

# **AMHS 2022-2023 STUDENT HANDBOOK**

You are expected to know your responsibilities as well as your rights. These are explained in this handbook and in the Student's Rights and Responsibilities document provided to every student in the fall. You are subject to discipline for violations occurring at school, going to and from school, on school district property, or at school-sponsored events. The guiding principles for your behavior at Auburn Mountainview High School are:

- Respect for yourself and others
- Respect for adult authority
- Respect for property
- Respect for safety

**STUDENT PLANNER:** Students are required to keep and maintain the school planner (purchased for everyone). This may be categorized as 21<sup>st</sup> Century Skills in your teacher's gradebook. The bathroom/hallway sign out will also be required for a student to leave the room and will be located at the back of the planner.

**ACTIVITIES, ATHLETICS, AND CLUBS:** Athletic, activity and club events are an important part of high school life, and you are encouraged to be involved both as a participant and as a spectator. Spectators are expected to express their enthusiasm and support appropriately in a positive manner. Spectators are expected to promote positive sportsmanship by cheering for AMHS and are to refrain from any negative or derogatory behaviors directed at officials, opposing teams, players, or other spectators. You can help ensure everyone's enjoyment of the event by showing courtesy to all around you. **All school rules are in effect for those attending athletic events and other school activities.**

**ACTIVITIES AND ATHLETIC CODES:** Codes of conduct for activities and athletics have been adopted by the Auburn Board of Education, including social media policies. Each student participant will receive a copy of the appropriate code. It is your responsibility to meet the expectations of the code. Violation of the athletic or activity code may result in suspension from participation.

**ACTIVITY /ATHLETIC ELIGIBILITY:** To be eligible to participate in co-curricular activities you must:

- Have an ASB card.
- Complete both student and parent Skyward athletic forms.
- Be present one-half or more of the day to participate in athletics/activities. Exceptions are made for verified doctor or dental appointments or other cases pre-arranged through a building administrator.
- Be passing **a minimum of 2.5 credits** from the previous and current semester.
- Athletics only must have a current physical and emergency medical card on file with the athletic director before beginning athletic practices.

**ASSEMBLIES:** Assemblies are a part of our community and school culture. Assemblies occur during the school day and students are expected to attend. We acknowledge that large gatherings can be overwhelming, therefore an alternative space with adult supervision can be provided upon request. All students are expected to observe the following:

- Prompt reporting to the assembly area and sitting in the designated area.
- Courteous behavior during the Pledge of Allegiance and/or National Anthem.
- Remaining attentive, courteous, and silent during any speech or performance.
- Using applause, as appropriate, to show appreciation or recognition.
- Returning to the assigned classroom area immediately following the assembly.

**ATTENDANCE:** Research in education clearly indicates that a strong relationship exists between class attendance and high academic achievement. Students with good attendance practices generally leave high school with skills and habits necessary to be successful in life and a valued employee upon entering the working world. The Washington State Commission on Student learning has made good attendance one of its objectives under Goal IV: School to Work transitions. State law also requires daily attendance, and the Becca Bill requires schools to petition the court regarding students with excessive unexcused absences. Hence, Auburn Mountainview High School is committed to encouraging good attendance and monitoring daily student attendance.

The following assumptions are basic to a successful attendance policy at Auburn Mountainview High School:

- Auburn Mountainview High School offers its students excellent educational opportunities.
- Student participation in classroom activities is essential for optimal learning.
- Students are preparing for careers after high school and need to develop appropriate attendance behaviors and habits required in the working world.
- Students are responsible for participating in the school curriculum and maintaining regular attendance. Parents are responsible for their children's attendance with state law and district policy and, therefore, are responsible notifying the school of an excused absence. Teachers are responsible for accurately monitoring attendance daily and are expected to encourage good attendance through class expectations and participation requirements.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

**What are acceptable reasons for absences?**

There are occasions when you do need to miss school. According to state law and Auburn School District policy, the reasons for which absences may be excused are:

- Injury or illness
- Authorized student activities
- Driver’s license testing
- School-sponsored activities
- Religious holidays
- Doctor and dental appointments
- Special non-school activities
- Legal obligations
- Bereavement
- Absences pre-arranged at the discretion of the principal (trips, vacations)

**How do I excuse an absence?**

- **A parent or guardian must clear absences within 48 hours of the absence. Any absence not cleared within 48 hours will be unexcused.**
- Students must check in and out through the Attendance Office when leaving or returning during the school day. Students who do not comply will be subject to progressive discipline.
- Grades may be affected by excessive absences.

