

# West Auburn High School

**2022-2023 Student Handbook**



401 West Main Street  
Auburn, WA 98001  
Phone: (253) 931-4990  
FAX: (253) 931-4707

**FROM HERE, IT IS POSSIBLE**

**West Auburn High School Contact Information**

# West Auburn High School

401 West Main Street  
Auburn, WA 98001

Phone: (253) 931-4990

FAX: (253) 931-4707

**Attendance: (253) 931-4990**

Office Hours: 7 a.m. to 3:30 p.m.

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## Principal

Michael Robinson

## Assistant Principal

Andrea Love

**C** -- Commitment to Excellence

**L** -- Loving & Caring

**A** -- Accountability

**W** -- Work Ethic

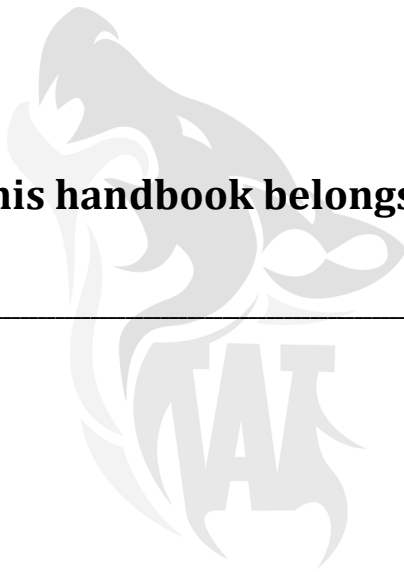
**S** -- Self-Determination



# WAHS

**This handbook belongs to:**

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# Bell Schedules

2022-2023

## Day School

### Tuesday-Friday

<b>Period</b>	<b>Time</b>
1 <sup>st</sup> Period	8:05-9:22
Homeroom	9:26-9:52
2 <sup>nd</sup> Period	9:56-11:13
LUNCH	11:13-11:43
3 <sup>rd</sup> Period	11:47-1:04
4 <sup>th</sup> Period	1:08-2:25

### PLC Mondays

<b>Period</b>	<b>Time</b>
1 <sup>st</sup> Period	9:05-10:14
2 <sup>nd</sup> Period	10:18-11:27
LUNCH	11:27-11:59
3 <sup>rd</sup> Period	12:03-1:12
4 <sup>th</sup> Period	1:16-2:25

## Auburn Hybrid Academy

### Tuesday-Friday

**AM - 9:00-10:10/10:15-11:25**

Lunch - 11:25-11:55

**PM - 12:00-1:10/1:15-2:25**

### Monday

**AM - 10:00-10:55/11:00-11:55**

Lunch - 11:55-12:25

**PM - 12:30-1:25/1:30-2:25**

## ATTENDANCE

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

West Auburn offers its students excellent educational opportunities.

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 desire to participate in the school curriculum and are responsible for maintaining regular attendance. Parents desire to be responsible for their children's attendance in accordance with state law and district policy and, therefore, are responsible for notifying the school of an excused absence. Teachers are responsible for accurately and responsibly monitoring attendance on a daily basis and are expected to encourage good attendance through class expectations and participation requirements.

**Also, students under the age of 18 are required to attend school on a full-time basis without any unexcused absences. It is the school's duty to inform the Juvenile Court if a student fails to attend school for the equivalent of 10 unexcused days in a school year or five unexcused absences in a month (Becca Law). Hence, West Auburn is committed to encouraging good attendance and monitoring daily a student attendance.**

A parent may monitor their child's daily attendance online through **Family Access**. Parents will also receive an automated call home anytime their student is absent from one or more class periods. **Please make sure all contact information is updated so that the school can reach you.**

**Unexcused Absences:** Unexcused absences are subject to the Becca Law. An unexcused absence is defined as **not meeting** one or more of the following criteria: short term illness or health condition, extended illness or health condition, chronic health condition, family emergency, prearranged medical/dental appointment, school generated/related activities, religious observances or absences for disciplinary reasons (removal from class and suspensions). Excessive excused absences without medical verification may also lead to conferences on attendance with parents and possible initiation of Becca process.

Please remember you and your student has only **1 week** (upon return to school) to notify us of excused absences. Please notify the attendance office

when your student is absent for any reason by one of the following methods: parent phone call, written note or website email.

