



*The sky is **NOT** the limit!*

STUDENT HANDBOOK

2024-2025

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August 2024

Dear Raisbeck Aviation High School Students –

Welcome to the 2024-2025 school year at Raisbeck Aviation High School! Whether you are a new arrival to RAHS or if this is your senior year, our entire school community is excited to have you here, taking advantage of a top-quality, unparalleled high school education.

Our school mission at Raisbeck Aviation is to prepare all students for college, career and citizenship through a personalized, rigorous and relevant learning experience that is facilitated in the context of aviation and aerospace. What that means for you, is that you can expect a highly talented and committed staff that will facilitate your learning to ensure you gain all requisite skills and knowledge to succeed in higher education and beyond. You will learn in a vibrant, collaborative student community with peers who share your same passion for aviation and aerospace. You will have the opportunity to be mentored by industry professionals and take advantage of a variety of internships, led by some of the top professionals in their field.

As a student in one of the top high schools in the state of Washington, you are a part of a high-performing institution with high-expectations for academic excellence. Our teachers will challenge you to think critically, apply knowledge in real-world settings, and take advantage of the many clubs and Sports of the Mind opportunities that we offer. Students at RAHS have been awarded numerous accolades for their work in Science Olympiad, Green Energy, Robotics, Speech and Debate, and other state and national learning pursuits. As an outcome of the dedication, and commitment, students at RAHS were awarded more than \$3 Million in college scholarships at the end of last year.

The RAHS Student Handbook that follows is intended to assist you in your understanding of expectations for professional behavior in school and in working with our numerous business partners, as well as guide you in expectations for working with staff and your fellow students at school. Please read through this handbook and be aware of, and responsible for, these expectations. The Handbook will be reviewed with you during our weekly advisory time.

As we travel this year together, I invite each of you to become a leader in our school and an active participant in the positive culture that has led our school to outstanding success. I encourage each of you to be a voice for your passion and interests. All adults on our campus, including administration, are here to ensure you have a memorable and successful high school experience.

Welcome and best wishes for an outstanding school year! The sky is NOT the limit!

Sincerely,

Mrs. Tipton, Principal



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VISION: To be the premier public high school of choice for students in King County and the region who wish to pursue their passion for aviation and aerospace in a learning environment that prepares them for higher education, citizenship, and work.

MISSION: To prepare all students for college, career and citizenship through a personalized, rigorous, and relevant learning experience that is facilitated in the context of aviation and aerospace.

GUIDING PRINCIPLES:

→ Personalization

Every student is known well, respected and appreciated. A diverse learning community, built on powerful relationships, ensures that the emotional and intellectual needs of students are met.

→ Relevance

Teachers and students engage in authentic, in-depth learning experiences in the context of real-world aviation and aerospace. Learning occurs in a coherent manner through challenging inquiry and project-based curriculum.

→ Collaboration

Students, teachers and other stakeholders spend time together in a joint intellectual effort. Teachers plan and learn together through professional development. Students and teachers exercise choice and make decisions in all elements of school life.

→ High Expectations & Continuous Assessment

Students meet high academic standards through a rigorous course of study. Teachers are relentless in helping students monitor, evaluate, reflect upon and guide their own thinking. Students and teachers take thoughtful risks to experience extraordinary results in learning. On-going assessments provide data that inform the continuous improvement of instruction.

→ Partnerships

Learning takes place inside the school and out, in cooperation with community, business and higher education partners. Partnerships provide human talent, facilities, technology and other resources necessary to prepare students for the ever-changing world of work and education.

The following guidelines and policies have been developed to ensure a safe, productive, and positive learning environment at Raisbeck Aviation High School. We ask that you adhere to these guidelines until they are revised or updated by the RAHS community or the Highline School District School Board.

Culture of Learning

GETTING IN TOUCH WITH STAFF AND TEACHERS

Students at Raisbeck Aviation High School work hard to be strong thinkers and proficient doers. Your teachers and other staff members are here to help. If you have comments, questions, or concerns, you are encouraged to ask for help. Teachers are typically available half an hour before and after school. To ensure clear communication and understanding, we ask that students be present for all meetings with staff and/or administration.

You may reach staff by email or phone. The staff directory is found in Appendix B.

MINIMUM GRADUATION REQUIREMENTS

Students are required to earn 24 credits. Successfully completing these requirements will open doors to your choice of post-secondary options. **Note:** Seniors are expected to have a **minimum** of five classes.

You should familiarize yourself with the graduation requirements for your graduation year, and use them to plan course registration, PE contracts and other activities such as community service, to ensure you are meeting all of your graduation requirements in a timely manner.

- RAHS Graduation Info: <https://rahs.highlineschools.org/academics/graduation-requirements>
- Highline District Graduation Info: <https://www.highlineschools.org/departments/college-career-readiness/getting-to-graduation/graduation-requirements>
- Washington State Graduation Info: <https://www.k12.wa.us/student-success/graduation/graduation-requirements>

ACADEMIC PROGRAM

Students at RAHS are exposed to a variety of courses that prepare them for a successful future in post-secondary opportunities and careers. In addition to core courses and world language, we also offer different pathways that students can choose to enhance a variety of career interests. The **Aviation Science** pathway exposes students to various topics in science including Physics of Flight, Chemistry in Industry, Systems of Biology, Advanced Physics, and college level Astronomy. Students interested in **Engineering** can take Intro to Robotics Programming, Intro to Aerospace Engineering, Advanced Aerospace Engineering, and Science Olympiad. And finally, our **Technology** options include AP Computer Science, Computer Design (CAD I & 2), Graphic Design, Publishing and Machine Shop Engineering (which uses both engineering and technology).

In addition to the above courses, our Math Course sequence is set up to ensure all students are well prepared for college level Calculus, but the courses also provide a hands on, application experience through in-depth projects. The math series culminates in either AP Calculus AB or AP Statistics.

ASSESSMENT & GRADING

Assessment: Your mastery of skills, grasp of concepts, and ability to apply new learning in each course and projects will be assessed in a variety of ways, from traditional tests to performance tasks and complex projects. The quality of your work and thinking will be judged against performance criteria defined in rubrics and scoring guides that are available to you at the time the task is assigned. You will sometimes have the opportunity to receive feedback on your work from community and industry subject-matter experts. You will also have opportunities to assess your own and others' work against established performance criteria.

Grading: Your grade in each course will be determined by your performance on daily work, assignments, and assessments. Each teacher will make his/her policy clear.

Students may earn an A, B, C, D, or NC grades in courses at Raisbeck Aviation High School. There are no + or – values added to grades.

RAHS uses a 4-point Standards Based Grading system; more information is available from teachers and advisors.

PLAGIARISM, CHEATING & ACADEMIC INTEGRITY

Cheating or any other form of academic dishonesty are not tolerated at RAHS. Plagiarism is a form of cheating in which work you did not complete yourself is presented as your own. Plagiarism is a serious academic offense and can even result in expulsion at the college level. Other forms of cheating, such as sharing or using assignment or assessment materials, are also forms of plagiarism, as are the use of unapproved technologies such as online translators or Artificial Intelligence (A.I) applications. RAHS holds academic honesty to be an essential component of our school culture; therefore, students who cheat or commit plagiarism will face consequences including but not limited to: loss of credit for the assignment, loss of credit for the class, a failing grade on transcript and calculated in GPA, a formal disciplinary report in student file, suspension from school, or other consequences as deemed appropriate.