If one of these situations arises, your parent should telephone the Attendance Office at **(253) 804-5197** or send a note within two (2) days of the absence. School work must be made up for you to receive credit. **Students who leave campus during the school day must check out** through the Attendance Office **and check back in** upon their return.

**Tardiness:** Students are required to report to their assigned class before the tardy bell rings. If the student is tardy, they will stand outside the classroom door until the teacher is ready to let them in (up to 2 minutes). The teacher will mark the tardy in the system. If the student is more than 10 minutes late, the attendance record may be marked as an absence.

<u># of Tardies</u>	<u>Discipline Consequence and Notification</u>
1-4	Student will be notified they are approaching tardies that will result in a discipline consequence.
5	Lunch Detention
10	In-School Reset Room (1 Hr.)–Parent and student will be notified. Student will meet with the dean.
15	In-School Reset Room (2 Hrs.)–Meeting with student, parent(s), and dean to develop attendance contract.

The counselor and administrator may attend this meeting.

**GENERAL INFORMATION**

**8TH Period Teacher:** Every Tuesday-Friday, students will attend 8<sup>th</sup> period (LION TIME). On Tuesdays, student will work on their High School and Beyond Plan (HSBP) or Character Strong Social Emotional Learning (SEL) curriculum. Students are required to complete the grade level components of their HSBP and upon completion students will earn .25 credits each semester. We will be utilizing Xello, which will guide students through the HSBP graduation requirements. Wednesday, Thursday, and Friday will be intervention. Students will work on any missing work. Teachers will be able to add students to a form if they need to report to another location for specific help. This is a time when grade checks and planner checks will happen.

**Citizenship:** Each student enrolled at Auburn Mountainview High School automatically becomes a citizen of our school. When you accept the privileges of citizenship, you must also assume certain obligations and responsibilities. These obligations and responsibilities include:

**Respect for Self and Others** -- Self-respect is an essential ingredient for success in high school, relationships, and life.

- Show common courtesy, acceptance, and care for others.
- Reject bigotry of all kinds: Style, race, culture, gender, religion, sexual orientation, or ethnic background.
- Openly declare your group, team, classroom, or activity to be free of racism.
- Create an atmosphere in which it is acceptable to speak out against bigoted behaviors.

**Respect for Adult Authority** -- All school personnel of Auburn Mountainview High School have been given authority from the School Board to correct students involved in misconduct. Therefore, you should show due consideration and respect for these employees at all times. This includes: 1) identifying yourself upon request by any staff member, and 2) following directions given by any staff member.

**Respect for Safety** -- Learning occurs best in a safe environment. Behaviors which make school seem unsafe are not acceptable, such as: Threats, rumors, fights, put-downs, inappropriate physical behavior, and inappropriate language. Behaviors which threaten safety of students and staff, including gang-like behavior, weapons, assaults, possession or sale of drugs and alcohol, extortion, harassment, and bullying will result in recommendation for expulsion and may result in criminal prosecution.

**Respect for Property** -- Pride and respect for our school prohibits students from marking walls, desks, restrooms, textbooks, or other school property. You are expected to demonstrate care and concern for the cleanliness and property of the school and surrounding community. This includes personal responsibility for lockers, hallways, and lunch tables. Also, the theft of school, staff, or student property is not tolerated.

