage cans -keep aisles clear and chairs pushed in -Place trays on carts
Safe	--Eyes up and forward -Keep moving -Keep hands, feet, and objects to yourself	-Keep hands, feet, and objects to yourself -Keep aisles clear and chairs pushed in	-Wash your hands before returning to class -Keep hands, feet, and objects to yourself -Minimize time out of classroom	-Keep hands, feet, and objects to yourself -Report all spills to school staff immediately

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STUDENT CONDUCT

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

IDENTIFY YOURSELF:
You must identify yourself to any staff member who asks you for your name. This is a safety issue and failure to do so will result in consequences by the administration. This also applies to students attending extracurricular events.

CLOSED CAMPUS:
To best maintain student and staff safety, AHS operates as a closed campus. You may only leave with parental and administrator permission, after signing out with the attendance office. Your parents may not excuse you to leave for lunch. Once you are on campus, you are here! That means no unauthorized trips to your car during school hours. If you must go to your car, you must get permission from the office staff, and or the supervisor who is attending the front gate. Failure to comply with the closed campus policy will result in disciplinary action.

PARKING:
The parking areas right across the street from the main entrance, and on the south end of the building are for staff and visitors only! Student parking is located at the lot on Third and H Street. The Senior Lot is located at the corner of Third and G Street and is for SENIORS only. All student designated parking spaces require a parking pass. Please do not park in front of the Catholic Church on Third Street. There is no loitering allowed before school, during lunch or after school in the student parking lots. Students are expected to obey traffic rules in the parking lots. There will be no racing, “donuts”, peeling out, etc. in the parking areas. Students could lose their right to park on campus if this type of behavior is reported. There is no parking in fire lanes or in the staff and visitor parking lots. Running Start students must park in STUDENT parking areas only.

Parking is a privilege not a right. If you fail to follow parking rules your privilege to park on campus may be revoked. **If you fail to park in designated areas your vehicle is subject to being towed at your own expense.**

PARKING PASSES

Parking passes are required and can be purchased for $10 from Mrs. Dismuke in the front office. Parking passes must be displayed in your car at all times.

DRESS CODE:
All students are expected to come to school or any school sponsored activity well-groomed and appropriately dressed. Dress and appearance must not present health or safety problems, nor be vulgar, offensive or cause a disruption; including drugs, alcohol, gang references or sexual depictions. Clothing styles that create conflict or an atmosphere of intimidation are prohibited. The administration has the authority to make changes at any time to the dress code based on any disruptions to the learning environment, safety and/or health concerns.

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

Dress code violations will include the following consequences:

* Teachers and staff will let Administration know if there is a dress code concern.
* Office referrals will be written by Admin only
    - 1st dress code referral will be an FYI (conference with Admin) and student will be asked to remove or change clothing
    - 2nd dress code referral will be a Defiance referral for refusing to follow directions.
    - Further dress code violations will result in progressive discipline.
* Parent notification will follow each incident.

CELL PHONES/YONDR POUCHES:

Students are required to put their cell phones away and out of sight while in class. Students are responsible for following their teacher's classroom cell phone policy. Rules should be posted in the classroom and in the syllabus. If a student refuses to comply with the teacher's policy it will be considered insubordination. Students who misuse their cell phones will have the following consequences:

1st offense-Student will place their phone in Yondr pouch for the remainder of the period. Teacher will enter the incident in SWIS

2nd offense-Student will place their phone in Yondr pouch for the remainder of the day. Teacher will enter the incident in SWIS

3rd offense-Phone confiscated in the office for the remainder of the day, conference with the Dean of Students or an administrator, parent/guardian phone call

4th offense-Phone confiscated in the office for the remainder of the day, lunch detention, parent/guardian phone call and parent/guardian must pick up the phone

5th offense-consequence the same as the 4th offense, and the student will be required to complete an Accountability Project on a Wednesday after school.

