



West Auburn High School

Online Programs Student Handbook

2025-2026

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West Auburn Senior High School

Mission and Vision

From Here, It Is Possible!

With many dynamic programs, West Auburn's highly trained staff partners with students and families to provide them with their best school experience. West Auburn offers high quality, personalized education for students through more options, flexibility, and individual support. Each student will be seen and valued for who they are now while developing their full academic and social potential to prepare them for the future they choose.

About

Welcome to West Auburn Senior High School's online programs! At West Auburn, students and staff are expected to work hard and be kind. West is a community where the learning space is respectfully shared.

Here at West we have our Building 4:

Be Respectful

- to yourself, to others, to our school

Work it out

- Restorative practices, advocate, problem solve, adapt

Keep Learning

- Ask for help, be engaged, be accountable, try new things

Do your Best

- Dream Big, set goals, work hard, build resiliency, improve

We look forward to partnering with you and helping you reach success!

Every month starting in October our school staff chooses Students of the Month. Their selections are attached to our beliefs and values. Students who show up and invest in their education and invest in themselves while holding high regard for the education of others will be recognized. Students receive a certificate, and a letter will be mailed home to their family. Students can use this recognition on applications and resumes.

School Contacts

Main Office 253-293-4990 7:15-3:15	
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Administration 253-293-4990	
<u>Andrea Love</u> , <i>Principal</i>	<u>Christian Miller</u> , <i>Assistant Principal</i>

Program Support	
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Statement of Understanding

The following is intended for families to ensure they understand that they are entering into an Alternative Learning Experience.

West Auburn High School Online's Alternative Learning Experience Program is authorized under WAC 392-121-182 and provided via WAC 392-550. Students are enrolled in public education. Students are subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements for all portions of the ALE. Instructional materials used for coursework meet district standards and are free from sectarian control or influence.

Learning experiences are: *Supervised, monitored, assessed, and evaluated by certificated staff (weekly contact & monthly progress review). *Designed learning experiences planned together with student, parent and teacher. *Provided via a Written Student Learning Plan (WSLP). *Provided in whole, or part, outside the regular classroom. For more ALE [ASD School Board Policy](#) and Procedure, please see [2255 Policy and Procedures](#).

Student Rights, Responsibilities, and Regulations:

Please see **District Page** for more information.

Alternative Learning Experiences (ALE) Requirements

ALE Components:

As an ALE school, the law states that students must have a written student learning plan, weekly academic contact with a teacher, and monthly academic progress reports. These are defined below.

Written Student Learning Plan (WSLP):

The WSLP must have: a) Beginning and end dates. b) Estimate of the student's weekly hours by a certificated teacher. c) For online courses, a description on how weekly contact will be met. d) Description of the ALE course work and course type. e) Responsible certificated teacher for each course. f) Required instructional materials for each course. g) Description on how and when the monthly evaluation will be provided. h) Syllabus outlining whether the ALE course meets state academic learning requirements and other goals and objectives, including a course name and course code. This may be met through individual course syllabi or other similarly detailed descriptions of learning requirements. It should be easily accessible to all stakeholders (e.g. in student files, a centralized notebook, or online) and clearly identify the requirements a student must meet to successfully complete the course or coursework. State course codes are updated annually and can be found on the OSPI CEDARS website. i) Signature of a certificated teacher.

Weekly Academic Contact:

Students are required to maintain weekly, two-way, direct contact with a program certified teacher, the communication shall be for the purpose of instruction, review of assignments, testing, inquiries on progress, other learning activities, or requirements identified in the WSLP.

Two-way weekly contact with a certificated teacher *related to the instructional goals* outlined in the WSLP. Contact can be:

- Direct personal contact, which is one-to-one contact with a teacher. Direct personal contact can be in person or by email, telephone, instant messaging, or interactive video.
- In-person instructional contact, which is face-to-face contact with a teacher. In-person instructional contact may be accomplished in a group setting between the certificated teacher and multiple students.

- Synchronous digital instruction contact, which is real-time communication with a teacher using online, voice, or video communication technology. Synchronous digital instructional contact may be accomplished in a group setting between the teacher and multiple students.

If a student misses contact for the week, they will be recorded as absent. *Note: contact has to be between student and teacher.* Parental contact does not count for attendance purposes.

Students who have 4 consecutive weeks of no contact will be withdrawn from the program.

Truancy:

To be in compliance with Washington State's attendance and truancy laws, our online programs must follow specific procedures when students miss weekly contact without valid reasons per guidance from the state.