**Closed Campus:** Auburn Mountainview High School is designated as a “closed campus” by school district policy. Students must remain on campus during passing times and during lunch. Tardiness or absences related to leaving school grounds will be unexcused and appropriate disciplinary action will be taken. **Parking lots, the bus loading zone, athletic fields, and the front entrance area are considered off limits during the school day for safety purposes** unless administrative permission has been given. Violations will result in disciplinary consequences.

**Chromebook:** All AMHS students will checkout a Chromebook computer to use at school and at home. It is the student’s responsibility to keep their Chromebook devices safe, secure and in good working condition. We highly recommend that each student purchase the Chromebook Coverage Plan. The computer ethics rule applies to students Chromebook (see below) use.

**Computer Ethics:** When using school computers, software, and networks, students must maintain appropriate boundaries. Inappropriate usage may include violating copyrights, overriding passwords, altering systems, introducing viruses, loading confidential and non-designed files, sabotaging networks, hardware, or software, and publishing non-academic or unauthorized materials. Students that do not follow the computer ethics policy may lose their computer privileges. Parents/students have the option to complete an “opt out” form to deny internet access by the student. These forms are available in the school’s Main Office or on the Auburn Mountainview High School website.

As students have access to the Internet, the same school rules that govern student appropriateness apply to technology use. Failure to honor these boundaries of behavior is a breach of ethics and may result in disciplinary actions such as suspension, legal prosecution, and/or expulsion.

**Counseling Services:** The counseling staff at Auburn Mountainview High School provides a variety of services to assist students in their academic career and post-secondary planning. They also offer students with personal, individual counseling, group counseling, and referral services to students with ongoing personal issues. Appointments are welcomed and can be made with the counseling center administrative assistant. Our Career Center staff also provides information and assistance with post-secondary planning.

**Deliveries:** For security reasons, personal deliveries to students (pizza deliveries, flowers, balloons, gifts, cards, UBER eats etc.) **will not** be accepted or delivered. School or class-related emergency deliveries (textbooks, class projects, etc.) will be facilitated through the Attendance Office.

**Dress Code:** Students have the right to express themselves through clothing and attire. The district affirms the right of students to celebrate their pride in their identity through their clothing, hair, etc. This includes the freedom to express gender identity and religious traditions. Students also have the responsibility to preserve and promote an educational setting. School personnel may ask students to change or cover up clothing that substantially disrupts the safety and orderly operation of the educational environment. **ALL** clothing and personal items must refrain from the following:

- Hate speech, racist messages, hate group association, or messages that negatively target other individuals or groups
- Pornographic content
- Promotion of illegal or violent conduct
- Posing a safety risk to the student or others
- Obscene, profane, or vulgar language
- Promotion of illegal conduct not allowed at school (alcohol, tobacco products, weapons, and/or drugs)

**Other Dress Code Information – Teachers, Administrators, and school staff will hold students to these expectations**

- School appropriate hats and head coverings are permitted as long as the entire face is visible as a safety measure. Students may only wear one head covering. Students cannot wear hoods during the school day.
- Sunglasses are NOT permitted in building, unless cleared by nurse or school administration.
- Students will wear a shirt with fabric in the front, back and on the sides under the arms covering the majority of the torso.
- Students shall not wear muscle shirts, sports bras, or tube tops.
- Students shall not wear anything that bares or exposes private parts of the body including, but not limited to, the buttocks and/or breasts.
- Bandanas can be worn on the head (Exceptions: At pep assemblies and sporting events, bandanas may be worn around the wrist or leg).

Students must have their school ID on them at all times and when asked to show their ID students must comply. Students may have their physical ID and/or a picture of their ID card.

Dress Code Violations will be addressed on an individual basis with the student.

**Electronic Device Policy:** Each classroom will have a sign that indicates if/when cell phone usage is permitted. Please keep cell phones stored away unless it is lunchtime. Theft of personal equipment, even when stored in a locker, can occur and is not a responsibility of the school. **STUDENTS BRING THESE ITEMS AT THEIR OWN RISK. AMHS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** Inappropriate use of electronic devices will result in immediate referral to the Main Office where the electronic device will be secured for parent pick up. Failure to turn over the device will be considered

insubordination/noncompliance and discipline sanctions will be assigned.

