Anacortes Middle School Mission Statement

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

Welcome to the 2021-2022 school year! We are pleased to have you as a student at Anacortes Middle School. The entire school staff is anxious to work with you and your family as you pursue your academic program, building new pathways to your future. We believe academic and social success at AMS is highest when students, staff, and families work together on your behalf.

We believe it is important for both students and parents to be familiar with and to understand AMS policies and procedures. The contents of this handbook range from general student information to detailed information about school discipline. It is important that students and parents read and become familiar with this handbook, helping in our efforts to communicate school-wide high expectations.

This handbook is reviewed and/or revised annually. If you have suggestions or comments, please contact a building administrator at 360-503-1230. Your comments and suggestions will be considered during the next review process.

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

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

Sincerely,

Patrick Harrington              Kia duNann
Principal                      Vice Principal
Rodney Bickley  
*ELA/Humanities*

Holly Besmer  
*Math*

Abby Biederman  
*Math/AVID*

Kristen Chambers  
*ELA*

Barbara Cicotte  
*PE*

Karin Cooper  
*Math*

Chris Crane  
*Art/AVID/Leadership*

Tracy Dickison  
*Math*

Officer Travis Dotzauer  
*School Resource Officer*

Kia duNaan  
*Vice-Principal*

Nate Dunham  
*Math*

Chris Dyel  
*Band*

Jody Dylan  
*Science/Garden to Kitchen*

Linda Earwood  
*Life Skills Para-educator*

Teresa Edwards  
*Attendance*

Catherine Vanderkooy  
*Library Para-educator*

Shawn Flynn  
*Counselor*

Kelly Graham  
*ELA*

Jennifer Golding  
*Custodian*

Sam Guzik  
*ELA/Hum/Drama/6th Challenge*

Ashley King  
*Front Office/Para-educator*

Patrick Harrington  
*Principal*

LeAnne Holboy  
*History*

Val Holtgeerts  
*PE*

Molly Huggins  
*Math*

Tasha Kirby  
*Science*

Carole Leander  
*Choir*

Theresa McCartney  
*Science*

Jeannette McChesney  
*Life Skills*

Annie Monroe  
*Nurse*

Kirk Moore  
*Science*

Melinda Moore  
*ELA/Humanities*

Jason Morgenthaler  
*PE*

Renae Newall  
*Counselor*

Clarence Newman  
*Custodian*

Sage Petrin  
*Para-educator*

Beth Pruiett  
*Resource Room*

Molly Robbins  
*Challenge Bloc/Drama*

Doreen Rogers  
*Head Custodian*

Nate Rozema  
*History/Hawk News/Music*

Jonathan Ruckdaschel  
*ELA/Humanities*

Aimee Rudge  
*Office Manager*

Joel Schelling  
*Resource Room*

Jennifer Selvig  
*Science*

Monique Starkovich  
*Registrar*

Pat Swapp  
*ELA/PE*

Tammy Templeton  
*History*

Anna Zotova  
*Para-educator*

All email addresses are first initial, last name and asd103.org
GENERAL ACADEMIC INFORMATION

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

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

ACADEMIC RESPONSIBILITY
Students at Anacortes Middle School are held to a high standard when it comes to academic responsibility. If an 8th grade student has 3 or more F’s at the end of third quarter, they jeopardize their attendance at the Moving Up Ceremony and Dance at the end of the year.

GRADE POINT AVERAGE AND HONOR ROLL
At the conclusion of each of the four grading periods, student grade point average is computed using the scale shown:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

HOMEWORK POLICY

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

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

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

Teachers will set classroom expectations on the collection of homework and how late assignments will be graded. Please note: Students are provided with planners for recording daily assignments. Homework assignments may also be found on Schoology, Skyward Family Access, or Google Classroom.
BOOKS, MATERIALS, P.E. LOCKERS, AND SUPPLIES

Students must furnish their own paper, pencils and other supplies. Text and library books are loaned to students with the understanding that school property must be paid for if lost or damaged. Students are responsible for returning the same books that were checked out to them. **Students who damage or lose a book must pay for the cost of repair or replacement.** Damaged textbooks can be repaired or rebound. The cost for this service varies but is less than the cost of replacement. Library books are also expensive and must be replaced if lost or damaged. The exact cost will vary with the title.

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

Since the fall of 2004, AMS students are required to wear P.E. uniforms, which may be bought for $20 from the middle school office.