If need be, the following steps will be taken by the administration team:

1. **1 Missed Weekly Contact:**
 - **Letter to Parents/Guardians** notifying families of their student's absence.
2. **2 Consecutive or 3 Cumulative Missed Weekly Contacts:**
 - **Conference will be scheduled** to meet with students and their parents/guardians to identify barriers to attendance and discuss potential solutions.
3. **5 Consecutive or 6 Cumulative Missed Weekly Contacts:**
 - **A Truancy Petition will be filed** with the Office of Juvenile Court.

Please work with your student and teacher to make sure they are meeting all attendance requirements.

Satisfactory Progress:

Student progress is evaluated monthly. Students must maintain "satisfactory" progress. Students are expected to complete coursework as outlined in program expectations, similar to a traditional classroom setting. Student progress is specifically evaluated against Washington State standards, adopted ASD curriculum standards, and progress benchmarks, which are clearly defined in the online course/core course for each month. In addition to the course schedule, these benchmarks may also come in the form of lesson, unit, assignment and /or assessment completion dates. These established progress benchmarks allow the teacher and students to assess the students' educational progress in meeting the course learning standards.

Satisfactory progress is defined as meeting the majority of course expectations on time. Parents and guardians of secondary students may monitor their student's daily / weekly / monthly progress through the Edgenuity.

Please note that satisfactory progress does not guarantee on time graduation. Check in with your counselor if you have questions about graduation or graduation pathways.

Monthly Progress Reviews (MPR):

Every month, the student and teacher will convene to complete a monthly progress review (MPR) together. Students and teachers must complete the monthly progress review in order for the student to remain in good standing in the program. Students will receive a progress report indicating overall satisfactory, or unsatisfactory, progress towards the goals on their WSLP. The results of this review will be reported to parents/guardians and is uploaded to the student's folder. Secondary parents/guardians may monitor progress through the Edgenuity platform. If a student fails to make progress for the month, then their monthly progress is unsatisfactory, and an Intervention Plan will be put into place for the following month.

Intervention Plan(s):

If needed, an Intervention Plan will be co-constructed by the teacher and student (K-8 students will include family participation) during a **required conference**. Circumstances may necessitate the participation of parent/guardians and school support personnel (Administration, Program Specialist, School Counselor, SPED Case Manager, ML/Title I Support...) in the development of a student's Intervention Plan.

Continued lack of progress and engagement will result in a second Intervention Plan. The student, parent/guardian and school support professionals must attend and co-construct a second Intervention Plan. This intervention plan will look different than the first and will be designed to support the student in recovering their standing and progress at West Auburn's Online ALE programs.

Forward progress in classes is essential. A student may be unenrolled from West Auburn's Online programs should lack of progress/engagement continue or become a pattern.

Edgenuity:

Overview: All Online secondary students will be enrolled in Edgenuity. Our academic counselor will determine which Edgenuity course is taken and all coursework is self-guided by the student. While students can work at a pace that is comfortable for them, it is expected that students will work in their Edgenuity courses approximately 4-6 hours daily and maintain adequate progress by keeping up with due dates as assigned in their Edgenuity course. Students will be monitored by a certified teacher who will oversee their progress and assess their work. **In order to earn Edgenuity credit, students must earn a 60% or higher overall grade. Each Edgenuity course takes approximately 40-50 hours to complete.**



Edgenuity Access: In Clever, click on Imagine Edgenuity.

→ **Helpful Hint:** When you are finished working in Edgenuity for the day, be sure to click on your name on the upper right hand side of your course and sign out of the program. This will ensure you won't have to repeat a lesson activity when you log in the next time.

Review your Edgenuity course syllabus: Use this as a resource for managing your time and progress in your course.

→ **Helpful Hint:** It is recommended that you take notes as you learn your Edgenuity course content. You can choose the format of note taking that best fits your learning needs. Edgenuity has a learning resource tool where you can take notes in your Edgenuity course. Please see this guide on [how to take guided notes](#) within Edgenuity's learning management system.

How to earn Edgenuity credit: In order to earn credit for your Edgenuity course, you **MUST** earn a 60% (D) or higher. Students whose relative grade is higher, will earn a higher final grade in the course. (A, B, or C)

Testing Retake Policy: Students are able to retake a quiz or unit test twice. After the second attempt, students must show evidence of relearning the unit material. At least ONE option will be determined by student and teacher per retake request and submit to your teacher for demonstration of completion:

- Take additional notes after re-reading course material
- Make notecards, flashcards or a quizlet
- Draw diagrams for concepts/content
- Write an outline for concepts/content
- Create a drawing or poster representing concepts/content
- Other (student determined)

Teachers may choose to cap retakes until substantial relearning has occurred.