ADVISORY

The advisory program at RAHS is an opportunity for students to build community and to explicitly investigate college and career options. Students earn .25 credit per semester for participation in advisory and completion of required Student Led Conferences.

During the Student Led Conference, you will outline your academic goals, explain your new learning, and support the explanations with evidence chosen from your work. You will present this information to one or more significant adults—a parent, guardian, or mentor. The advisor will oversee the conferences and, schedule permitting, may join in. You will also review your transcript and progress toward meeting all graduation requirements.

Advisory is scheduled regularly, allowing time for you to build community, investigate colleges and careers, pursue grade-level advisory goals, and conference with your advisor.

THE MUSEUM OF FLIGHT

The Museum of Flight is a key educational partner with Raisbeck Aviation High School. Each student at RAHS is provided with a free individual membership to the Museum for the school year. Your membership allows you to visit the Museum outside of school hours/days at no extra cost. Your RAHS Student ID card

will grant your admission to the Museum. RAHS students also have many opportunities to volunteer and intern at the Museum in many of its programs.

The Museum is an extension of our campus, and as such, you are expected to maintain the highest level of conduct when you are there. The Museum staff takes a great deal of pride in operating a state-of-the-art facility that is recognized for excellence in education worldwide. We are fortunate to be their partners and guests. We are also confident that you will model professionalism in *every way every time* you visit the Museum and adhere to the Museum's rules while visiting. Do not bring food or drink into the galleries.

When walking to the Museum or returning from the Museum, students and staff must use the sky bridge or designated crosswalk to cross East Marginal Way.

In the event of an emergency at the Museum, e.g., fire, earthquake, lockdown, RAHS students and staff will adhere to the docent's instructions for exiting the Museum and proceeding to the Museum's designated collection area.

EARNING HEALTH CREDIT

All students must earn 0.5 credits in Health to meet WA high school graduation requirements. Health is offered as a semester class here at RAHS, or can be obtained through a Washington State approved online program. A list of approved online providers is available at

<https://www.k12.wa.us/student-success/learning-alternatives/online-learning/approved-online-course-providers>

Many RAHS students elect to take health online through BYU – details are available at

<https://is.byu.edu/catalog/HLTH-041-301-001> You can earn the required 0.5 health credit through this course. The course fee is approximately \$200.00.

If you elect the online option, you must confirm with your counselor that the course you choose is approved, or you may not earn credit for the course. If your course requires a proctored final exam, you must schedule your exam at least three weeks in advance with your counselor.

EARNING PHYSICAL EDUCATION CREDITS

All students must earn 1.5 credits in Physical Education to meet WA high school graduation requirements. RAHS does not offer Physical Education. PE credits should be completed by the end of your junior year at RAHS. Doing so will free up your 12th grade year for college-level coursework, internships, the senior project, and other opportunities. All PE credits at RAHS are earned through PE contracts.

- The PE contract is a process for all RAHS students to earn their PE credit outside of school, either through supervised independent activities or through WIAA sports at students' home high schools. Your plan and program must meet WA state PE requirements and learning standards.
- PE contracts are completed entirely in Canvas. The link to join the Canvas course for PE contracts is posted on the school website, and is available from your Advisor or Dean of Students

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- Students begin by submitting a pre-approval plan, to ensure their PE contract activity meets all necessary requirements
- Once a contract plan is approved, students may begin their PE activity, and document their hours in the appropriate Canvas assignment. Once all contract materials are submitted in Canvas, the complete contract will be reviewed for credit.

Students may submit a maximum of 1.0 PE credit per year in Equivalency Contracts, and cannot exceed the total graduation requirement for Physical Education on contracts. Summer contracts are also available for a maximum of 1.0 credit. Contracts may not cross over between summer and the school year.

Students in grades 11-12 who choose a reduced schedule (6th period early release only)* in order to participate in a sport at their home high school also earn credit through the contract system. Students with a reduced schedule for sports must submit a ***PE Early Release Form*** to the Dean of Students during registration, and comply with all the terms outlined in that form. The release form is available [HERE](#). Early release for sports is not available to 9th or 10th grade students; all 9th and 10th grade classes are required.

***Before and after the sports season, student athletes may not remain unsupervised on the RAHS campus during 6th period. Students are expected to make transportation arrangements and leave campus when not in class prior to and following their sports season.**

Contract Timeline:

- Completed school year contracts are due 2 weeks before the last day of the school year
- Summer contract pre-approvals are due 1 week before the last day of the school year
- Completed summer contracts are due by the last school day of September
- Seniors have different deadlines for contracts - talk to your advisor or the Dean of Students

EARNING FINE ARTS CREDIT

Raisbeck Aviation High School offers multiple routes to obtain the required 2.0 fine arts credits for graduation. In RAHS courses, students earn the requirement in one-half credit increments. Students also have the option to complete an art credit via contract, following the same process used for PE contracts as described above.

Please note that contract credits are graded as Pass/Fail, which may not meet the admissions requirements of some out-of-state colleges. Some colleges may have other specific Fine Arts requirements. Check with your prospective colleges to ensure you are earning credits that meet their admissions criteria.

Students may submit a maximum of 1.0 Fine Arts credit per year in Equivalency Contracts, and cannot exceed the total graduation requirement for Fine Arts on contracts. Summer contracts are also available for a maximum of 1.0 credit. Contracts may not cross over between summer and the school year.

PERSONALIZED PATHWAY REQUIREMENTS (PPR)

Personalized Pathway Requirements (PPR) are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and their High School and Beyond Plan, and are intended to provide a focus for the student's learning. Students may use

a PPR class for up to one Fine Arts Credit. Personalized Pathways can also be used for up to two World Language credits, but most universities require two years of world language credit for admission. Students considering PPR options must meet with your counselor to make appropriate arrangements.

T. A. (PEER TUTOR) PERIODS

Taking a full schedule of academic classes is always preferred, but sometimes a T.A. (Peer Tutor) period is the best option for a student's schedule. Only students in grades 11 & 12 can serve as a T.A. / Peer Tutor, and must obtain teacher approval. T.A. periods are limited to one per semester, and teachers can only have two per period. Teachers are not obligated to accept a T.A., so it is important to discuss this option with the teacher and clearly understand their expectations before submitting a T.A. request. T.A. positions must be renewed every semester by submitting the T.A. form (available [HERE](#)) and are graded as Pass/Fail. T.A.'s are required to remain in the classroom for the entire class period, unless sent on a specific task by the teacher. T.A. positions are also available in the Counseling Center and Front Office, but must be approved by supervising staff, and are subject to the expectations and policies of supervising staff. Front Office T.A.'s are limited to one per period. T.A.'s not meeting supervisor expectations can be removed from their positions, may need to finish out the semester in an alternate location, and will not receive credit for the semester.

ADDING AND DROPPING COURSES

Schedule change requests must be submitted online, during the semester add-drop window, using the form available on the [Helpful Resources](#) page of the Counseling Center website. Access to courses will be as equitable as possible, and scheduling decisions will prioritize maximizing opportunities for the most students possible.