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

ATTENDANCE

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

School district policies #3122 and #3122P regarding attendance and absences apply to all students; found at www.asd103.org. In addition, the Compulsory School Attendance law of Washington State requires that all AMS students attend school regularly and that they be punctual. Teachers report attendance each period, and attendance history is kept in the office by an Attendance Secretary. In the event a student does not attend regularly without appropriate reason, a truancy petition about the student’s absences must be filed with the Skagit County Juvenile Court Administrator when there are seven of these absences in a thirty-day period or fifteen absences in a year.

A phone call to the family will be attempted daily by an automated call out system to verify student absence unless the family contacts the middle school office by 8:30 a.m. and informs the school attendance clerk about the absence. **This can be done by phone (360-503-1248), email (tedwards@asd103.org), or a note to the attendance office. FAMILIES MUST SUPPLY THE REASON FOR THEIR STUDENT’S ABSENCE AS SOON AS POSSIBLE.**

There are three kinds of absences:

1. **Excused absence:** Caused by student illness, family emergency or similar unforeseen development (according to school district policies #3122 and #3122P) and explained by a parent or guardian with a valid reason. Students are responsible for requesting make-up work. Teachers will provide all make-up work during and/or after an excused absence.

2. **Unexcused absence:** An absence that is not excused. Students are responsible for requesting make-up work during and/or after these absences.

3. **Prearranged absence:** Caused by students missing school to accompany his/her family on vacations or similar activities that are not listed as an excused absence reason. Families must get prior approval from the principal before absence in order for absence to be considered excused. Families submit a prearranged approval form in a timely manner -- available in the Main Office or at ams.asd103.org.

Students should also contact teachers well in advance to obtain assignments. Securing and completing class work missed due to a prearranged absence is solely the student’s responsibility. Failure to complete make-up work as directed by the teacher(s) may result in lowered grade status in one or more classes. A student's quarter and/or semester grades may be adversely affected by a prearranged absence in cases where class work cannot be made up due to the nature of the learning activities missed, the closing of a grading period, or like reason.
OBTAINING MISSED CLASS WORK AFTER AN ABSENCE

Homework for specific teachers may be accessed on-line through Schoology. When requesting homework through the office, the request needs to be made by 9:30 a.m. The assignments will be available for pick-up in the main office after 3:00 p.m. of the same day. It is the student’s responsibility to arrange making up all missed work, including labs.

TARDINESS

Students who arrive late to school are to report to the office for an admit slip. If a student misses more than half the period, it becomes either an excused or unexcused absence.

Students are not allowed to loiter in the halls and then run to class. Passing time is intended to provide for an orderly move from one class to another. Students can expect to be assigned lunch detention by the Office after every third tardy.

EARLY DISMISSALS

A written request or a phone call (to 503-1230) must be relayed to the Main Office before school stating the time of dismissal requested and the reason the dismissal is needed. Early dismissals are often used for doctor or dentist appointments. Please note that we will release students only to individuals (parents/guardians) that have been listed on their child’s emergency card with a valid ID.

CLOSED CAMPUS

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

STUDENT VISITORS AT SCHOOL

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

GENERAL STUDENT BEHAVIOR...EXPECTATIONS AND CONSEQUENCES

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

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

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

ACADEMIC FRAUD/THEFT/PLAGIARISM

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

Academic theft occurs when a student copies or acquires the work of another student without consent. Academic theft occurs when a student takes the work of another and submits it as his or her own.
Consequences for violation range from receiving a “0” grade on the work in question and parent notification to short-term suspension up to ten (10) days.

COMPUTER AND INFORMATION TAMPERING

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

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

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

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

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

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

1:1 TECHNOLOGY/MOBILE DEVICES

Students in Grades 6, 7, and 8 are issued a Chromebook to take home for their educational use while at AMS. Students are expected to bring their Chromebook with them every day, as technology will be integrated into all content areas. They are to bring these devices to school charged and ready for use. Accessories to their laptop should accompany them to school, i.e. charging cords. Students who continue to come to school without a charged computer may be given school discipline such as lunch detention or after school detention. Students who forget their Chromebook will be able to borrow a computer for the day if available. Students who exceed three times will be given detention and a phone call/email home. Lost/damaged/theft will be treated on an individual basis and findings will be determined by AMS Administration. Please see District Technology Handbook for more information on the ASD webpage.

STUDENT DRESS

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

Other general student dress guidelines:

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

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

ELECTRONIC DEVICES/TOYS

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

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

If an electronic device is confiscated:

Ø 1st time - student may pick up device after school.

Ø 2nd time - parent must come to school to get device.

Ø 3rd time - Parent must pick up device and student serves a lunch detention.

Ø 4th time - Parent picks up device, student serves lunch detention, device must be checked into the office each morning or left at home every day.