Edgenuity Adequate Progress

Students are expected to maintain adequate progress in their Edgenuity course. This is determined by 2 factors:

1. Time: Students are expected to work in their Edgenuity courses daily. A good goal is to work 28 hours per week in your class.
2. Pacing: Students are expected to meet the course due dates and continually progress through the coursework. This is determined by a color key indicator:

Blue: Student is making adequate progress and is on track with due dates

Green: Student is making adequate progress and is working ahead of due dates by at least 3%

Red: Student is **not** making adequate progress and is at least 3% behind in the course

Edgenuity Progress Report: Because Edgenuity courses are not viewable in Family Access, parents or guardians may opt to receive daily or weekly progress reports from Edgenuity to update them on their student's progress. Parents/guardians, please ensure you have a working email address registered in Family Access. Students can also log into Edgenuity from a home computer or their school issued and show you their progress. Any questions about how this course impacts your student's graduation should be sent to their academic counselor.

Xello:

All students enrolled in online programs also have the opportunity to earn .5 credits each year by completing the required Xello milestones for their grade level. **Graduating seniors must complete Xello** milestones to meet the Washington State High School and Beyond graduation requirement.

Counseling Services:

We are fortunate to have a dedicated online counselor who can provide a variety of services to assist students in their academic career and post-secondary planning. They also offer students with personal individual counseling and referral services to students with ongoing personal issues. Appointments are welcomed, and can be made through their calendly link **here**.

Auburn Online (AO):

Auburn Online is for students looking for an individualized learning opportunity that combines strong teacher support and independent learning. Students complete their courses on an asynchronous learning platform and have required weekly homerooms. Teachers also provide optional small group or drop-in supports as needed. Designed for students who are meeting, or close, to meeting graduation requirements.

→ **Note:** Not all online/Edgenuity classes will meet NCAA guidelines; student athletes will need to sign a NCAA contract and should meet with a counselor and work with their University and the NCAA Clearinghouse.

AO Program Overview:

- Take 3 classes per quarter. (exceptions will be looked at on a case by case basis)
- Engage in monthly progress meetings with their teacher.
- Attend **Required** Homeroom (this course is graded and is credit-bearing)

- Engage in 1:1 communication weekly with their teacher.
- Attend workshops, assigned small groups and/ or 1:1 office hour appointments as expected/needed.
- Complete grade level Xello milestones.
- [Teacher Directory](#)

Off Campus Online (OC):

OC is a flexible program that provides students with a pathway to earn credits through online courses (Edgenuity) and Xello. This program will also include additional OC support from our counselor and social worker. In order to support the holistic student, OC will include social/emotional activities in addition to other academic resources to help students achieve academic and social success. The goal of this program is to provide OC students with an avenue to graduation for students who need to make up credits.

→ **Note:** Student-Athletes interested in online learning are not eligible to be enrolled in the Off Campus Program.

OC Program Overview:

- Complete the Orientation class upon enrollment.
- Take 1 or 2 classes a month.
- Maintain two-way weekly contact with your teacher.
- Engage in monthly progress plan with OC teacher.
- Complete grade level Xello milestones.
- Attend office hours and tutorials as needed/requested.
- [Teacher Directory](#)

Expectations, Policies, and Procedures

Academic Integrity:

At West Auburn, we believe that academic honesty is the foundation of learning. We expect every student to take pride in their work and to take ownership of their education. You are responsible for understanding the difference between using online resources to support your learning and using them to cheat. **Cheating is against our program policy and has consequences.**

By enrolling in our online programs, you agree to:

- **Be honest at all times.**
- **Actively encourage and support academic integrity in your classmates.**

- **Inform your teacher or a trusted adult if you believe academic dishonesty has occurred.**

Edgenuity has internal systems that check for plagiarism and AI generated work. In addition, teachers monitor student work in a variety of ways, including but not limited to: proctoring tests, monitoring security, reviewing student assignment times, running student work through plagiarism software, reviewing for evidence of a bot or script.

Academic dishonesty includes, but is not limited to: Plagiarism, submitting your own work from another class or assignment for a current one, cheating by accessing tools not outlined in your class or allowed for the assignment (Google, Chatgpt, other AI tools and search functions), etc.