**Home/Hospital:** Home/Hospital status may be granted by the district if the student is expected to have a prolonged absence of four weeks or more due to illness or injury. This would provide the student with an opportunity to complete school work and not lose credit. The nurse and/or counselor should be contacted if this status is necessary (before the absence begins, if possible.) Home/hospital is not applicable after the fact.

**Late Arrival/Early Dismissal:** When students come to school late they must:

-Check in through the attendance office to sign in and receive an admit slip before they go on to class.

-When leaving campus early, students must check out through the attendance secretary.

-Parent notes should accompany, if possible, any student if he/she needs to leave campus for any reason.

**-Please note, a student's cell phone is not to be used during the school day for school dismissal;** instead, please contact the attendance office.

**Trips:** Trips need to be pre-arranged by having the parent/guardian notify the attendance office and getting work from teachers prior to leaving. *Please note, prearranged absences may still affect grades or class credits. Students with low grades or students missing critical time periods in curriculum may suffer irreparable damages to grades due to absence.*

**Homework Requests (Absences of 3 days or more):** Requests for homework for absences of three (3) consecutive days or more may be done by calling the attendance office secretary or emailing teachers directly. The process of obtaining homework assignments from teachers takes 24 hours to complete. Before making a trip to the school you should call the attendance office secretary (253-931-4990) to make sure that assignments have been turned in. For absences shorter than three days, the student should contact the teacher directly to determine the assignment. Students have the same number of days to complete make-up work as they missed for short absences. Teachers are generally available before and after school for a half hour to assist students as necessary.

**Tardiness:** Students are required to report to their assigned class before the tardy bell rings. At the bell, students not in class must report to the attendance office or designated place. If the student has been detained by a staff member, a note signed by the staff member should be given to the next teacher. **Students who report to class more than 10 minutes late are considered absent!**

## DISCIPLINE

The Superintendent shall establish and make available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of the district's rules of student conduct, including behavior standards that respect the rights, person, and property of others. Students and staff are responsible to work together to develop a positive climate for learning.

**"Discipline"** means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of the district discipline policy and accompanying procedure include:

- Providing a safe environment for all students and for district employees
- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents/guardian, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal growth and academic success

The goal of our discipline approach at WAHS is to encourage the students to:

1. Correct inappropriate or unacceptable behavior.
2. Develop a better understanding of the problem and the need for behavior change.
3. Accept responsibility for their actions.

4. Make the necessary or desirable change in their behavior.
5. Provide an opportunity to demonstrate improvement and personal growth.

Our discipline procedures range from conferencing with students/parents/guardians to suspension and expulsion. Definitions related to these different options include:

**Discipline:** Corrective actions taken other than suspension and expulsion.

**Suspension:** Denial of right of attendance for a specific amount of time. Short term suspensions are for no more than ten consecutive school days. Appeals may be held through an informal conference with the principal. Long term suspensions exceed ten consecutive school days. Appeals may be heard through informal or formal conference. ***While under a suspension students are not allowed to be on any ASD campus nor at any ASD event and if found would be considered trespassing.***

**Expulsion:** Denial of right of attendance for an indefinite amount of time; will be used only when the nature and circumstance reasonably warrant the harshness of expulsion. ***While under an expulsion students are not allowed to be on any ASD campus nor at any ASD event and if found would be considered trespassing.*** Appeals will be dealt through a formal process with a district administrator.

**Emergency expulsion:** When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. The student will be informed of the process at the time a suspension occurs. Parents will be notified of the suspension in person, by phone and/or mail. ***While under an expulsion students are not allowed to be on any ASD campus nor at any ASD event and if found would be considered trespassing.***

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom or for all or any portion of the school day. Students may be excluded for longer periods of time if they repeatedly disrupt the learning of other students and/or disrupt the general climate of the building. Students who repeatedly violate our school policies will be required to meet with administration to develop a plan and discuss placement options.

For additional information, please refer to the [\*\*Auburn School District Student Rights, Responsibilities, and Regulations\*\*](#) brochure.



## GENERAL INFORMATION & CODE OF CONDUCT

The following procedures, expectations and information assumes that all students are required to act in an appropriate, authorized, and disciplined manner that supports the safety of students, the school house, and the educational environment. Interactions or behaviors that interfere with student safety, functioning of the school house, or the educational environment will not be tolerated. This includes intervening or issuing discipline for reasons deemed inappropriate or unauthorized.

