

Auburn Mountainview Student Handbook 2019-2020



Auburn Mountainview High School Fight Song

Let's go, Lions,
Loyal through and through.
Fight for Lion Pride,
Here to win tonight,
For the orange and blue.

Mighty, roaring Lions,
Stand brave and true.
Join the crowd and
YELL IT LOUD
For Auburn Mountainview!

IMPORTANT PHONE NUMBERS

MAIN OFFICE

(253) 804-4539

Terri Herren, Principal
Thomas Ostrander,
Assistant Principal (A - G)
Monte Eckelman,
Assistant Principal (H - O)
Andrea McHenry,
Assistant Principal (P - Z)

BOOKKEEPER'S OFFICE

(253) 804-4539

Jaapje Kukors, Bookkeeper

ATTENDANCE OFFICE

(253) 804-5197

Carey Rockey, Dean of Students

ATHLETICS/ACTIVITIES OFFICE

(253) 804-4546

Chris Carr, Athletics Director
Jana Thomas, Activities Director

COUNSELING CENTER

(253) 804-4548

Debra Landis, Counselor (A - E)
Melissa Lemanski, Counselor (F - La)
Kevin Nishimoto, Counselor (L e- Ro)
Karen Ainsworth, Counselor (Ru - Z)

CAREER CENTER

(253) 804-5195

Stephanie Glenisky, Career Counselor

LIBRARY

(253) 804-4539

Stephanie Austin, Librarian

MOST STAFF E-MAIL

1st initial, last name

Example: therren@auburn.wednet.edu

District PLC Dates

| | |
|--------------------|---------------------|
| September 23, 30 | February 3, 10, 24 |
| October 14, 21, 28 | March 2, 16, 23, 30 |
| November 4, 18 | April 13, 20, 27 |
| December 2, 9, 16 | May 11, 18 |
| January 6, 13, 27 | June 1 |

CORE/Choice Grading Dates

CORE schedule changes generally occur the following Tuesday after grades are due

| Grades Due | October 2 | CORE Starts | October 7 |
|-----------------|-------------|----------------|------------|
| Progress Report | October 2 | First Quarter | October 30 |
| Progress Report | December 11 | Second Quarter | January 27 |
| Progress Report | March 4 | Third Quarter | April 3 |
| Progress Report | May 6 | Fourth Quarter | June 19 |

STUDENT RIGHTS AND RESPONSIBILITIES

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

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 Athletics Codes: Codes of conduct for activities and athletics have been adopted by the Auburn Board of Education. 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:

- ◆ Purchase an ASB card.
- ◆ 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.
- ◆ An emergency medical card must be on file for all students involved in co-curricular activities (i.e. drama, music, debate, etc.)
- ◆ 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 the curriculum and as such are designed to be educational as well as entertaining. **Attendance at assemblies is required.** Unless absences are prearranged prior to 5th period, students will not be excused. 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.
- ◆ An alternative location will be provided.

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. Students are required to scan their AMHS ID card to be marked present. Failure to scan will result in the student being marked absent. 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 on a daily basis 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.

COMMUNITY TRUANCY BOARD

The vision of the Auburn School District Community Truancy Board is to partner with community members in an attempt to engage, motivate, support and guide students and families in an effort to strategically address barriers to student attendance and decrease truancy. As an added intervention to the BECCA process, any student with at least 7 unexcused absences in a calendar month or 10 unexcused absences in a year can be referred to the Community Truancy Board. A student who fails to attend the Community Truancy Board and/or comply with the terms of the Board will be referred to the courts as a continuation of the BECCA process.

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. Consequences will be assigned for absences which remain unexcused after 48 hours.**
- ◆ 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 in order for you to receive credit. **Students who must leave campus during the school day must check out** through the Attendance Office **and check back in** upon their return.

Unexcused Absences: Unexcused absences will result when the student fails to get parent permission for absences within 48 hours of the absence or when a parent indicates that the student was absent without permission. The purpose of the disciplinary action or intervention is to correct the attendance problem and strongly encourage the student to avoid additional unexcused absences and to maximize his/her academic success. Discipline intervention for truancy or skipping classes normally results in an assignment to lunch detention, Thursday Night School, in-house suspension, revoking of waiver, or other disciplinary sanctions. If, after proactive steps and disciplinary sanctions have been taken and truancy/skipping violations continue, a short-term suspension from school for non-compliance may result. Continued truancy may ultimately result in long-term suspension, revoking of waiver, alternative scheduling and/or alternative school placement, which may include referral to West Auburn High School. If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the juvenile court alleging a violation of RCW 28A.225.010, the mandatory attendance laws. If your student continues to be truant, you may need to go to court.