ELECTRONIC DEVICES/GAGGLE:

Teachers will be responsible for maintaining our school wide electronics policy. Rules should be posted in the classroom and in the syllabus. If a student refuses to comply with the school wide electronics policy it will be

considered insubordination, a referral will be sent to the office, and your parents will be contacted. Administration receives an electronic Linewize alert for any inappropriate or concerning emails, searches or internet activity, such as suicide, harm to self or others, nudity, porn and others. We have the right to remove any electronic device from a student's possession for repeated violations.

APPLICABLE RCW/WAC

9.68A.011http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.011 ,
9.68A.040http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.040
9.68A.050http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.050 ,
9.68A.060http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.060
9.68A.070http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.070 ,
9.68A.075http://app.leg.wa.gov/rcw/default.aspx?cite=9.68A.075
9.68.130http://app.leg.wa.gov/RCW/default.aspx?cite=9.68.130

POSSESSION OF DRUGS, ALCOHOL AND TOBACCO

DRUGS/ALCOHOL:

Students under the influence or having possession of drugs/alcohol are a major concern for all of us at AHS. We are very serious about this being a drug/alcohol free school environment. This includes, but is not limited to pills, vapes, and dabs. No drugs or medications are allowed to be dispensed on campus without a physician's order and a parent signed medication form. Medication must be turned in to the school nurse for dispensing.

If you are violating this, we will:

USE, POSSESSION AND/OR DISTRIBUTION

- Contact Law Enforcement (drug offenses)
- Contact your parents
- Student will be sent home for safety reasons and disciplinary action
- Student will be referred to True North for a substance abuse assessment
- Student will complete an Accountability Project on Wednesday's after school (2:50 to 3:45 pm)
- Continued offenses will result in greater consequences

TOBACCO/VAPES:

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

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

VANDALISM:
Destruction of property on campus will result in disciplinary action and community service hours on campus to be determined based on the severity of the action.

TRESPASSING:
You are expected to honor "No Trespassing" signs around the area of our school, we have several private properties around our school. You could receive a trespassing citation from the Aberdeen Police, if you disregard these signs and private properties. St. Mary's Church is off limits to AHS students, we have the right to issue a trespass citation to you if you are there. On early release days, once you are released, Miller Jr. High and all elementary schools are off limits to students. Non-students are required to remain at least one city block away (1000 feet) from AHS campus buildings while school is in session and buses are present.

THEFT:
If you bring something of value to school, you assume the risk of it being stolen. Schools are not liable for this. Protect your property! In PE, lock your valuables up! If you don't have a lock, ask your teacher to issue you one. Stealing is a major offense. Charges can be pressed against you if you are caught stealing from a student or staff member, or are caught taking school property.

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

PHYSICAL FIGHTING:
Fighting is against school policy and will not be tolerated at AHS. There will be disciplinary action for any student engaging in, encouraging, or promoting a fight. In addition to discipline, a threat assessment may be conducted based on the severity of the incident.

VIDEO RECORDING:
Students may not use or possess an electronic mobile device, including but not limited to a mobile (i.e. cellular or smart) phone, video recording device, PDA (personal digital assistant), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices, in any manner that disrupts the educational environment or ***violates the rights of others***, ***including using the device to take photographs or videos of school fights***, in locker rooms or bathrooms, to cheat, to eavesdrop (e.g. recording a conversation without the consent of all parties) or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing video of a discipline event.

Bystanders who are observed capturing on ***audio or video recording*** a discipline event will be subjected to a ***minimum 3-day suspension and completion of an Accountability Project***. Students who are suspended from school for videotaping/recording of fights and other disciplinary incidents may be required to place their cell phone device in the office for a predetermined amount of time.

Students are accountable for conducting themselves within the parameters of Aberdeen High School expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or support. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

INTIMIDATION/BULLYING:
Intimidation and bullying are against school policy and against the law. Any student found to be intimidating, threatening or bullying another student will face consequences, and can be pursued by law enforcement.

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

LITTERING:
We take pride in our buildings and campus, and you should too.. If you are caught littering, you will be politely asked to pick up your trash. If it becomes a real issue, you will give up **your time** to come and pick up trash. There is no food or drinks permitted in the library, gymnasiums, and auditorium.