**Thus students of WAHS are on an implied Good Citizen Contract.** The community of WAHS is made up of good citizens, both students and staff. Students who exhibit repeated, unsafe, or extreme inappropriate behaviors toward other students (on or off campus), or at school related events, may be excluded from extra curricular activities within the school community (ex: dances, fieldtrips, assemblies, etc). **Participation in extra-curricular activities is a privilege and not a right**, and that privilege may be revoked by a school administrator when warranted. A satisfied contract of expectations will be necessary for reinstatement. Thus it is the hope that every student will strive to be a good citizen of WAHS on a daily basis.

**Accidents and Insurance:** Report all accidents to your teacher or the office immediately. The Auburn School District does not carry insurance coverage for individuals. You and your parents are encouraged to obtain coverage through your own agent or purchase available policies. Students who participate in athletics must have insurance coverage.

**Assault:** 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.

**Assemblies:** Assemblies are a part of the curriculum and as such are designed to be educational as well as entertaining. Attendance at assemblies is required and you are to observe the following:

- Prompt reporting to the assembly area and sitting in the area designated.
- 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.

**Bulletin Boards and Posters:** All announcements, bulletins, advertising, or signs must have the stamp of approval by the activity coordinator and be posted in designated areas only.

**Chromebooks:** All WAHS students will checkout a Chromebook computer to use at school and at home. It is the students 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, inappropriate e-mail, and publishing non-school unauthorized materials.

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

**Counseling Services:** The counseling staff at West Auburn 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 the need for ongoing mental health support. Appointments are welcomed, and can be made in the main office.

**Deliveries/Packages:** For security reasons, personal deliveries to students (food, flowers, balloon, gifts, cards, etc.) **will not be accepted or delivered.** School or class related emergency deliveries (textbooks, class projects, etc.) will be facilitated through the main office.

**Defiance:** For the safety of the school house and all students, immediate and appropriate following of requests is required of all students while on school grounds or at school events. ***All students must share their name and student ID upon request*** by any staff member. Failure to respond appropriately and promptly to a staff member's reasonable request will result in disciplinary action including suspension.

**Dress Code:** West Auburn High School is a learning environment. Good habits developed here will enable students to be successful outside of school. Attitudes and behaviors are influenced by how we dress. Clothing that interferes with productive behavior or attitudes will not be allowed.

Student and parent choice in matters of dress is important. School dress choices should be appropriate for a productive school and work environment and not create a disruption to the classroom or school house.

Social or secret clubs and/or gangs are prohibited at West Auburn High School. In keeping with this policy, students shall not be permitted to wear clothing, insignia, or markings that identify them as members of such organizations, or any combination of apparel that are considered to be gang related. **Bandanas, colors, or any other items indicative of gang representation are strictly prohibited and not allowed on campus or at school sponsored events at any time.**

**Inappropriate Dress, Apparel, and/or Belongings (i.e. backpacks, binders, cell phone covers, wrist bands, etc.):** The display, promotion or innuendo of alcohol, drugs, tobacco, sex, nudity, violence, gang behavior, or anything that disrupts the educational climate is prohibited.

**Clothing is to be free of images and text that violate a drug-free environment, references violence and/or gang-related content.**

**Clothing:**

- Shirts and dresses must conceal the torso, midriff, chest and shoulders. A general guideline of this is straps should be the width of three fingers or more.
- Underwear must be concealed at all times, including boxers, thongs, and waistbands.
- Shorts, skirts, and dresses must be appropriate in length. A general guideline of this is fingertip in length.
- Pants, shirts, or blouses may not have holes or cuts that are excessively revealing or inappropriate for the school environment.

**Hats/Head Coverings:** Hats, Hoods and Head coverings may be worn, however, student faces must be visible at all times. Bandanas (other than as school spirit wear), regardless of color, are not permitted.

**Footwear:** For safety reasons shoes must be worn at all times when on school property.

Any student found out of compliance with the dress code will be given a warning and a chance to correct the violation. Students unable to correct the violation will be expected to wear a school issued cover-up. Inappropriate articles may be confiscated. Administration may approve Dress Code altering for Spirit/Special Events.