LAST DAY TO DROP CLASSES WITHOUT IMPACTING TRANSCRIPT

On or before the tenth school day from the start of a class, (semester or year-long), students must arrange to drop a class in order to avoid seeing it reported on their transcript. Dropping a class after the tenth day will show on the transcript as a W, Withdrawal, or an F based on the teacher's recommendation.

TECHNOLOGY USE

The teaching staff and administration will oversee the use of all electronic equipment on the RAHS campus and in the classrooms, including the appropriate use of photocopiers, cameras, recording equipment, computer hardware and associated software, use of the Internet, etc. Technology is central to the delivery of education, and Highline Public Schools expects all students to use technology resources and tools as an essential part of their learning. It is the policy of the school district to maintain an environment that promotes ethical and responsible use of technology by staff and students.

Students and families must read, sign and submit the Student Handbook Signature Form (p. 28), the Annual Classroom Use Agreement (p.29), and the Technology Removal Agreement (p.30) to use Highline School District network and technology. Violation(s) of the technology policies may result in loss of technology privileges, suspension and/or expulsion from school. Violators will be charged a per-hour fee for the expense of removal of any inappropriate material, with a one-hour (\$35.00) minimum.

SWAP ROOM—LOCATED ON FIRST FLOOR , IT OFFICE

The Swap Room, or IT office, supports the exchange of a non-working student laptop with a loaner device. Students may exchange an inoperable computer before and after school, during passing periods, or during lunch. Students may only exchange a computer in the Swap Room during class time with permission and a written pass from their teacher. Once a laptop is repaired, the student will be notified to return the loaner to IT office in exchange for their repaired laptop.

COPY/PRINT STATIONS

To print documents, students send the file from their RAHS laptop or network computer to either of the print stations located on the second and third floors. Students are assigned print codes that are linked to their printing account. Never share your print code with anyone. When a student sends a document to a designated printer, they create a unique PIN for that print job. The printer holds the document in a print queue until the student manually enters their personal print code and PIN into the machine's keypad. For copying documents, students may select any print station on the second or third floor and directly enter their print code to make a copy. Students are expected to keep print areas clean, and report printer issues to staff immediately.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment and furniture supplied by the school. Students who lose, damage, or disfigure property or equipment will be required to either pay for the damages done or replace the item(s). Students misusing or abusing school property will be subject to disciplinary action.

Posters and flyers must be approved by school administration prior to display on campus. Posters and flyers may only be displayed on public bulletin boards, not walls or windows, and may not cover or damage materials already on display. Posters and flyers must be for approved, school-related events and activities.

Safety

Your safety is one of our most important priorities. In order to maintain your safety and the safety of your peers, we require your cooperation and assistance.

CAMPUS SECURITY & SAFETY

- When you arrive on campus, remain on campus throughout the entire school day until you access transportation home (except as stated below for 11th and 12th graders). This is for your safety and to ensure that you have every opportunity for learning.
- Only juniors and seniors may, **with a signed parental permission form**, leave campus during lunchtime to go home or to one of the nearby restaurants. A permission form is available in the main office.
- If a student establishes a pattern of being tardy from lunch, his/her off-campus, the privilege of leaving campus may be suspended or revoked.
- During the school day or at school events, you may be asked to show proof of being an RAHS student.
- Always stay to the right while ascending or descending stairs. During emergency evacuations, use both sides of the stairwell to exit the building.
- The elevators cannot be used during emergency drills and evacuations. Under normal conditions, the main elevator is designated for wheelchair bound students or for students who cannot, for legitimate medical reasons, use the stairs.
- We encourage you to immediately alert a school staff member if you observe suspicious activity on our campus. Please do not attempt to resolve a situation that could be potentially dangerous. Instead, report it to an RAHS staff person—preferably, the principal or their designee.
- Phones in *Areas of Refuge*: These phones are dedicated to an emergency line. Do not use the phones unless instructed to do so or an unplanned emergency condition arises.
- The elevator is not for student use, except by special permission. If you require elevator access, talk to a school administrator or front office staff.

EMERGENCY PROCEDURES

School staff will review emergency procedures (detailed in Appendix D) with you and drills will be conducted throughout the school year, as required by local school district policy and state law. We require students' participation and cooperation in all drills and emergency procedures.

MENTAL HEALTH, COUNSELING, AND STUDENT SERVICES

Your mental and emotional health and well-being are just as important as your physical safety, and RAHS offers a range of services and supports for students in need. School counseling services are free and confidential, and additional services are available according to individual needs. See your advisor, your counselor, or a trusted staff member if you have questions or concerns, or if you need help or services.

HARASSMENT, INTIMIDATION AND BULLYING

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting Form 3207 to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not to be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance that supports prevention and response to HIB.

Your School HIB Compliance Official: Therese Tipton, Principal

Highline Public Schools HIB Coordinator:

Name: Isuzu Niizuma Arambula

Phone: 206-631-3104

Email: isuzu.niizumaarambula@highlineschools.org

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

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

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s [HIB Policy 3207](#) and [Procedure 3207](#).

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district’s Nondiscrimination [Policy 3210](#) and [Procedure 3210](#), please see the district’s [Nondiscrimination webpage](#).

What is sexual harassment?

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

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment [Policy 3205](#) and [Procedure 3205](#), please see the district's [Sexual Harassment Prohibited webpage](#)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

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

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Your School Coordinator: Therese Tipton, Principal

Highline Public Schools Civil Rights Coordinator:

Name: Isuzu Niizuma Arambula

Phone: 206-631-3104

Email: civilrightscoordinator@highlineschools.org

Mail: Highline Public Schools

Attention: Civil Rights Coordinator

15675 Ambaum Boulevard SW

Burien, WA 98166

Concerns about sex discrimination, including sexual harassment:

Your School Coordinator: Therese Tipton, Principal

Highline Public Schools Title IX Coordinator:

Name: Isuzu Niizuma Arambula

Phone: 206-631-3104

Email: title.ix@highlineschools.org

Mail: Highline Public Schools

Attention: Title XI Coordinator

15675 Ambaum Boulevard SW

Concerns about disability discrimination:

Your School Coordinator: Therese Tipton, Principal

Highline Public Schools Section 504 Coordinator:

Name: Rovenna Johnson

rovenna.johnson@highlineschools.org

206.631.3250

Mail: Highline Public Schools

Attention: Section 504 Coordinator

15675 Ambaum Boulevard SW

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

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

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination [Procedure 3210](#) and Sexual Harassment [Procedure 3205](#).

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

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination [Procedure 3210](#) and the HIB [Procedure 3207](#) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

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

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

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

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

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities,

Revised August, 2024

and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

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

U.S. Department of Education, Office for Civil Rights (OCR)

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

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

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211](#) please see the district's [Gender Inclusive Schools webpage](#).

Concerns about discrimination based on gender identity:

Your School Coordinator: Therese Tipton, Principal

Highline Public Schools Gender Inclusive Schools Coordinator:

Name: Isuzu Niizuma Arambula

Phone: 206-631-3104

Email: isuzu.niizumaarambula@highlineschools.org

Mail: Highline Public Schools

Attention: Gender Inclusive Schools Coordinator

15675 Ambaum Boulevard SW

Burien, WA 98166

TELEPHONES, CELL PHONES, AND OTHER ELECTRONIC DEVICES

The entire staff at RAHS have a passion for educating all of our students and desire to do so in an environment that is safe and engaging. The following practices prioritize students staying safe, focusing on learning, building a positive community, and promoting positive mental health and well being.