**End of School:** All students must leave campus by 3:15PM unless they are directly supervised by a teacher, coach, or advisor. This policy is intended to reduce student loitering and to increase student/community safety beyond the school day.

**Fighting or Causing Physical Injury:** Fighting, inappropriate contact, threats, or other behavior that may cause physical or emotional harm to another individual will not be tolerated. Also, ethnic, sexual, and racial slurs are considered to be assaults to human dignity. Students involved in these actions may be arrested, suspended, or receive other disciplinary actions. Also, ethnic, sexual, and racial slurs are considered to be assaults to human dignity. Students involved in these actions may be arrested, suspended, or receive other disciplinary actions.

- **First Offense: Minimum 5-day suspension**
- **Second Offense: Minimum of 10-day suspension**
- **Third Offense: Consideration for expulsion**

**Fighting – Supporting/Inciting:** Students shall not move to view, congregate to watch a fight, verbally support, encourage fighting, video record students who are fighting, or promote/advertise a pending fight either directly or indirectly. Violation of this policy will result in progressive discipline which may include suspension.

**Gang Activity:** A student shall not knowingly engage in gang activity on school grounds. A gang is defined as a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. (RCW 28A.600.455)

**Guest Passes for Dances:** Students intending to bring non-AMHS students to dances that are open to guests must acquire and submit a guest pass at least two weeks prior to the event. Guest passes not returned on time and/or passes not approved by the administration may result in the student being denied access to the event. Students should validate their guest's approval before incurring event expenses.

**Hall Passes:** Out-of-class passes should be limited to emergency situations or requests from an administrator or counselor. If you leave class, **you must have your student planner hall pass signed, dated, and timestamped in exchange for a classroom hall pass when you leave.** The only appropriate hall pass is your student planner or a paper call slip from the office. Students are required to sign in and out of class including their destination with prior teacher permission. **Students will be asked to leave their phone with the teacher while out of the room.** Students in the halls during class without a pass will be subject to disciplinary measures.

**Harassment, Bullying, and Cyber Bullying:** Emotional, physical, racial, or gender harassment and/or bullying are not acceptable and will not be tolerated. Any student engaging in such behavior will receive disciplinary consequences. In addition, inappropriate comments posted on any social networking site which impact the learning environment will not be tolerated and any student posting such comments will receive disciplinary action. Feeling welcome and safe at school are of primary importance. Anyone violating the policy will receive disciplinary consequences. Auburn Mountainview has a zero-tolerance policy for harassment and bullying; students will receive progressive discipline for all harassing or bullying behaviors. **Anyone being bullied or harassed should report this to a teacher, SRO, administrator, or counselor immediately.** RCW 9A.36.080(3)

**Identification/ID Card:** All Auburn Mountainview High School students MUST have with them at ALL times their Auburn Mountainview High School ID/ASB card. The card may be worn on a lanyard and/or a picture of their ID/ASB card on their cellphone. When asked by students MUST comply and show their ID/ASB card. Students must bring AMHS ID to be admitted to all dances and sporting events. Stolen or lost cards should be reported to the Activities Office immediately.

Students need their ID/ASB card to:

- Make school-related purchases.
- Check in and out of the Attendance Office.
- Check out library resources.
- Be admitted to athletic events and activities when validated as an ASB card.

**Lunchroom Behavior:** All students are expected to form an orderly line when entering the scramble area to purchase lunch. Students that are caught cutting in line will receive progressive discipline. Students are expected to pick up after themselves, recycle and throw garbage away in the appropriate receptacles. Students are to eat in designated areas only. **If you are on the stairways, please be to one side or the other so that people can pass.** Hallways are closed during lunch times so please no eating in the hallways as other classes may be in session. **Parking lots, the bus loading zone, athletic fields, and the front entrance area are considered off limits during the school day for safety purposes** unless administrative permission has been given. You are more than welcome to eat outside in the courtyards but not beyond our courtyard gates.