**Electronic Equipment (personal):** Personal electronic devices, including but not limited to cameras, cellphones, PSPs, mp3 players, ipods and other valuable equipment can be a disruption to the school house and student learning. Students are discouraged from bringing them on campus. Students

choosing to bring personal electronic devices on campus or to school related events are subject to the following conditions:

All electronic devices and peripherals (ear buds, etc.) are to remain off and stored away during class time or during school related activities, unless explicit permission is given by an instructor for use.

**Following a warning, students violating the instructors electronics expectations can expect:**

To be sent to the office and asked to surrender their device until the end of the day. Argumentative behavior may result in further disciplinary consequence.

Repeat electronic violations will result in device being held and released only to parent/guardian after conferencing. Further disciplinary consequences may also be applied. At the discretion of administration, a student with repeated or extreme electronic device violations may be banned from possession of any further devices while on school property or related events.

Electronic devices shall not be used in a manner that disrupts the educational process or environment including cheating, inappropriate materials, harassment, or confidentiality/privacy rights. Staff nor students should be subject to being recorded without their knowledge or consent. The purposeful filming and/or posting of violence or other severely disruptive behaviors may result in suspension. Violations will result in confiscation until parent conference and pickup.

**Electronic devices are commonly targets of theft or lost due to personal negligence and are rarely recovered.** Again, electronic devices are discouraged on campus and the building/district shall not be held responsible for their loss, destruction, theft, or retrieval, including when confiscated. Investigation of theft or loss will be at the discretion of the administration.

**Food and Drink:** As a part of the WAHS Community, everyone is encouraged to handle food and drink items with care and dispose of trash appropriately. Breakfast/Lunch are to be eaten in the commons or in the bus zone courtyard only. **Deliveries of food and drinks are not permitted.**

**Guests of a classroom:** Occasionally course content asks for outside speakers or guests to accompany students to class. Guests of a classroom must be content related and pre-approved by the instructor. Guests of a classroom are welcome on campus only for the duration of the class/content in which they were requested. **All guests of a classroom must sign in at the Main Office.**

**Guest Passes for Dances:** Students intending to bring non-WAHS students to dances that are open to guests must acquire and submit a guest pass at least two weeks prior to the event. ***Current school ID or Driver's License is required for all guests.*** Guest passes not returned in time and/or passes not approved by administration may be 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 your class, ***you must have a hall pass.*** Students in the halls during class time, without a pass, may be subject to disciplinary consequences. ***Remember the 10/10 rule. No hall passes will be given out the first 10 minutes and last 10 minutes of class.***

**Harassment, Intimidation, and Bullying:** Emotional, physical, racial, or gender harassment/bullying, regardless of the medium in which they are delivered (ex: verbal, written, electronically, third party), are not acceptable and will not be tolerated. ***Feeling welcome and safe at school are of primary importance.*** Anyone violating the policy will receive disciplinary consequences. Anyone feeling violated should report to an administrator or counselor.

**Homework and Make-Up Work:** You should expect regular homework from each class depending on which program you in. Upon returning from an absence, you are responsible for checking with each of your teachers and making all necessary arrangements for make-up work. A minimum of one day will be allowed for completion of make up for each day of ***excused absence less than 3 days,*** unless other arrangements are made by your teacher. If you are apt to be absent for more than three consecutive days the attendance office staff (253-931-4990) should be contacted and homework requested. You are expected to make up all assignments missed; however, ***credit might not be granted for unexcused absence make-up work.*** Also note information previously covered in the Attendance section regarding prearranged absences/trips.

**Illness and Injury:** In the case of either illness or injury, you should immediately bring it to the attention of your teacher, adult supervisor, or nurse. All accidents should have an accident report filled out. Please notify your teacher or nurse. If the nature of the illness or injury is such that you should not remain at school, report to the first aid room so your parent or guardian can be contacted and transportation arrangements can be made. If it is anticipated that an illness or injury will last beyond four weeks, a counselor or principal should be contacted immediately to make arrangements for home and hospital instruction.

**Lasers:** Laser devices (pointers, pen lights, etc.) are not allowed on campus nor on school buses. Violation will result in confiscation of the laser and disciplinary consequences. Pointing a laser at a police officer or bus driver is a criminal offense in the state of Washington.