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

PROHIBITED DANGEROUS ITEMS

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

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

WEAPONS

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

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

FOOD, BEVERAGES AND GUM

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

FIGHTING, HARASSING, THREATENING AND BULLYING BEHAVIOR

Fighting and other forms of physical combat (for example: kicking, spitting, shoving, ramming, pulling, and horseplay) are not allowed. Students who encourage individuals to fight will be subjected to the same discipline as those who engage in fighting.
Students cannot threaten to hurt another student, threaten to have a friend hurt another student, make unkind insulting comments to another student, name call, make fun of, gang up on, or intimidate others or be involved in such behaviors. This includes threats made through the use of any type of electronic media, such as text messages, email, voice mail, etc.

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

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

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

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

SEXUAL HARASSMENT
Sexual harassment occurs when someone does or says something in the work or school environment that has a sexual meaning and makes the recipient and other observers uncomfortable. Sexual harassment can include: inappropriate touching, comments, name calling, telling stories with sexual content, comments on sexual orientation, and using social media to send or receive sexual content

1st Step: Definition of sexual harassment/bullying presented by Counselor and Assistant Principal in Bloc classes

2nd Step: Sign an acknowledgement of understanding definitions. Parents contacted.

3rd Step: Parent called. Consequences for violation of this will depend on the severity of the harassment but can range from detention to expulsion. "If a severe infraction occurs, Step 1 & 2 may be eliminated and will go directly to Step 3.

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

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

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

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

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

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

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

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

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

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

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

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

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

MULTIPLE VIOLATIONS

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

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

EXAMPLES OF CONSEQUENCES FOR DISCIPLINE CODE VIOLATIONS

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

Lunch/After School Detention - A student is scheduled by a staff member to serve detention during lunch or after school.

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

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

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

STUDENT RESPONSIBILITIES

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

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

1. Attending the common schools of the State of Washington shall be recognized as a right and responsibility.

2. No pupil shall be disciplined, suspended or expelled except for sufficient cause.

3. No teacher or school administrator shall maltreat or abuse any pupil by administering unreasonable punishment or punishment on the head of the pupil.

4. Pupils shall have the right to be secure in their persons, paper and effects against unreasonable searches and seizures.

5. Students have the right to appeal decisions, which impose expulsion, long-term suspension or disciplinary action.

OTHER GENERAL INFORMATION

GUIDANCE AND COUNSELING SERVICES

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

FIRE DRILLS, LOCKDOWN, AND EARTHQUAKE DRILLS

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

USING THE TELEPHONE AT SCHOOL

There are very few times when students need to use a phone at school. If a parent needs to contact a student at school, a message may be transmitted through the office by calling 360-503-1230. Messages phoned in after 1:45 p.m. may be undeliverable before the end of the school day. Office phones are available to students for emergency reasons only. In the event of an emergency, the student should inform the school secretary and request use of the office phone. This generally means that students are returning a call to their parent(s).

Students should not use classroom or office phones to:

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

HALL PASSES

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

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

EXTRACURRICULAR PROGRAMS

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

Intramural sports - *Does not require sports physical by physician, no daily practice; student must pay a participation fee.* (Note: Intramural offerings may change.)

- **Fall Season (Sept - Oct)**
  - 6th, 7th and 8th Boys and Girls Golf (at Similk Beach Golf Course, clubs required)

- **Spring Season (April- May)**
  - 6th, 7th and 8th Boys and Girls Golf (at Similk Beach Golf Course, clubs required)

Interscholastic sports - *Requires sports physical by physician, code of conduct agreement, daily practice, out of town trips, participation fee per sport*

- **Fall Season (Sept - Oct)**
  - 7th and 8th Boys and Girls Cross Country
  - 7th and 8th grade Girls Soccer

- **Winter Season I (Oct- Jan.)**
  - 7th and 8th Grade Boys Basketball
  - 7th and 8th Grade Girls Volleyball

- **Winter Season II (Jan - March)**
  - 7th and 8th Grade Girls Basketball
  - 6th, 7th and 8th Grade Wrestling

- **Spring Season (March - May)**
  - 7th and 8th Grade Girls and Boys Track
  - 7th and 8th Grade Boys Soccer

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

ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

Student eligibility will be determined by the following criteria:

A. Academic progress: Passing grades in all subjects as of the last report card.
B. Citizenship within the school
C. Payment of fees
D. Present at school and practice
E. WIAA regulations will be followed: Must have current physical on file, and Sports Packet completed.
F. Eligibility will be monitored during the sports season in which the student participates.
TRANSPORTATION DEPARTMENT RULES FOR ALL SCHOOL BUSES

1. The bus driver has full and final authority over all passengers while they are on the bus. All passengers shall follow the directions given by the driver.