- Cell phones and other electronic devices must not interrupt the learning process; they must be silenced and put away during all class times. Teachers may require phones to be placed in a pocket chart or basket, or put away in your backpack. This applies to all TA's as well as students.
- Students may not wear headphones or earbuds of any type during class.
- Headphones may not be worn during “quiet time” in class, during independent work or while working as a class TA, in the classroom or anywhere else.
- Cell phones or other digital devices may not be used during bathroom breaks.
- Students may use phones and/or headphones only before and after school, between classes and at lunch, or with the express permission of their teacher for a school related activity.
- Students may call home from the office if needed, and students can be reached during the school day by calling the office as well.

Privacy: Students must secure permission of an instructor or administrator prior to capturing video, audio, or photos of school activities, any school-related event, or other RAHS students. Privacy laws governing the rights of some students prohibit the distribution or uploading of unapproved recordings to third-party sites or apps, i.e. YouTube. Students who do not comply with this policy will have their electronic devices confiscated. Repeated violations are subject to progressive discipline.

LOSS OF PERSONAL PROPERTY

We strongly recommend that you leave valuable personal items at home. The school is not responsible for searching for lost or stolen items or replacing them. If you choose to bring such an item to school, you do so at your own risk. You are responsible for it; leave valuable equipment and devices at home or be very confident of your ability to keep them safe and secure!

VISITORS

Prospective RAHS students should visit the school during Information Nights. All school visitors (including unaccompanied parents) must wear a visitor's badge issued by office staff. If you see visitors on campus who are not wearing badges, please direct them to the main office. Guests are not permitted on campus without prior administrative approval.

School Commitments

The mission of Raisbeck Aviation High School is to prepare you for college, career, and citizenship. We are committed to this mission for EACH student. Accomplishing such high goals means that you must show up—every day! We will do our part to ensure your success, but it is your responsibility to take charge of your own learning. Your peers will be counting on you to participate in projects and collaborative team

assignments; you will be missed when you don't show up. As a performance-based school, you must be present to achieve at peak level. Attendance will impact the grade you earn in each of your classes at RAHS.

YOUR COMMITMENT TO RAISBECK AVIATION HIGH SCHOOL AND OURS TO YOU

When you accepted our invitation to be part of the RAHS learning community, you committed to attending RAHS for your **entire** high school career. We expect you to honor the **four-year commitment** that you and your parents have made; likewise, we will fully honor our commitment to prepare you for college, career, and citizenship.

Occasionally, during a student's tenure at RAHS, h/she may question the decision and commitment to be part of our learning community. If/when that occurs; we ask that concerns be brought to the immediate attention of teachers, their counselor, and administration. Early intervention is the key to helping students adjust and fully enjoy their experience at RAHS. We expect to work *with* students and families when challenges arise—not after the fact when there may be thoughts of transferring schools. Every student at RAHS worked hard to get into Raisbeck Aviation High School. "Getting out" should not be a quick decision for students or for us. Should a student elect to attend full-time Running Start, they will be asked to transfer to their home school.

You will recall from your interview and Information Nights why we take our students' commitment seriously:

- (1) Each student here has taken the spot of someone else whom we could not accommodate. We receive nearly four applications for every one student we can accept;
- (2) Our instructional program is sequential and designed to prepare students for college, career, and citizenship over a four-year period of time—not one, two, or three years;
- (3) A reduction in student enrollment impacts our ability to deliver on the promise we have made to provide a college-prep, four-year course of study for *all* students. Think of your favorite class or teacher at RAHS and imagine what a disservice it would be to other students if we could no longer employ that teacher or offer the class that s/he teaches.

RUNNING START & PUGET SOUND SKILLS CENTER (PSSC)

Running Start & PSSC are not recommended at RAHS, except under special circumstances, such as classes that are not offered on campus, i.e., languages other than Spanish. For students considering Running Start or PSSC, we strongly recommend transferring to your home high school.

Running Start & PSSC are only available for students in 11th and 12th grade. In order to remain enrolled at RAHS, students must take at least one **core** class (Language Arts, Social Studies, Math, or Science) on our campus, as well as Advisory, and must maintain active engagement in classes, Advisory, and school activities and events. Running Start or PSSC students with poor attendance will be asked to transfer to their home high school. Running Start students may not serve as an executive on the RAHS ASB or any ASB-sponsored club or team.

Running Start and PSSC students may only be on the RAHS campus when participating in RAHS classes or approved school activity, and during lunch. Running Start and PSSC students are expected to be off campus, with the exception of enrolled classes, before and after school activities, lunch, and other special events. For this reason, Running Start and PSSC students may not have any midday gaps in their on-campus schedule - they must be enrolled in classes from their arrival time to their departure time. Running Start and PSSC students are responsible for staying up to date on RAHS information such as calendar and schedule changes, deadlines, and expectations for their Advisory and classes. Running Start and PSSC students with inconsistent attendance, including advisory, may be subject to an attendance contract - students who fail to comply with the contract will be required to either enroll at RAHS full time, or withdraw from RAHS.

If a student's combined enrollment in high school and Running Start classes exceeds their state FTE allocation, the student may be charged tuition for excess Running Start credits. Careful planning and conferencing with your counselor is strongly encouraged.

ATTENDANCE POLICY

Attendance line: 206-631-7217

Absences may be excused by any of the following methods within 24 hours of the absence:

1. Parent phone call
2. Parent Email
3. Parent hand written note

Parent contact is required even when a student turns 18. Please include the following information:

1. Student Name
2. Parent Name
3. Date of the absence
4. Reason for the absence

Late Arrival: Students **MUST** check in at the office (**even in passing period**). A parent or doctor note or a PARENT phone call is needed to excuse any late arrival. 12th grade students who are on track to graduate may have either a late arrival or an early release in their schedule, but not both. Parent and counselor approval are required.

Early Release: Send a note with your student indicating the time of release. Have your student deliver the note to the attendance office at the start of school. A pass to get out of class at the indicated time will be given to the student and the student must **sign out in the office**. 12th grade students who are on track to graduate may have either a late arrival or an early release in their schedule, but not both. Parent and counselor approval are required.

Pre-Arranged Absence Forms: (available in the office or online) are signed by teachers, parents, and students, and submitted to the office for administrative signature. These forms are **Required 2 weeks in advance** for all non-emergency absences.

According to state policy, **family vacation days added before and after holidays will be recorded as unexcused**. Teachers are not required to allow make-up work for unexcused absences.

If the school is not contacted prior to your absence, your absence will be recorded as *unexcused*. If a note, phone call, or email excusing the absence is not received within 24 hours of your return to school, your absence remains recorded as unexcused. Excusing absences is important for several reasons:

- 1) Instructors are not obligated to allow make-up work for unexcused absences.
- 2) Raisbeck Aviation High School complies with all district procedures regarding attendance, Compulsory School Attendance laws, and the legal requirements of the “BECCA Bill” (including notification of parents/guardians of all unexcused absences). Absences of any kind will affect your learning; too many unexcused absences may even get you in trouble with the law.

For excused absences, typically you will have “the number of days absent plus one” to make up missed work. So, if you were absent for two days, you would usually have three school days to submit missed assignments.