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

SKATEBOARDING/BIKING/ROLLERBLADES/HEELYS:
Campus is never to be used for skateboarding, biking, skating, or rollerblading. If you board or ride to school, please walk on campus with your ride. USe the bike rack to store your bikes and keep skateboards in the office.

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

COMMONS
Students are expected to be seated when in the commons during breakfast and lunch time. Students are also expected to clean up their area when they are finished eating. Failure to comply with this expectation will result in disciplinary action.

DISCIPLINE SUPPORT

RESTORATIVE PRACTICES:
AHS is committed to focusing on explicitly teaching behavior to students in an effort to change undesired behavior, whereas traditional consequences are used to punish for an inappropriate behavior.

Accountability Project

As part of AHS's commitment to helping students learn from their mistakes, the school offers an Accountability Project as part of progressive discipline. This is a mandatory after-school session held every Wednesday from **2:50 PM to 3:45 PM**. During this time, students are required to create a poster or presentation that reflects on the misconduct they were involved in, the choices they made, and the impact it had on others.

The following day, students will present their project to a group of staff members. This is an opportunity for them to take responsibility for their actions, demonstrate understanding, and show how they plan to make better choices in the future.

IN SCHOOL SUSPENSION (ISS):
ISS can be assigned by Administration for specific conduct. This will be served during the school day at administration discretion. Parents will be contacted.

OUT OF SCHOOL SUSPENSION:
Certain disciplinary conduct requires an out of school suspension. The number of days will be determined by the severity of the action. Students returning to school after Out-of-School Suspension may be required to participate in a structured school day and a re-entry meeting prior to attending to their normal class schedule. Bringing a firearm to school will be an immediate expulsion.

STRUCTURED SCHOOL DAY (POST SUSPENSION SUPPORT PLAN):
Students returning from a suspension of three or more days will follow a structured school day to support a successful transition back to learning and promote positive behavior moving forward. As part of this plan, students are required to report to the office when they return to school and spend breakfast and lunchtime in the office.

COMMUNITY SERVICE:
Community Service can be assigned when appropriate by an administrator with your parent's/guardian's consent. Most community service is partnered with our custodial staff.

DUE PROCESS:
Every student is entitled to various rights guaranteed to citizens of the United States. Among these rights is the right to due process. That means that you have the right to state your side of any action to school authorities.

You are entitled to have a written or verbal notice of any allegations against you. You may appeal any disciplinary action you feel is unjust.

<u>To appeal you **must** do the following:</u>

- Lodge a request for an informal conference with the principal, within **3** days, to discuss your grievance.
- If your appeal is denied, then you or your parents can request a hearing from the superintendent, within **3** days.
- If the appeal is still denied, you or your parents may take your case before the School Board, after making arrangements to do so within **10** days.

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

ACADEMICS

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

CATS CONNECTION/ADVISORY:
CATS Connections meets daily during 3rd period. Every student will be assigned to a CATS Connections class with an advisor. The following are the topics for the day in Advisory:

- Weekly planners, SEL activities, grades, complete high school and beyond plan steps, be involved in class meetings, and other lessons as assigned.

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

GRADING SYSTEM:
The AHS grading system is as follows:

GRADE	PERCENTAGE	GPA	GRADE	PERCENTAGE	GPA
A	93%-100%	4.0	C	73-76.9%	2.0
A-	90%-92.9%	3.7	C-	70-72.9%	1.7
B+	87-89.9%	3.3	D+	67-69.9%	1.3
B	83-86.9%	3.0	D	63-66.9%	1.0
B-	80-82.9%	2.7	D-	60-62.9%	.70
C+	77-79.9%	2.3	F	0	0.0

GRADUATION:
Be sure you are eligible for graduation. The counselors are ready to assist you and/or your parent/guardian any time regarding your graduation status, or other issues that arise. Please check this often!
All students are required to complete 24 credits in specific areas in order to graduate and meet the State Assessment requirement. In addition, students are required to complete their High School & Beyond Plan, Community Service and Senior Project, and earn a Certificate of Academic Achievement (or Individual Achievement for Special Education). All fines must be addressed prior to graduation.