**Medication:** State law requires written instructions from the parent and physician/dentist for any drug to be given at school, whether prescription or over the counter. Medication must be in the original container showing the pharmacist's label, the student's name, physician or dentist name, medication, and dosage. All medication should be immediately taken to the nurse's office where it will be locked and dispensed. Medications may not be distributed between students for any reason. Students found doing so may receive disciplinary consequences.

**No Standing Zone:** In the interest of safety and to maximize students' transitions, there is a no standing zone around the front entrance, offices, and staircases. Please do not block the flow of traffic on our staircases.

**Parking/Student Vehicle Regulations:** Parking on campus is a privilege that may be revoked if abused. Parking is available with a valid license and with the purchase of a parking pass on a first-come, first-served basis. Cars parked in unauthorized areas or in staff parking lots will be impounded or ticketed without prior notice. This will be at the expense of the owner or driver. Student parking is restricted to student parking lots **ONLY**. To help ensure the security of student vehicles, **the parking lots are off limits during the school day and are considered off campus.** You should store books, lunches, etc. in your locker so it is not necessary to return to the parking lot. If it is necessary for you to return to the parking lot during class time, you must first obtain permission from an administrator. You are not permitted to sit in parked cars during the school day. Improper operation of a motor vehicle on or around school property and violation of the closed campus policy will result in suspension of parking privileges and/or other disciplinary measures. Cars without a parking pass will be ticketed. Parking passes are \$20 per year.

**Parking Permit Procedures:** A parking permit is required for every car using the parking lots at Auburn Mountainview High School. To obtain a parking permit you need to provide:

- A valid driver's license
- Proof of insurance (current)
- Paid parking receipt (obtained from the bookkeeper)
- Parking registration card

A parking permit allows you to park on campus but does not guarantee you a parking space. Parking is on a first-come, first-served basis each day. Parking is limited at Auburn Mountain High School.

The parking permit is to be placed on the rearview mirror in clear view so that the school staff can easily see it. Lost permits may be replaced at the current cost. The permit is registered to your name, and you are responsible for any fines that are levied against your permit. **Do not lend your permit to other students. Permits are non-transferable student to student.**

**Parking Lot Assignment and Violations:** You must park within the guidelines of the parking lots and spaces:

- Park only in lots that are designated for student parking.
- Park within the stripes and use only one stall.

Illegal or inappropriate parking or parking without a permit is subject to a \$20.00 fine, school discipline, and/or towing. Multiple offenses may result in temporary or permanent loss of parking privileges, and/or towing at the owner's expense.

**Security Expectations:** Neither Auburn Mountainview High School nor the Auburn School District assumes any responsibility for losses from vehicles or damage to them. Vehicles parked at AMHS may be subject to search at any time by authorized personnel.

**Plagiarism/Cheating:** Plagiarism is defined as stealing or using as one's own, such as the ideas or writings of another. Cheating is defined as intentional deception in the preparation or completion of any school assignment, examination, or project, or in the conduct of any school-related activity and is prohibited, along with the aiding and abetting of such behavior by others. Plagiarism or cheating may result in suspension with parent contact, a failing grade on the assignment or assessment, and/or failure as a final grade in the course.

**Progress Reports:** Grade updates are issued each quarter and at the mid-term to all students. When below-capability progress is indicated, it is recommended the parent or guardian contact the teacher involved immediately. Parents and students are encouraged to check grades regularly on Family and Student Access. Teachers are expected to update grades minimally every two weeks. Passwords for Family and Student Access may be obtained by clicking "Forgot your Username or Password?" on the Skyward login webpage.

**Search and Seizure:** School authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored event.

**Authority to Conduct a Search (RCW 28A.600.210)** The law allows school authorities to search students, their lockers, their motor vehicles, and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or law.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action and/or suspension or expulsion. School authorities may detain the student pending the notification and arrival of the student's parent(s) and/or guardian(s) and/or law officials as appropriate.