If you know you are going to be absent, pre-arrange your absence with your instructors. See Appendix E for the Pre-Arranged Absence Form. These forms are also available in the main office. Get the form signed by each of your instructors as far in advance as possible (but no later than two weeks in advance). You are responsible for all assignments during your absence, so be sure to conference with instructors prior to a planned absence to be clear about how missed instruction and assignments can be made up.

If you are going to leave campus during the school day or earlier than the regular dismissal time, please follow the procedures for pre-arranging an absence unless you will be absent for less than one 50-minute class period. In that case, a written note or telephone call from the parent will suffice.

Note to families: Some of our families have the opportunity to provide their children with unique experiences in interesting places. To the extent possible, plan these events for your child during one of multiple school breaks as project-based learning requires teamwork, and teamwork requires your child’s attendance. RAHS complies with state law regarding absences for family vacations that occur during the school year. Absences from family vacations are marked unexcused. Extended absences are accommodated for emergencies only, not vacation or travel. If a student is absent for more than 20 days, they may be withdrawn from the school, and may lose their place. Other consequences for extended absence can include loss of credit in classes, summer school, and loss of other school opportunities. Teachers are not obligated or expected to provide remote work, reassessments, or other accommodations for extended or unexcused absences. See Highline [School Board policy 3122](#) for more information.

TARDY POLICY

- In addition to attending all of your classes on a regular basis, you must ensure that you arrive at class on time. Instruction begins when class begins, and every minute counts!
- Frequently or consistently tardy students will have a conference with their teacher, and parents may be notified as appropriate. If tardiness continues, a parent conference will be called. Further tardies may warrant further administrative or disciplinary interventions if necessary.
- It is the student's responsibility for obtaining a note excusing their tardiness from a parent or an RAHS staff member prior to going to class.

EATING ON CAMPUS

- Breakfast and lunch may only be eaten in the commons area on the 2nd floor, flex spaces, or outside of the building on the parking lot level. Eating lunch in a classroom is only at the teachers' discretion, and consent. Students are responsible for maintaining clean and neat eating areas. Food other than small snacks is not permitted during class time - this is a school wide policy for all classrooms.
- Students eating lunch on Museum of Flight property, including the B-52 exhibit, must respect all museum materials, rules, and visitors, and comply with directions from museum staff and security.
- Cafeteria service stops 5 minutes before the start of class, with exceptions for late morning buses.
- Food delivery is not permitted during class time. Food deliveries arriving during or within 5 minutes class time will be held in the office until lunch or the end of the day.

TRANSPORTATION

Students from around the region attend Raisbeck Aviation High School. Students who reside within Highline School District boundaries are entitled to transportation provided by the district.

Students who reside out of district may

- a) get to a bus stop within district boundaries and catch a district bus to RAHS
- b) drive (carpooling is encouraged; check the RAHS PTSA website, <http://www.rahsptsa.org/>)
- c) take King County Metro or Sound Transit,
- d) bike or find alternate methods to get to school.

Students who have issues with transportation should speak with office staff or an administrator.

STUDENT PARKING

Students who choose to drive and park cars at school are bound by the following rules:

1. All motor vehicles parked on school grounds must be registered with the school. Students parking in the student lot must purchase and display a current parking permit. *NOTE - For the 2024-2025 school year, the parking fee will be waived.*
2. Do not park in areas designated for staff, visitors, handicapped parking, fire lanes, and bus lanes.
3. The speed limit on campus is 5 miles per hour. Students shall not engage in any sort of reckless or disruptive driving on school grounds, including the playing of loud music.
4. Juniors and seniors in good standing may go off-campus for lunch with a signed parent approval form. Students who are repeatedly late to their afternoon classes will lose this privilege. 9th & 10th grade students may not leave campus for lunch under any circumstances.
5. All student drivers must be licensed and covered by automobile insurance. The Highline School District and Raisbeck Aviation High School are not responsible for damage to private vehicles or loss of personal contents. **Students park at their own risk.**
6. Students are responsible for notifying the school if they change cars during the school year and for having the vehicle properly registered.
7. Suspensions of driving privileges, towing of vehicles (at owner's expense), and/or suspension from school may occur when these regulations are violated one or more times.

DRESS STANDARDS & EXPECTATIONS FOR STUDENT APPEARANCE

RAHS is a place where students should know they are doing something very important – their clothing is their “uniform” for learning and looking to the future. It is the goal of this policy to foster a culture at RAHS where learning is the top priority, where everyone holds high expectations for themselves and others, and where students aspire to succeed in college, career, and beyond. In support of these goals, student dress and appearance should contribute to a safe, positive, and respectful school culture every day. Students whose dress does not meet this expectation will be provided with loaner items as needed. Items must be returned clean and folded, and signed back into the clothes closet in the Dean’s office. Items damaged or not returned are subject to a replacement fee of \$8 per item.

Dress Standard Overview

- **Collared** shirt (polo or button down)
 - No visible graphic or screen printing, including text or brand logos
 - Button down shirts must be buttoned
- School spirit wear, including ASB, and school club or team clothing, is permitted
- Blouse, dress, skirt, or jumpsuit
- Sweaters are permitted over a blouse, dress, or collared shirt
- Slacks or jeans in solid colors
- No athletic, track, or sweat wear
- Leggings are permitted only if under a dress or skirt
- No hats, hoods, bandanas or other headwear inside the building, unless required by religious practice

Clarifying Details

- Items that are neither explicitly permitted nor prohibited by this dress standard are **not** acceptable. Permissible dress is limited to the items specified above.
- This policy does not restrict backpacks, school bags, outerwear such as coats or jackets, or accessories, but students must always be in appropriate dress beneath outerwear
- RAHS students with clothing-related religious practices may modify the dress standard as needed
- This dress standard is gender-neutral. Students may wear whatever part of the school dress standard they feel comfortable wearing
- Clothing must be appropriate for safe, active work in the classroom, science labs, Makerspace, at the Museum of Flight, and other venues as needed
- Clothing must be in good repair: clean, with no holes, rips, tears, cutoffs or fraying
- The faculty and administration believe that the RAHS dress standard and expectation should not be used as a punishment or reward for behavior or academic issues of any kind

Dress Standard Exceptions: RAHS staff and teachers may specify additional dress requirements, prohibitions, or permissions as necessary for safety or special events such as VIP visits, presentations, spirit weeks, etc. Students are expected to comply with all staff and teacher requests and directions concerning the dress standard. Exceptions may also be made for special occasions such as spirit weeks or other school-sanctioned events.

Our Shared Commitment

This dress standard presumes that all RAHS students honor and uphold our shared commitment to a professional, ambitious learning community. Compliance and discipline concerning student dress is a distraction from our true purpose, and should not be an issue at a school of choice such as ours. Should such issues arise, they will be addressed as follows:

- First and all further incidents: Warning; change into school-provided clothes or arrange for clothes to be brought to school; letter of apology to referring staff
- Second incident: Lunch detention; parent contact; written reflection
- Further incidents – at administrative discretion: Parent conference, additional detentions, in-school suspension; restorative measures, other consequences as appropriate

DISCIPLINE

As a staff, we are committed to positive involvement with our students and will do all that is possible to anticipate your needs and deal with situations in a fair, open, and honest manner. When or if disciplinary action is warranted, it will follow a progressive process.