Home/Hospital: Home/hospital status may be granted by the district if the student is expected to have a prolonged absence of four (4) weeks or more due to illness or injury. This would provide the student with an opportunity to complete schoolwork and not lose credit. The nurse and/or counselor should be contacted as soon as possible if home/hospital is necessary.

Trips: Trips need to be pre-arranged by having the parent/guardian request a pre-arranged absence form from the Attendance Office at least two (2) days prior to the trip. The student needs to acquire all teacher signatures and return it to the Attendance Office before leaving. This process will allow both teachers and students to make arrangements for homework. Absences may still affect grades or class credits.

Forged Notes or False Phone Excuses: Forged notes or false phone excuses will result in a minimum of one Thursday Night School on the first offense. A second offense will result in a short-term suspension.

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 administrative assistant or via e-mail. The process of obtaining homework assignments from teachers takes 24 hours to complete. Before making a trip to the high school you should call the Attendance Office administrative assistant at (253) 804-5197 to make sure that assignments have been turned in. For absences shorter than three (3) days, the student should contact a friend in the same class to determine the assignment or e-mail the teacher directly. Teachers' e-mail addresses are available on the school website.

Tardiness: Students are required to report to their assigned class before the tardy bell rings.

If the student is tardy they will report to the attendance office if their class is downstairs OR the tardy kiosk outside the library if their class is upstairs. Students will scan their ID/ASB card and a tardy pass will print. The student will take this pass to give to their teacher to enter the classroom. Once you have your tardy pass you will have two minutes to return to class. Students who report to class more than ten minutes late are considered absent.

| <u># of Tardies</u> | <u>Discipline Consequence and Notification</u> |
|---------------------|---|
| 1-6 | Student will be notified that they are approaching the number of tardies that will result in a discipline consequence. |
| 7 | Lunch Detention |
| 10 | Two Lunch Detentions |
| 15 | Thursday Night School – Parent and student will be notified. Student will meet with the dean. |
| 20 | Thursday Night School –Meeting with student, parent(s), and dean to develop attendance contract. The counselor and administrator may attend this meeting. |
| 25+ | In-School Suspension –Reevaluate the attendance contract. Student and parent(s) to meet with the dean and administrator. |

Progressive Discipline: It is the intent of the school to encourage students to correct inappropriate/unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive discipline is the process used to correct student behavior problems and assist students in functioning in an acceptable manner.

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses have occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation for a first occurrence. Repeated violations or extreme situations may result in severe disciplinary action or suspension. At each intervention step, the intent is to assist the student in identifying the problem, to understand what new behavior is necessary, and to encourage the student to accept accountability for his/her actions.

The goal of the progressive discipline approach at AMHS is to encourage the students to:

- ◆ Correct inappropriate or unacceptable behavior.
- ◆ Develop a better understanding of the problem and the need for behavior change.
- ◆ Accept responsibility for their actions.
- ◆ Make the necessary or desirable change in their behavior.
- ◆ Provide an opportunity to demonstrate improvement and personal growth.

Our discipline procedures range from conferencing with students and parents/guardians to suspension and emergency expulsion. Discipline may occur for actions on any school district property and/or at any school-sponsored event.

Definitions related to the 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 (10) consecutive school days. Long-term suspensions

exceed ten (10) consecutive school days. While under suspension, students are not allowed to be on any Auburn School District campus or at any school 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 Auburn School District campus or at any school event and, if found, would be considered trespassing.

Emergency Removal: This occurs when the student's presence poses 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.

Long-Term Suspension: A long-term suspension from school for more than ten (10) days may be appealed. The student will be informed of the process at the time a suspension occurs.

Short-Term Suspension: A short-term suspension is a denial of attendance at any single subject or class, or any full schedule of subjects or classes, for ten (10) consecutive school days or less (but not removals of less than a full class period.) The parent and/or guardian may request a conference with the building administrator to discuss the suspension.