Students who have not yet met all graduation requirements may still be eligible to participate in the graduation ceremony under specific conditions. Students who are within **two (2) credits** of the required total for graduation may be permitted to walk in the graduation ceremony if the following criteria are met:

- The student is enrolled in an approved summer school program or credit recovery option to complete the missing credits.
- The student has received approval from school administration confirming that the missing credits can be completed by the end of the summer session.
- The cost of online Edgenuity courses is exorbitant; therefore, a student who has enrolled in a summer school Edgenuity online course for credit retrieval but fails to complete the course requirements may be subject to a course fee up to $1,000. This fee covers course access, materials, and administrative cost.

Participation in the ceremony does not imply the awarding of a diploma until all graduation requirements have been fulfilled. Diplomas will be issued upon successful completion of all required credits.Diplomas are mailed out to families in July.

CREDIT REQUIREMENTS

SUBJECT	NUMBER OF CREDITS	ADDITIONAL INFORMATION
ENGLISH	4	College in the high school classes offered: English 101 and English 201 (EWU).
MATH	3	Algebra 1, Geometry, Algebra 2 (or 3rd credit of math-any acceptable CTE/Skills Center)
SCIENCE	3	At least two lab and 3rd credit of science*(Chemistry or Physics for college, or CTE/Skills Center)
SOCIAL STUDIES	3	1.0 U.S. History and Government .5 Contemporary World Problems and .5 Civics 1.0 credits of Social Studies Elective (must be Washington State History, if not awarded in junior high)
ARTS	2	Performing or visual arts 1 credit may be substituted for a Personalized Pathway Requirement**
WORLD LANGUAGE	2	Both credits may be substituted for a Personalized Pathway Requirements** (if not college bound)
HEALTH & FITNESS	2	.5 credits of Health, 1.5 credits of Fitness***
CAREER & TECHNICAL EDUCATION	1.5	.5 credit will be in Financial Education
ELECTIVES	3.5	Classes of the student's choice

*The 3rd credit of science and the 3rd credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal (WAC 180-51-068).

**Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

***Students in 10th, 11th and 12th grade can earn up to 1 PE credit by participating in a WIAA sanctioned sport at AHS. You can earn .5 credit per sport per season, up to 2 sports. You MUST fill the form out prior to the season's start.

SCHOOLINKS & THE HIGH SCHOOL & BEYOND PLAN

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

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

CULMINATING PROJECT/SENIOR PROJECT

Each student is required to present a senior project during their Senior Board in the spring of their senior year. Students present a PowerPoint to a panel of staff and community members regarding an approved project they have worked on for at least 15 hours during that school year.

CERTIFICATE OF ACADEMIC ACHIEVEMENT

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

CERTIFICATE OF INDIVIDUAL ACHIEVEMENT

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

GRADUATING WITH HONORS*

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

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

TOP SCHOLARS

Grade Point Average: To qualify as a Top Scholar, students must achieve a cumulative GPA of 3.800 or higher by the end of the first semester of their senior year at Aberdeen High School, or by the end of the winter quarter for students enrolled in the Running Start program.

Overview: The Top Scholars program at Aberdeen High School celebrates students who achieve academic excellence through high cumulative grade point averages (GPAs). This recognition emphasizes the outstanding scholarly performance of our students**.**

Eligibility Criteria Coursework Requirements: There are no specific course requirements to qualify as a Top Scholar. Recognition is based purely on achieving the GPA threshold, irrespective of the courses taken. This approach acknowledges academic excellence across all disciplines.

Additional Notes: The GPA for recognition as a Top Scholar will be calculated based on grades up to and including the first semester of the senior year at Aberdeen High School, or the winter quarter for Running Start students. College credits used to meet the high school graduation requirements will be computed in the grade point average. For Graduation with Honors and as a Top Scholar, your GPA will be calculated by the end of the 1st semester at AHS (Winter quarter if Running Start) of your senior year. See your Guidance Counselor for more information about Honors and Top Scholars.

GRADUATION PATHWAYS:

All students are required to complete a graduation pathway to meet standards for graduation. The most common way to meet this requirement is through state testing, however in recent years there have been additional options given to students.