The staff has the right to remove any student from class if that student's behavior interferes with the educational process. Behavior judged to be a breach of student conduct will be handled in accordance with school district policy, state law and RAHS procedures. Please see the Highline Public Schools' website for more information on student rights and responsibilities.

TECHNOLOGY POLICIES

APPROPRIATE USE OF TECHNOLOGY

Access to computers and networking at Raisbeck Aviation High School (RAHS) is dependent on a set of responsibilities and obligations. It is granted subject to school policies, as well as local, state, and federal laws. The appropriate use of school computing and networking resources must have an academic focus.

Raisbeck Aviation High School network and computing services have been built and are maintained for student, faculty, and administration use. Academic research, collaboration, discussion, and presentation are among its appropriate uses. The daily functioning of the school relies on this infrastructure; this reliance is founded on a common trust among users. This trust flows from the responsibility to respect the needs, the rights, and the privacy of others. The violation of this trust is incompatible with the access to the school's computing resources and is grounds for progressive disciplinary action. If warranted, some behavior WILL be referred to law enforcement agencies for investigation.

The RAHS network is the property of the Highline School District and the District reserves the right to monitor any use of the system, including both inbound and outbound communications, at any time and for any purpose. Users have no reasonable expectation of privacy in their use of any district technology.

Failures to use computers and networking appropriately fall into two broad categories:

1. Actions that interfere with the academic use of the computers (such as not maintaining personal laptops as per RAHS policy, or disruptions to the etiquette of the classroom, such as not following teachers instructions, using games or instant messaging, etc.)
2. Actions that violate Raisbeck Aviation High School's basic tenets of integrity and trust. Such actions are often in violation of the law, as well. (Such actions include use of the computers for harassment or intimidation, plagiarism, violation of privacy rights, violation of copyright laws, etc.)

RESPONSIBLE MAINTENANCE OF STUDENT EQUIPMENT AND SOFTWARE

Students are responsible for ensuring that their technology is in working order, and treating technology with care. This includes but is not limited to laptops, desktops, and computer peripherals.

1. School technology is provided to specific individual students. Devices, user ID's, passwords, printer codes, and other school technology are not to be shared between students unless explicitly directed by staff.
2. Students are responsible for the security of their assigned technology, and technology should never be left unattended. Misuse of or damage to devices left unattended are still the responsibility of the student to whom the technology is assigned.
3. Technology must be treated with care and delicacy. Students are responsible for damage due to misuse or negligence.
4. Students may not attempt any modification, repair, reprogramming, or reconfiguration of school devices for any reason. Students may be held responsible for the full replacement value of devices that have been modified or reconfigured.

PERSONAL TECHNOLOGY AND DEVICES

1. School-provided technology is the best and preferred option for all students at RAHS, and offers the most reliable access to all tools, resources, and materials students need to thrive at school. Personal laptops and other devices are allowed, but are subject to all appropriate use and related discipline policies when used on campus during the school day, including but not limited to policies concerning inappropriate or offensive material, harassment, intimidation, and bullying, and bypassing or manipulating network or security protocols or controls.
2. Students declining a school-provided device are required to bring a fully functional and charged device to school every day. Devices must be internet-enabled, and capable of accessing all necessary school resources and materials.
3. Personal laptops and other devices are the personal property of students and their families, and the school is not responsible for theft or damage. Families are strongly encouraged to purchase insurance for personal technology against loss or theft.
4. The technology department is not responsible for providing any support for personal devices, including network access, software installation or registration, data backup or recovery, or any other form of technical support.
5. Since personal devices cannot access district-maintained network storage, students using personal devices are required to back up work securely. Failure to back up work is not an acceptable reason for failure to turn in assigned work.
6. Personal devices are not permitted to access some networked resources at school, including but not limited to network storage and school printers.
7. For privacy and security reasons, students may be asked to install apps or browser extensions. If required apps or extensions are not installed, students may be required to use school-provided devices for specific activities as determined by school staff.
8. Some classes require specific software or other technology tools or access that are not accessible on personal devices. In these cases, students will be required to use a school device.

RESPONSIBLE USE OF NETWORK

At Raisbeck Aviation High School, the following are NOT allowed:

1. Distribution and use of hacking, cracking, and remote control software, including deliberate distribution or use of virus and Trojan horse software or behavior that could reasonably be expected to open the network to such software.
2. Denial, restriction, or monitoring of network access by other users
3. Accessing, in any way whatsoever, another person's (or the school's) computer(s), or using another person's password or account, or sharing your own.
4. Leaving a session open or unattended (users ARE responsible for all activity on their accounts)
5. Viewing, downloading, and distribution of pornography or other objectionable materials.
6. Unauthorized reconfiguration of ANY networked device, including misuse of printing facilities
7. Use of school network and computing services as a commercial platform.
8. The school network constitutes public property and may not be used for political or lobbying activities

9. Use of school network and computing services to violate copyright laws (for example, ripped music and video files).
10. Use of email, social media, or other online platforms, to or from the school network, to harass others.
11. Bypassing network and internet filters or other restrictions
12. The school network is the property of the Highline School District and the District reserves the right to monitor any use of the system. Users have no reasonable expectation of privacy in their use of the system.

CLASSROOM ETIQUETTE IN USE OF COMPUTERS

1. It is critical in a wireless environment that students follow the classroom guidelines listed below and any specific directives provided by the classroom teacher. Students must also carefully follow teacher directions for use of the wireless network during evaluations (for example, tests).
2. General guidelines for computer use during class include, but are not limited to, the following:
 - a. Students must immediately close devices when asked by their teacher.
 - b. Students must not use unauthorized games during class or other academic activity, including TA periods
 - c. Students must follow teacher directions for when to connect to the network or to use the internet.
 - d. Students must never use any unauthorized website, app, or other technology on a school device
3. Students are always responsible for assigned work. Loss of a computer or its components, inability to keyboard, problems with printing, or lack of back-up copies does NOT excuse students from completing work. Students are provided with a network folder that should be used for securing work.
4. Teachers shall establish specific rules for daily computer use and for classroom projects.
5. With the exception of software provided by RAHS and with the exception of expressly stated permission from the instructor, no computer games will be allowed at RAHS at any time.

CONSEQUENCES FOR INAPPROPRIATE USE OF COMPUTER TECHNOLOGY

1. Discipline for technology policy violations will follow RAHS Progressive Discipline policies and procedures
2. Inappropriate technology use will result in loss of device or network access at the discretion of RAHS teachers and/or administration.
3. For multiple instances of inappropriate use of technology that is a disruption of classroom etiquette, RAHS will send an email and/or written warning to the student, parent, advisor, and Technology Facilitator.
4. If there are more than two warnings, the student will be referred for recommendations on further consequences.
5. Damage or need to remove/repair/fix computers or software as a result of a violation of any part of this contract will be billed to the student at \$35/hour, with a \$35 minimum.
6. Additional consequences following from inappropriate use will vary with the nature of the problem. Among the possible consequences are the following:
 - a. Removal of particular software (such as games) from the laptop.
 - b. Loss of networking privileges.
 - c. Required computer audits.
 - d. Confiscation of laptop.
 - e. Suspension, probation, or expulsion.

More serious violations (such as inappropriate network use during an exam) will be dealt with immediately by the RAHS administration.