**Senior Presentation:** As required by the State of Washington graduation requirements, all seniors must complete a High School and Beyond Plan. In addition, AMHS Seniors will complete a senior presentation. Key dates are on the website and will be communicated to students. Senior portfolio presentations are a requirement to walk at our graduation ceremony.

**Sexual Harassment:** Sexual harassment is unacceptable. Sexual harassment is any unsolicited and/or unwelcome behaviors of gender-based or sexual overtones. Sexual harassment will not be allowed in school buildings, on school property, at school-sponsored activities, or when being transported to and from school events. Some specific examples of inappropriate behavior include Staring/leering, unwanted sexual comments, spreading sexual gossip, suggestive gestures, physical contact of a sexual

nature, displaying sexually explicit pictures or words, sexually demeaning jokes, touching breasts or genitals. In addition, inappropriate comments posted on any social networking site which impact the learning environment will not be tolerated and any student posting such comments will receive disciplinary action.

Attraction is normal; however, public display of affection is frequently embarrassing or offensive to adults and students. Inappropriate displays of affection are not allowed. Students failing to respect this policy will receive disciplinary consequences or will be suspended until a parent conference has been completed.

**Substances (Illegal):** Any student who (a) illegally uses, possesses, sells, is under the influence, or has the odor of drugs, alcohol, controlled or mood-altering substances; (b) illegally uses, possesses, sells, or is under the influence of medication which is not prescribed for her or his use by a licensed doctor; or (c) illegally uses, possesses, sells, or gives to another, drug paraphernalia at school or at a school-sponsored activity or event, will be disciplined. Such discipline may include participation in intervention activities, referral to a law enforcement agency when appropriate, and/or suspension or expulsion from school. Any student who is suspected to be under the influence will be subject to search and field sobriety techniques.

**Surveillance Cameras:** Auburn Mountainview High School uses surveillance cameras to help establish a safe school environment. Their use assists in providing for the safety of students, staff, patrons, and school property.

**Theft:** The unauthorized possession of personal property of another person or the property of the school district is prohibited. Only authorized organizations may sell on school property or at school events. Selling or being in possession of stolen property will result in school discipline and possible legal action.

**Tobacco/Vaping:** Students, as well as adults, are not allowed to use or possess tobacco products (i.e., cigarettes, cigars, chewing tobacco, e-cigarettes, or VAPE) on the Auburn Mountainview High School campus. Progressive disciplinary consequences will be administered to anyone violating this policy. Tobacco paraphernalia is also prohibited. Lighters, matches, e-cigarettes, VAPE pens, and other items will be confiscated and will not be returned. Any use of the above paraphernalia will result in Reset Room discipline. Any additional violations will result in progressive disciplinary actions.

**Visitors/Guests:** *All visitors, including parents*, must check in through the Main Office. To ensure a safe school environment, visitors and guests are allowed only if their visit is related to the instructional program. Generally, no guest passes are allowed. Non-students are not allowed on campus during any part of the school day, including lunch times, and may be subject to arrest. Failure to comply with this policy may result in a no trespassing order being issued.

**Weapons:** Under RCW 9.41.280 and Auburn School District policies 3240.15 and 4315 it is unlawful for any student to carry onto, handle, transfer, or use any weapons on any school property, including busses, or during any school-sponsored activity. This includes weapons in cars parked at school. Weapons include items such as firearms, knives, explosive devices (including firecrackers), and any other objects which may be used as a weapon, or which imitates a weapon. Alleged violation of board policies may result in an emergency expulsion with a recommendation for expulsion and possible referral to law enforcement. Violation of state and federal laws require that students in possession of a firearm on school grounds be expelled without the opportunity to apply for re-admission for at least one calendar year. Students who have knowledge of weapons on campus, and fail to report that information, may be subject to disciplinary action.