ASSESSMENTS

SBAC refers to the Common Core State Standard assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium. ELA SBAC refers to the English Language Arts assessment that will be administered to students in the 10th grade. The Math SBA is also given to all 10th graders. The acceptable score on the ELA is 2548 and for Math 2595. If students do not pass these assessments, there are additional options to meet the Graduation Pathway requirements.

DUAL CREDIT

Earn at least one high school credit in ELA and at least one high school credit in math in dual credit courses (Running Start, College in the High School, and/or Career and Technical Education dual credit courses). College level courses must be at the 100 level or higher.

AP COURSES/EXAMS

For students taking AP courses, they must pass the class with a C+ or better to meet the pathway requirement. For both ELA and math, students using the exam must earn a 3 or higher on the exam(s). Courses meeting the criteria for ELA are: AP Language, AP LIterature, World History, US History or AP Government. For Math, courses include: AP Statistics or AP Calculus.

SAT/ACT EXAM

Meet or exceed the graduation scores set by SBE in the math and ELA portions of the SAT or ACT. Students must score a 430 in Math and a 410 in English for the SAT, and a 16 in Math and a 14 in English for the ACT.

ASVAB TEST

Meet standard on the ASVAB (Armed Services Vocational Aptitude Battery) by scoring at least the minimum established by the military for eligibility to serve in a branch of the armed services. This can only be done by students who intend to enlist in a military branch. The minimum score allowed for this pathway is 31.

CTE SEQUENCE

Complete a sequence of Career and Technical Education (CTE) courses, which align with the student's High School & Beyond Plan and must complete at least a 2-credit sequence of courses that meet the following:

- Lead to a state or nationally recognized certificate or credential, or allow students to earn dual credit through CTE Dual Credit, Advanced Placement, or other agreement or program.
- Be comprised of a sequenced progression of multiple courses that are technically intensive and rigorous.
- Lead to workforce entry, a state or nationally approved apprenticeship, or postsecondary education in a related field.
- The sequence of courses may be in a single CTE program area, or in more than one program area.

ACADEMIC SUPPORTS

WORLD CLASS SCHOLARS:

This program is co-sponsored by AHS and Grays Harbor College. It is available to students in grades 9-12 and offers an opportunity for financial scholarship, and mentorship at Grays Harbor College. Students must maintain a 3.0 GPA, and demonstrate a series of competencies such as computer skills, cooperative learning, and community service. Program packets are due annually. Please make contact with your counselor, or the coordinator for WCS at Grays Harbor College.

COLLEGE CREDIT:

This is available through College in the High School courses at AHS, or the Running Start Program, as well as AP courses if you receive an acceptable score based on college/university criteria, and our CTE Programs.

AFTER SCHOOL PROGRAM:

Our after school programs offer student support. The after school program is offered Monday-Thursday each week. You can receive homework help from teachers, para-educators, and student tutors. This program is subject to change due to yearly funding.

CREDIT RETRIEVAL OPTIONS:

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

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

CTE PROGRAMS:
At AHS and through Twin Harbors Skill Center, students can earn certification and college credit in some CTE programs including HVAC, Automotive, Carpentry, Medical Careers, Natural Resources, Banking, American Sign Language, Culinary Arts, Photography, Graphic Design, Robotics, Marketing, 2D and 3D Art, Video Production and Welding.

STUDENT ASSISTANCE:

CHILD FIND NOTICE-ABERDEEN SCHOOL DISTRICT-COSMOPOLIS SCHOOL DISTRICT

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

Aberdeen and Cosmopolis School Districts are responsible for locating, evaluating, and identifying every student with any suspected disability (including students who attend private schools) who live within the boundaries of the Aberdeen and Cosmopolis Schools and who are not currently receiving special education and related services.
Any child with a disability, from birth through age 21, may be eligible for special education and related services. For information about eligibility, please contact your neighborhood school or Aberdeen Special Services Cooperative (538-2018) for further information.