2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school principal to ride a different bus. Also, only passengers approved by the School Principal or Transportation Supervisor shall be allowed to ride the school bus. Unless by permission of the School Principal or his/her designee, no student shall be permitted to leave the bus except at his or her regular stop.

3. Students are expected to sit properly in their seats (facing forward and keeping feet out of the aisle), refrain from throwing objects on the bus, refrain from disturbing other passengers and the property of others, refrain from creating excessive noise that distracts the driver, and assist in keeping the bus clean by keeping their waste paper and other trash off the floor.

4. The bus driver may assign students a seat in which he/she will be seated at all times, unless permission to change is given by the bus driver.

5. All passengers shall remain seated while the bus is in motion.

6. Smoking, lighting matches or lighters, or the use of any type of flame or sparking device shall be prohibited on the school bus.

7. At no time shall individuals extend their head, hands, or arms out of the windows whether the school bus is in motion or standing still. Also, no refuse shall be thrown out the windows.

8. Individuals shall refrain from using vulgar or obscene language or gestures on the school bus.

9. All personal belongings will be kept out of the aisle. Large bulky items which will block the aisle or exits may not be transported on the school bus.

10. Passengers should talk to the bus driver when the bus is in motion, only if necessary.

11. No animal, except those required to aid the handicapped student, may be transported on the school bus.

12. Injury-causing items may not be transported on the school bus. Such prohibited items include, but are not limited to the following: sticks, breakable containers, any type of firearm, pins extending from clothing, and other items which might cause disturbances or unsafe conditions on the bus.

13. Passengers must board and leave the bus in a safe and orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given the safe signal by the bus driver. When boarding or leaving the bus, students must be in view of the bus driver at all times. Students must cross the highway directly in front of the school bus and never behind it.

14. Students should plan to arrive at the bus stop 5 minutes prior to the estimated stop time and shall not stand or play on the roadway while waiting for the bus to arrive. Students at the bus loading area should exercise self-discipline. Students will refrain from pushing and shoving other passengers or engaging in any unsafe activities. The driver will wait a reasonable amount of time for late students who are in sight and who are attempting to get to the bus stop. Students must not run in the vicinity of the bus at the bus loading zone.

15. Students who must walk some distance along the highway to the bus loading area must walk, where practicable, on the left side facing the oncoming traffic. This will also apply to students leaving the bus loading area in the evening. Students should cross only at street intersections when going to and from bus stop locations in residential areas.

16. Students shall be familiar with emergency evacuation procedures. In the event of an actual emergency, students must follow proper emergency evacuation procedures.

17. Misconduct on a school bus shall be sufficient reason to discontinue providing bus transportation to the individuals involved. Also, the school district shall be reimbursed for damage to school buses resulting from the misconduct of the individuals involved.

18. The Bus Discipline Plan found in regulation 7376 would be the procedure followed in resolving student bus rule violations.
Notice of Equal Opportunity and Non-Discrimination

The Anacortes School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The Anacortes School District offers classes in many career and technical education program areas under its open admissions policy. Specifically, the Anacortes School District offers admissions based on selective criteria in the Challenge Program, some competitive athletics, etc. through a separate application process that is non-discriminatory. For more information about the application process and particular course offerings, contact the school or district office at (360) 293-1200. English language proficiency is not an element of the admissions and participation requirements for career and technical education classes. This notification can be provided in the appropriate language for communities of national origin by contacting (360) 293-2166.

Anacortes School District complies with all federal and Washington State rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination (see below).

Anacortes School District is a drug, alcohol, and tobacco-free workplace. Anacortes School District is an Equal Opportunity Employer.

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

Angie Miller, Title IX/RCW 28A.640
Director of Teaching and Learning
2200 M Avenue
Anacortes, WA 98221
Phone: 360-503-1200/Fax: 360-503-1222
amiller@asd103.org

Shannon Gilbert
Director of Inclusive Services
2200 M Avenue
Anacortes, WA 98221
Phone: 360-503-1200/Fax: 360-503-1222
sgilbert@asd103.org
ANACORTES MIDDLE SCHOOL CODE OF CONDUCT

RESPECT FOR LEARNING

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

RESPECT FOR PEOPLE

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

RESPECT FOR PROPERTY

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

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

________________________________________________________________________

Signature of Parent/Guardian  Date

________________________________________________________________________

Signature of Student  Date

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