**Malicious Intent:** As part of our goal to provide a safe learning environment, students need to recognize that malicious behaviors seriously impact the school and its surrounding community. Therefore, the purposeful intent to create a threat or disruption to individuals or the school environment, whether real or perceived, will not be tolerated and will receive disciplinary consequences including potential arrest.

**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 such medication will be kept and dispensed in the school nurse's office. Medications may not be distributed between students for any reason. Students found doing so may receive disciplinary consequences.

**Open Campus (10th-12th):** West Auburn High School is a "open campus" (**during lunch only**) for students in grades 10th-12th. Students are responsible for conducting themselves as good citizens of our community while in the community during lunch. It is the responsibility of the student to be back from lunch before the tardy bell rings. Tardiness or absences related to leaving school grounds will be unexcused and appropriate disciplinary action will be taken.

**Parking:** Parking on the campus is limited. Parking is available daily in the parking lot behind the industrial arts (shop) building 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 and at the expense of the owner or driver. Student parking is restricted to student parking lot.

**Progress Reports:** Performance notices are issued each quarter and at the midterm to all students. When below-capability progress is indicated, it is recommended the parent or guardian contact the teacher involved immediately.

**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 behavior are as follows: staring or 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. Anyone feeling violated should report to an administrator or counselor.

**PDA:** Public displays of affection are 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 up to and including being suspension.

**Skateboards:** Skateboards are not allowed on school property or on school buses. Violations will result in confiscation.

**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; (c) illegally uses, possesses, sells, or gives to another, drug paraphernalia at school or at a school-sponsored activity or event; or (d) facilitates the possession or transaction of illegal substances or paraphernalia at school or at a school-sponsored activity or event, will be disciplined. This may include intervention activities, referral to a law enforcement agency when appropriate, and/or suspension or expulsion from school.

**Tobacco:** Students, are not allowed to use or possess tobacco products (i.e., cigarettes, cigars, vape pens or cartridges, or chewing tobacco) on campus. Disciplinary consequences will be administered to anyone violating this policy. Tobacco paraphernalia is also prohibited. Lighters, matches, and other items will be confiscated and will require a parent to retrieve them.

**Visitors:** Unscheduled visitors are not permitted to attend classes or be in the halls during the school day. Non-students or friends of students are not allowed on campus during any part of the school day for non-school related reasons, including lunch times. **No Visitor should be on campus without approval from the main office. Non-students may be given No Trespass Citations for not following these expectations.**

**Weapons:** Under RCW 9.41.280 and Auburn School District policies 3240 and 4210 it is unlawful for any student to carry onto, handle, transfer, or use any weapons on any school property, including buses, 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 will result in an emergency 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.

## Resource List

Alcohol/Drug: Help Line (24 hours)	866 789-1511
Text (Monday-Friday 9m-5pm)	866 789-1511
Alcoholics Anonymous (Seattle)	206 587-2838
Auburn Public Library	253 931-3018
Auburn School District: Administration Building	253 931-4900
Auburn School District: Student Special Services	253 931-4927
Auburn School District: Transportation	253 931-4938
Child Protective Services	866 363-4276
Crisis Line (24 hours)	866 427-4747
Dept. of Housing & Human Services: Kent	253 856-5070
Domestic Violence (24 hour) [Over 18]	800 562-6025
Drivers' License Kent	253 872-2782
Emergencies: Fire, Police, Medical Aid	911
Family Reconciliation Services (FRS)	800 609-8764
Financial Aid	
Auburn Food Bank	253 833-8925
Health Department	
Immunizations, Birth Control	206 477-0600
Homeless, Help for Kids	800 365-4543
Job Line: City of Auburn (24 hour)	253 931-3077
Job Service: Youth Employment (Over 16)	253 833-0102
King County Job Line (Over 18)	206 296-5209
Narcotics Anonymous: Seattle	206 790-8888
Tacoma	253 531-8792
<a href="#">Nexus (Auburn Youth Resources)</a>	<a href="#">253 939-2202</a>
Sexual Assault Resource Center: King County	888 998-6423
Teen Link (Everyday 6-10pm)	866 833-6546
Valley Cities Mental Health	253 833-7444
WorkSource: Auburn	253 804-1177
YMCA: Auburn	253 833-2770