NOTIFICATION OF RIGHTS-UNDER FERPA-ELEMENTARY AND SECONDARY INSTITUTIONS

This notice is intended to comply with RCW 42.17.320

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

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Aberdeen School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing**.**

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task

(such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

MCKINNEY-VENTO ACT

If your family lives in any of the following situations:

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

then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Your children have the right to:

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

When you move, you should do the following:

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

Local Area Contacts:

School/Student Coordinator, Jackie Hoggatt- 360-538-2150 ext:1435

District Coordinator, Tosha Love - 360-538-2150

State Coordinator, Melinda Dyer: 360-725-6050

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-800-308-2145

ACTIVITIES AND ATHLETICS

PURPOSE:

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

SPORTS SEASONS:

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

WHAT I NEED TO PARTICIPATE

All students wishing to turn out for sports must have completed their **FinalForms registration online**. The registration includes the following:

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

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

SPORTSMANSHIP:

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

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

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

OUR ATHLETIC CONFERENCE:
Aberdeen competes in the Evergreen 2A Conference. The league is composed of: Aberdeen, Black Hills, Centralia, Tumwater, Shelton (3A) and WF West. The league is committed to quality opportunities in academics, activities, and athletics. In this league, good sportsmanship is the expectation, and you are expected to abide by this as a participant and a fan.

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

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

School comes first. If you have missed any portion of the day's classes without an excused absence (i.e. doctor's note), you may not participate in that day's practice or contest. Your coach is required to check attendance daily. You must be passing all classes with a D or higher to be eligible to participate in athletics. If you are failing one course, you can still participate on a probationary status, so long as you have a GPA of 1.0 or higher. If you fail to meet this standard, you are no longer eligible to participate.

At the end of three and six week grade checks, if you are passing all academic classes, you are off of probation. If you have not, you remain in tutorial sessions until you attain this standard. Washington Interscholastic Activities Association (WIAA) rules also state that you must be passing at least five of six classes, including CATS Connections, to maintain eligibility.

CONTRACT VIOLATIONS

Should a violation of the contract occur, there are three levels of circumstances. This could result in you losing the chance to participate in anything for the rest of your high school career.
If you have taken part in criminal misconduct equal to a gross misdemeanor or higher, you are ineligible to participate. If arrested and charged with a criminal offense, you will need to meet with the Eligibility Board to

present your position. The board will determine what will happen next. In order to avoid this, we highly encourage you to make good choices.

RIGHT TO APPEAL

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

RIGHTS AND RESPONSIBILITIES:

All students and families have certain rights and responsibilities when participating in activities or athletics at AHS. Please see below for more information.

RIGHTS OF STUDENTS

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

RESPONSIBILITIES OF STUDENTS

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

RIGHTS OF PARENTS

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

RESPONSIBILITIES OF PARENTS

1. To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their child.
2. To provide supportive action by making sure children have enough sleep, adequate nutrition and appropriate clothing before coming to school to learn the state standards.

3. To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
4. To cooperate with the school in bringing about improvements designed to enhance the educational program offered students toward learning the state standards.
5. To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.
6. To become familiar with District policies and school rules and regulations.

HARASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 29A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act whether or not the impact or results were intended.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING POLICY 3207:

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules. This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with each school’s safety plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular,

are expected to support the dignity and safety of all members.
Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.
The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of, Sexual Harassment Procedure 6590.

This is the WA State HIB Policy (RCW 28A.300.286):

Discrimination, harassment, intimidation, and bullying—Policies and complaint procedures—Posting of model student handbook language

(1) The office of the superintendent of public instruction shall develop, and periodically update, model student handbook language that includes information about policies and complaint procedures related to discrimination, including sexual harassment and addressing transgender students, and information about policies and complaint procedures related to harassment, intimidation, and bullying, as well as the overlap between the policies and complaint procedures. The model student handbook language must also include a description of the services available through the office of the education ombuds and the contact information for the office of the education ombuds. The model student handbook language must be aligned with existing requirements in state law including chapters **28A.640** and **28A.642** RCW and RCW **28A.600.477** and **28A.600.510**. The model student handbook language must be jointly developed with the Washington state school directors' association, and in consultation with the office of the education ombuds. The model student handbook language must be posted publicly on the office of the superintendent of public instruction's website beginning July 1, 2024.
(2) Beginning with the 2024-25 school year, each school district must include the model student handbook language developed under subsection (1) of this section in any student, parent, employee, and volunteer handbook that it or one of its schools publishes and on the school district's website, and any school's website, if a school or the school district maintains a website. If a school district neither publishes a handbook nor maintains a website, it must provide the model student handbook language developed under subsection (1) of this section to each student, parent, employee, and volunteer at least annually.