Parents will be notified of the suspension by phone and/or mail. Any student suspended or expelled is not to be on school grounds or at school events without administrator approval. A suspended student found on school grounds without administrator approval may be charged with trespassing.

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for 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 are of concern and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts.

While we normally apply the concept of progressive discipline in working with our students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, we reserve the right to resort immediately to long-term suspension or expulsion where exceptional or frequent misconduct is involved.

Grievance Process (Long Term Suspension/Expulsion): If you are not satisfied with the results of the conference with the building administrator, the student, parent and/or guardian may appeal the building administrator's decision to the superintendent or his or her designee within two (2) days' written notice.

If not resolved by the superintendent/designee, upon two days prior written notice, the student, parent or guardian may present a written and/or oral grievance to the School Board of Directors at its next regular meeting or to the District's Disciplinary Appeal Council, if one has been appointed. The Board or Council will respond within ten (10) school business days after the meeting.

CORE/CHOICE

CORE/Choice is a study period between 2nd and 3rd periods which gives students a chance to work on classes in which they are getting D/Fs. All students will be assigned a Choice teacher for attendance taking purposes only. Students receiving a single D or F will be placed with a CORE teacher. Students receiving multiple D/Fs are assigned to a teacher based on the

following hierarchy:

- ◆ 1st Choice / Language Arts
- ◆ 2nd Choice / Social Studies
- ◆ 3rd Choice / Science
- ◆ 4th Choice / Math
- ◆ 5th Choice / Electives, APEX, and Recapture

Students may work their way out of CORE by raising their grade to a C or better and maintaining that grade for one week. As long as the student does not have a D/F in another class the student is removed from CORE for the rest of the session. Sessions usually begin the Tuesday following a grade report.

Students in Choice are allowed in the Library, Commons, computer labs, Career Center, teacher's classrooms, or the gym. Students must stay in their Choice location for the entire 25 minute time period—no wandering the hallways.

DRESS CODE

Auburn Mountainview 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 much body is revealed and by printed statements and symbols. Clothing that interferes with productive behavior or attitudes will not be allowed. The dress code was based on input from students, staff, and parents in an effort to foster pride and respect within our community.

Social or secret clubs and/or gangs are prohibited at Auburn Mountainview 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 law enforcement agencies currently consider to be gang related. **Bandanas, rosaries, bracelets, 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.

Sunglasses: Sunglasses may not be worn inside the building.

Clothing:

- ◆ A shirt must conceal the torso, midriff, chest, back, and sides.
- ◆ Students are not permitted to display “cleavage” and “midriffs” as it disrupts the learning environment.
- ◆ Underwear must be concealed at all times, including boxers, thongs, and waistbands.
- ◆ Shorts, skirts, and dresses must be appropriate in length to cover the buttocks. A good judge of this a fingertip in length.
- ◆ Pants, shirts, or blouses must be free from holes and must not be cut as to be excessively revealing or inappropriate for the school environment.

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

Hats/Head Coverings: Because the safety and welfare of students along with creating a positive academic learning environment is of utmost importance, it has been determined that **NO HATS, PAISLEY PRINT BANDANAS, HOODS, OR FULL HEAD COVERINGS** may be worn or be visible during the school day beginning as you walk on campus until 2:40 pm,

including during passing your hand, attached to clothing, or sticking out of a pocket. They should be kept inside your backpack or in your locker.

Dress Code Violation Disciplinary Steps:

◆ **Step 1** Correct problem or wear dress-code alternative attire provided by the administrative staff; warning

Step 2 **Failure to correct problem or** wear dress-code alternative attire, will be considered insubordination/noncompliance and discipline sanctions will be assigned. Parent will be notified.

◆ **Step 3** Progressive discipline and parent conference.

ELECTRONIC DEVICE/TECHNOLOGY POLICY

Cell phones and any other electronic devices not used for academic purposes should not be brought to school for any reason. 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.

GENERAL INFORMATION

Accidents and Insurance: Report all accidents to your teacher or the nurse immediately. If you have purchased the school insurance, you should contact the insurance company directly. 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 the policy available through the school program. Students who participate in athletics must have insurance coverage.