Certain violations of this policy (such as using any computer to harass or send hate mail) may require Raisbeck Aviation High School to contact the appropriate law enforcement agency.

APPENDIX A
RAISBECK AVIATION HIGH SCHOOL
Staff Directory 2024-2025

All staff can be reached at the main school number 206-631-7200 unless noted below

Name	Phone	Position/Title	Email address
Black, Jeff	206-631-7202	Dean of Students	jeff.black@highlineschools.org
Brunner, Kelsey	206-631-7205	Attendance Specialist	kelsey.brunner@highlineschools.org
Bulan, Ryan		Technologist	ryan.bulan@highlineschool.org
Campbell,, Jennifer		Math, multiple levels	jennifer.broadus@highlineschools.org
Carmichael, Dana		English 10, Civics	Dana.carmichael@highlineschools.org
Carper, Katie	206-631-7212	Counselor	Katie.Carper@highlineschools.org
Clements, Sam	206-631-7211	Registrar	Samantha.clements@highlineschools.org
Fenbert, Brad		Physics, Shop, CAD	brad.fenbert@highlineschools.org
Gross, Maria		Geometry, Leadership	maria.gross@highlineschools.org
Heineman, Erik		AP CS, Programming, Aerospace Eng.	Erik.heineman@highlineschools.org
Joshi, Nik		UW Astronomy, Pre-Calc, AP Calc AB	Nik.Joshi@highlineschools.org
Mannard, Jessica		Paraeducator	jessica.mannard@highlineschools.org
Marshalla, Ramana		Spanish 2, 3, & AP Spanish	Ramana.Marshalla@highlineschools.org
McComb, Scott		Physics 9, Aerospace Engineering, Sci Oly	Scott.McComb@highlineschools.org
Nelson, Antoinette	206-631-7203	Office Manager	antoinette.nelson@highlineschools.org
Nelson, Stephanie		IISB, Health	Stephanie.nelson@highlineschools.org
Nguyen-Atkinson, Cindy		Nurse	cindy.nguyen@highlineschools.org
Nipert, Anthony		US History, APUSH, ELA 12	anthony.nipert@highlineschools.org
Nurzhanov, Nuka		ELA 9, Careers	Nuka.Nurzhanov@highlineschools.org
Olson, Chelsea		Biology, APES	Chelsea.olson@highlineschools.org
Porter, Josh		Human History, APES, ASB	Josh.porter@highlineschools.org
Robel, Natalie	206-631-7206	Bookkeeper	natalie.robel@highlineschools.org
Salnick, Kaci		ELA 11, AP Lang, Business Management	kaci.salnick@highlineschools.org
Savishinsky, Jacob		Career Specialist	Jacob.Savishinsky@highlineschools.org
Schwimmer, Eli		Photography, Yearbook, Journalism	eli.schwimmer@highlineschools.org
Shin, Ji Hea		Chemistry, Science Olympiad	Jihea.shin@highlineschools.org
St. Clair, Cori		Spanish 1 & 2, Careers, Civics	Cori.St.Clair@highlineschools.org
Stolz, Darrin		Algebra 1, Algebra 2, AP Stats	Darrin.stolz@highlineschools.org
Taylor, Robin (Erin)		Special Education	Robin.taylor@highlineschools.org
Tipton, Therese	206-631-7201	Principal	Therese.Tipton@highlineschools.org
Wombold, Marcie		UW English, AP Coordinator	Marcie.wombold@highlineschools.org

APPENDIX B

Raisbeck Aviation High School Pre-Arranged Absence Form

Student: _____

Date(s) of Absence: _____ Periods: _____

Reason for Absences: _____

Student Statement and signature: **I understand that this absence may have an adverse effect on my academic progress**, and I am responsible for acquiring any allowed make-up assignments from my teacher, and completing these assignments within the time frame given to me by my teacher.

Student Signature: _____ Date: _____

Parent/Guardian Statement: **I approve of this absence and am aware that vacations are recorded as unexcused absences. I am also aware of the adverse effect this absence may have on my child's academic progress.** Any make-up work allowed will be completed.

Parent/Guardian Signature: _____ Date: _____

Student Procedures:

- Sign and obtain signature from parent/guardian, and current teachers
- Submit this signed form to the attendance office **two weeks prior** to your absence to obtain the administrator signature and determination of request.

Period	Approved Request	Denied Request	Make-up Required	Comments	Staff Signature
0	+	-	Y / N		
1	+	-	Y / N		
2	+	-	Y / N		
3	+	-	Y / N		
4	+	-	Y / N		
5	+	-	Y / N		
6	+	-	Y / N		
7	+	-	Y / N		

Administrator Signature: _____ Date: _____

Administrator determination regarding request: **Excused** **Unexcused**

Comments:

APPENDIX C

Safety Procedures

Evacuation

1. Immediately upon being alerted to evacuate, prepare to exit as directed by a teacher or other RAHS staff member along designated routes. The room will be secure in your absence; leave your belongings behind.
2. Evacuate in an orderly and quiet fashion along designated route.
3. The last person to leave the room shall turn off the lights and secure the door.
4. Provide for the special evacuation needs of the disabled.
5. At the assembly area,
 - a. Line up in a single file line at the designated spot so that you and other students may be accounted for
 - i. If the order to evacuate occurs during lunch or a passing period, report to the teacher of the previous class period.
 - ii. If the order to evacuate occurs before school, report to the first period.
 - b. Secure medical treatment for any injured.
 - c. Assist as needed
6. Stay together and keep calm.
7. If not fulfilling some assignment, remain in the assembly area.
8. When signaled to re-enter the school building, do so calmly and quickly.

Fire

1. Activate the fire alarm.
2. Follow evacuation procedures.
3. If safe, use the fire extinguisher.
4. Notify an RAHS staff member of the location of fire as soon as possible.
5. Reassemble at a predetermined area.
6. Await further instruction from RAHS staff

Lockdown

1. Upon signal, move to the nearest secure location and ensure that the door is closed and locked.
2. Crouch behind or beneath furniture as far from doors and windows as is practical.
3. Remain silent and in place until the "All Clear" signal is given.

Earthquake

1. At the point of recognition of an earthquake, all persons should drop, cover and hold.
 - a. In a gymnasium or cafeteria, quickly move to a safer area if possible.
 - b. If outdoors, move to a safe area as far as possible from buildings, poles, wires, or other objects.
 - c. In an interior hallway, move to the inside wall.
2. Move away from anything that may break or fall.
3. Get under a table or desk or in a doorway.
4. Crouch on floor facing away from breakables with knees up to head. Cover your head with arms. Hold onto a table/chair, etc.
5. Remain in the crouched position, alert to moving with cover.
6. Remain in place until the "All Clear" signal is given.
7. Remain alert for aftershocks that may again create the need to "take cover."

APPENDIX D

MUSEUM OF FLIGHT VISITOR GUIDELINES

Visitor Guidelines

The Museum of Flight has adopted the following guidelines for the comfort and safety of its visitors, staff and volunteers and for the protection of the Museum's collections, artifacts and property. For these important reasons, we ask for your assistance in refraining from any of the following prohibited activities while at our Museum. Should you observe other persons engaging in any of these activities, please report it to Museum staff or Museum Security.