https://app.leg.wa.gov/RCW/default.aspx?cite=28A.300.286

NONDISCRIMINATION POLICY 3210-FOR STUDENTS:

The Aberdeen School District shall provide equal employment opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration and provides equal access to the Boy Scouts and other designated youth groups. The district complies with all federal and state regulations and does not discriminate on the basis of these attributes or characteristics.

District students shall be free from harassment based on race, color, national origin, creed, religion, sex, sexual orientation, marital status, previous arrest (unless a clear and present danger exists) or incarceration, or disability.
Inquiries regarding compliance and/or complaint procedures may be directed to:

Title IX/Civil Rights Officer: Christi Clinkingbeard (360) 538-2003
Section 504 Coordinator: Stefanie Lamont (360) 538-2031

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

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

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

Civil Rights Compliance Coordinator
Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

Section 504/ADA Coordinator
Name and/or Title: Stefanie Lamont, Special Education Director
Telephone Number: (360) 538-2017
Email: slamont@asd5.org

Title IX Coordinator
Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

Annual Nondiscrimination Notification - CTE

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

The Aberdeen School District offers classes in many career and technical education program areas including Agriculture Education, Business and Marketing, Family and Consumer Sciences, Health Sciences, Skilled and Technical Sciences and STEM under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact *Lynn Green, CTE Director, 410 North G Street, Aberdeen, WA 98520, (360) 538-2038; lgreen@asd5.org.* Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator
Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

Section 504/ADA Coordinator
Name and/or Title: Stefanie Lamont, Special Education Director
Telephone Number: (360) 538-2017
Email: slamont@asd5.org

Title IX Coordinator
Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above.

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

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

These incidents should be reported to the local police department as well as school officials.

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

If you feel you have been harassed, you should:

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

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

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

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

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

EXAMPLES OF SEXUAL HARASSMENT

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT:
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

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

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

(A) Physically harms a student or damages the student's property;
(B) Has the effect of substantially interfering with a student's education;
(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
(D) Has the effect of substantially disrupting the orderly operation of the school."

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, Traci Sandstrom, tsandstrom@asd5.org, who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form 3207.

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form 3207, and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the "targeted student" in a complaint:
If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district's the district's *HIB Policy 3207 and Procedure 3207P*.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit asd5.org.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit asd5.org.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:
Civil Rights Coordinator: Christi Clinkingbeard, 216 N G. St., Aberdeen, 360-538-2003

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Christi Clinkingbeard, 216 N G. St., Aberdeen, 360-538-2003

Concerns about disability discrimination:
Section 504 Coordinator: Stefanie Lamont, 216 N G St., Aberdeen, 360 538-2018

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Christi Clinkingbeard, 216 N G St., Aberdeen, 360 538-2003

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or designee, then to the board of directors, and finally to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully address your concerns.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
  - Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P visit asd5.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at How to File a Complaint, and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you a written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

COMPLAINT TO THE SCHOOL DISTRICT

Step 1. *Write Your Complaint*
In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*
In its written response, the district will include a summary of the results of the investigation, a determination

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

APPEAL TO THE SCHOOL DISTRICT

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

COMPLAINT TO OSPI

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

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

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

Email: Equity@k12.wa.us **|** ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

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ABERDEEN HIGH SCHOOL STUDENT HANDBOOK AGREEMENT 2026 - 27

Student Agreement

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

I have explained/shown a copy of these rules to my parents or guardian who have signed below.

Student's Name (Please Print) _____

Student's Signature_____Date _____

Parent/Guardian Agreement

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

Parent/Guardian Print Name _____

Relationship to student _____

Parent/Guardian's Signature_____Date _____