Bulletin Boards and Posters: All announcements, bulletins, advertising, or signs must have the stamp of approval by the Activities Office and be posted in designated areas only. All such materials must be promptly removed when the advertised event has occurred.

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 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. By state law, all students must complete Digital Citizenship lessons which will be completed during Choice time.

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.

End of School: All students must leave campus by 3:10 pm 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, and/or receive additional disciplinary consequences. Progressive discipline will apply.

Fighting – Supporting/Inciting: Students shall not move to view, congregate to watch a fight, verbally support, encourage or 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 a hall pass**. The only appropriate hall pass is the hall pass badge with room number. Students are required to sign in and out of class including their destination with prior teacher permission. 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 wear their Auburn Mountainview High School ID/ASB card at all times. The card must be worn and visible to all staff at all times. Students who forget their ID card should report to the main office for a replacement card. **The cost for a replacement card is \$2.** 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 card to:

- ◆ Show identification and to report your daily attendance in classes
- ◆ 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.

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 incidents 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 nurses office so your parent or guardian can be contacted and transportation arrangements can be made.

Insubordination/Noncompliance: All students will obey the policies, rules, and regulations established for the orderly operation of Auburn Mountainview High School. Students will comply with all reasonable requests and directives of all school personnel. All students must share their name upon request by any school personnel. Failure to respond appropriately is non-compliant and will result in disciplinary action.

Lasers: Laser devices (pointers, pen lights, etc.) are not allowed on campus or on school busses. Violation will result in confiscation of the laser and disciplinary consequences. Pointing a laser at any person is a criminal offense in the state of Washington.

Lockers (Hall Lockers and PE Lockers): Lockers are provided for your convenience, but are school property and may be searched without prior notice. Please note the following:

- ◆ Use only the locker assigned to you. Security is compromised when lockers are shared.
- ◆ Students are responsible for keeping their lockers secured at all times. Do not share your combination with anyone.
- ◆ **AMHS is not responsible for items stolen from lockers.**
- ◆ You will be held responsible for cleanliness and damage to your assigned locker.

Lunch Room 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. **Eating in the hallways is not allowed.** Hallways are closed during lunch times. Loitering (sitting or standing) on the main stairway is not allowed at any time. **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.

Malicious Intent: As part of AMHS's 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 students will receive disciplinary consequences, including potential arrest. Such behavior includes inappropriate comments posted on any social networking site which impact the learning environment. All social media platforms included. This behavior will not be tolerated and any student posting such comments will receive disciplinary action.

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 keep these areas clear so that offices and staircases can be accessible to all. Students will not block traffic on the staircases. Students who are noncompliant when requested to move will receive a disciplinary consequence for non-compliance.

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 bases. 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 will result in disciplinary consequence, a failing grade on the assignment or test, 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. Any student receiving a D, E, F, or an NC (No Credit) will be assigned CORE until the student is receiving a grade of C or above. Parents and students are encouraged to check grades regularly on Family and Student Access

Teachers will update grades every two weeks. Passwords for Family and Student Access may be obtained from the registrar in the guidance office.

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 5th Year Plan/Senior Portfolio. In addition, AMHS Seniors will complete their senior presentation. Key dates are on the website and will be communicated to students. Completion of the senior presentation is a required for students to walk at graduation. This requirement also applies to running start students.

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.

Skateboards/Longboards/Scooters: Riding skateboards, longboards, or scooters on school property is not allowed. If you ride one to school, it must be brought to the Main Office and retrieved at the end of the school day. 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; 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 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: 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 a Thursday Night School. 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.

High School Graduation Requirements:

1. Due to academic maturation and for the proper scope and sequence of classes, a student should attend, as a full-time student, a minimum of eight semesters beginning with grade nine. Each of the four grades is made up of two semesters.
2. A diploma of graduation shall be issued to students who have earned a total of twenty-two and one-half (22 ½) credits. One-half credit is earned for each semester course successfully completed. The Class of 2021 and beyond must earn a total of 24 credits.
3. A student must successfully complete all the required courses for graduation. Please see online Course Catalog for specific course requirements.

Additional Graduation Requirements

To be eligible to graduate in Washington, high school students must:

- ◆ Pass specific state exams
- ◆ Earn all required state and local credits
- ◆ Successfully complete a 5th Year Plan and a High School Beyond Plan (HSBP).