1. Engaging in any activity in violation of Federal, State, local or other applicable law or Museum policy is prohibited.
2. Failing to comply with a reasonable request, expectation or restriction that has been communicated by Museum staff or volunteers is prohibited.
3. Entering Museum exhibition spaces without payment of the required admission fee or authorization by the Museum President is prohibited.
4. Touching or other physical contact with the Museum's collection (aircraft and artifacts) is prohibited.
5. Eating or drinking in the Museum's galleries or aircraft is prohibited unless authorized by the Museum President.
6. Stealing, damaging, altering, concealing or inappropriate use of Museum property is prohibited.
7. Disruptive or disorderly behavior, including running, yelling, threatening others or fighting, is prohibited.
8. Displaying physical impairment from alcohol or drug use, or the possession, sale, or use of illegal drugs on Museum property is prohibited.
9. Children under the age of 14 must be accompanied by an adult.
10. Parcels larger than an airline carry-on bag (maximum size 10" H x 17" W x 24" L) and other items determined potentially dangerous by Museum staff are prohibited. All bags and parcels are subject to search at any time by Museum Security staff. The size restriction may be waived by Museum Security staff.
11. Leaving packages, backpacks, luggage, or any other personal items unattended is prohibited unless authorized by Museum Security staff. Unattended items are subject to immediate confiscation and possible disposal.
12. Other items not specifically identified or listed, but determined to be unsafe by Museum Security staff because they may present a security risk or are unnecessary to enjoy the Museum, are prohibited.
12. Loitering or the assembly of groups who are not using the Museum for its intended purpose is prohibited.
13. Sleeping or lying down in public areas of the Museum is prohibited.
14. Offensive clothing or being attired without a shirt or footwear is prohibited.
15. Soliciting including selling goods or services, panhandling, distributing literature, gathering signatures, demonstrating or conducting surveys is prohibited on Museum property unless authorized by the Museum President.
16. Using flash photography in flash-restricted areas, video recording of Museum programs, and commercial photography are prohibited unless authorized by the Museum President.
17. The use of any tobacco products while inside the Museum or smoking within 25 feet of any entrance, exit or elevator is prohibited.
18. Littering on Museum property is prohibited.
19. Use of wheeled devices including skateboards, roller-skates, bicycles, scooters, and shopping carts is prohibited, except in designated areas. Motorized ADA assistive devices, wheelchairs, walkers and strollers are exempt from this rule.
20. Pets or animals, other than service animals necessary for persons with disabilities, are prohibited inside the Museum unless authorized by the Museum President.
21. Entering Museum areas closed to the public, being inside the Museum before or after Museum operating hours without the permission of an authorized Museum employee, and camping on Museum grounds are prohibited. The Museum's property is always closed to the public from 12 AM - 6 AM. Expanded closed hours may be posted.
22. Museum parking lots are reserved for use by Museum visitors while visiting the Museum and for Museum staff, volunteers and other authorized vehicles. Oversized vehicles (over 19' length) may park in designated areas only. No overnight parking is allowed without the approval of Museum Security staff. Unauthorized and improperly parked vehicles are subject to impound.

These guidelines will be enforced by Museum and law enforcement personnel. Failure to comply with the Museum's established rules, regulations, and policies, including but not limited to these Visitor Guidelines, may result in removal from the premises and being barred from returning onto Museum property for a period of up to one year. Violations may also result in civil and/or criminal prosecution in appropriate cases.

THE MUSEUM OF FLIGHT

9404 East Marginal Way South, Seattle, Washington 98108-4097 | 206.764.5700 | museumofflight.org



*The sky is **NOT** the limit!*

APPENDIX E

STUDENT HANDBOOK SIGNATURE PAGE

The Student Handbook is available on our school website, under the “Our School” tab. All required signature forms are available in the online handbook. The Student Handbook will be reviewed in Advisory, but it is your responsibility to familiarize yourself with the entire document.

Please print and sign your name below, and return this acknowledgement to your advisor.


By my signature below, I affirm that I have reviewed the entire RAHS Student Handbook and agree to adhere to the school policies as outlined therein.

Student PRINTED NAME

Student signature and Date

Parent / Guardian PRINTED NAME

Parent / Guardian signature and Date

	<p>HIGHLINE SCHOOL DISTRICT REMOVAL/CLASSROOM USE AGREEMENT FOR DISTRICT OWNED PORTABLE TECHNOLOGY</p>	<p>Policy No. 2026F Instruction Page 1 of 1</p>
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School/Program/Department: _____ Date (current school year): _____

Description of Equipment: _____

Value (Over \$1000.00): \$ _____ Value (Under \$1000.00): \$ _____
 Equipment Tag ID #: _____ Equipment Serial #: _____

Device going home? Yes No

Purpose of Use: _____

Highline School District believes that the district's technology focus should support student achievement through innovative, mobile, flexible, and responsive devices that prepare tech savvy and tech literate students for their future. The district provides students (when or where a program permits) with the technology that facilitates their education while meeting green initiatives and increasing student access.

The student assumes responsibility for loss, damage, or theft of assigned technology if appropriate security measures have not been followed (see 2026H). The student should retain a copy of Policy 2026, 2026F, 2026H and 2026P. A copy of 2026F must be on file with the student's school administration from which the technology was assigned.

ACCEPTABLE AGREEMENT

I, _____, a student of the Highline School District, request permission to remove the equipment from district property to for purposes related to my enrollment. I assume the responsibility of protecting the assigned equipment from loss, damage, or theft. Furthermore, I will not intentionally maltreat the equipment or act with gross negligence, which may result in removal of equipment from my possession.

"I accept responsibility for the appropriate use of the District equipment entrusted to me and promise to return the equipment when requested."

"I acknowledge that I have read Policy 2026."

"I acknowledge that abuse, misuse, or malicious behavior may result in a discussion related to repair or replacement of damaged equipment entrusted to me under Policy 2026 and payment to district for such repair or replacement."

"I understand district policy recommends I have insurance coverage to offset the personal liability for use of district technology offsite. I further understand that district policy recommends I notify my homeowner's/renter's insurance company that I wish to have my policy insure the referenced equipment (approx. items' value – see above for value) if lost or stolen while in my custody." (Ask for a Technology Rider.)

- I HAVE INSURANCE COVERAGE
- I DON'T HAVE INSURANCE COVERAGE AND ACCEPT THE RISK

STUDENT SIGNATURE: _____ PRINTED NAME _____

PARENT SIGNATURE: _____ PRINTED NAME _____

DATE EQUIPMENT RECEIVED: _____

"I approve this student's use of the listed equipment off premise as meeting the requirements of District Policy 2026."

PRINCIPAL/SUPERVISOR SIGNATURE: _____ Date _____

TECHNOLOGY DESIGNEE SIGNATURE (opt): _____ Date _____

I acknowledge the return of the above listed equipment on (date) _____.

Principal/Supervisor Signature

Parent/Guardian and Student's Signature

Highline School District 401
Adopted: 10.14

NONDISCRIMINATION STATEMENT

Highline School District does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression and identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries should contact:

- Civil Rights Act (students) and Title IX: District Ombudsman, 206.631.3100, civilrightscoordinator@highlineschools.org; titleixofficer@highlineschools.org
- Section 504 of the Rehabilitation Act: Health & Social Services Compliance Manager, 206.631.3011, 504coordinator@highlineschools.org
- Address: 15675 Ambaum Blvd. SW, Burien, WA 98166