What Counts as Cheating and Plagiarism? (Includes, but is not limited to)

- **Copying from a friend's work.**
- **Looking at someone else's answers during a test.**
- **Using a phone or other device to get answers.**
- **Copying text or ideas from the internet without giving credit.**
- **Utilizing advanced technology like a “bot” or running a script to complete assignments, quizzes, and/or tests.**
- **Using a technological/communication tool and/or resource during an assessment (phone, chat, google meet, etc.).**
- **Posting answers to assessment questions online**
- **Having anyone else but you complete any part of your coursework for you.**

Students participating in academic dishonesty, depending on the severity, will first work with the teacher about the incident. Additional actions may look like:

- Conference with academic support team members
- Receiving a 0 on the assignment
- Lowering of grade to better reflect actual knowledge and understanding
- Re-doing assignment

Students with repeated academic dishonesty violations will be subject to progressive discipline which may include (depending on severity):

- Conference with academic support and family
- Formal discipline recorded
- Controlled testing measurements
- Meeting with administration
- Behavior Contract
- Dismissal from the program

If a student is found to have used advanced technology including but not limited to bots, scripts, virtual machines, etc., to move through a class, the student will not be awarded credit, be required to retake the course, or may be removed from the program.

How to Avoid Cheating and Plagiarism

- **Do Your Own Work:** Always try your best on assignments and tests.
- **Ask for Help:** If you're struggling, ask your teacher or a classmate for help. You can also refer to this [HELP document](#).
- **Cite Your Sources:** If you use information from a book, website, or other source, give credit to the original author.
- **Use Your Own Words:** Don't just copy and paste from a source. Put the information into your own words.

Remember, honesty is the best policy. By doing your own work and following the rules, you'll be setting yourself up for success.

Guidance:

- **Plagiarism:** In an online school, plagiarism is a very real problem. Today's students are connected to social media, and online information in real time. Students are practiced with reposting information on several social media sites, often without needing to give credit to who created it. This means we have to continue to teach about plagiarism, and for students to be aware of it, in order to not steal another's work. Please see this site for more great information:
 - Plagiarism Checker:
<https://www.grammarly.com/plagiarism-checker>
 - Plagiarism Infographic:
<http://achsilc.weebly.com/blog/only-you-can-prevent-plagiarism>
- **Artificial Intelligence:** The use of artificial intelligence (AI) tools such as Chatgpt, Gemini, Bard, and other generative tools is monitored. Turning in work from these tools and claiming them as your own is plagiarism. A good rule of thumb is if you didn't create it, you can't submit it.
 - What is Generative AI?
 - Generative AI (Gen AI) refers to the use of AI to create new content, like text, images, music, audio, code, and videos (Examples: ChatGPT, Midjourney, DALL-E, Magic School)
 - How can I use AI?
 - You are free to use spell check, grammar check, and synonym identification tools (e.g., Grammarly, and MS Word)

- You are free to use AI tools to brainstorm. Examples: Picking a topic for a project, suggesting subjects for writing assignments, and/or ideas for organization.
- You are free to use AI recommendations when it comes to rephrasing sentences or reorganizing paragraphs you have drafted yourself.
- You are free to use recommendations when it comes to tweaking outlines you have drafted yourself.
- Inappropriate use of AI:
 - You may not use entire sentences or paragraphs suggested by AI without providing quotation marks and a citation, just as you would to any other source.
 - You may not have AI write a draft (either rough or final) of an assignment for you.
 - You may not enter a prompt and then try to “rewrite” the AI answer.

Athletics and Activity Eligibility:

Students who access Alternative Education programs may find themselves on a different academic calendar from their public-school counterparts for WIAA academic eligibility. To ensure that Alternative Ed students remain athletically eligible at the public school where they are registered, they must be enrolled in the equivalent of 2.5 semester credits needed for eligibility. Current or potential athletes are **not eligible** for the Off-Campus Program.

Students wanting to participate in athletic and competition based activity programs may do so at their neighborhood school in their assigned boundary area. Middle and High School students need to get in contact with the school's Athletic Director to ensure they have met the forms needed to participate, including a signed athletic contract with West Auburn's Administration.

The students will be making satisfactory progress as determined by the due dates reflected in their edgenuity course. Students will be classified as on target or ahead in all of their classes. Students must also maintain weekly contact with their academic teacher in the week that games are scheduled.

Note: Not all online/Edgenuity classes will meet NCAA guidelines and courses may not be edited; impacted students should meet with a counselor and work with their University and the NCAA Clearinghouse.

Attendance

West Auburn High School is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps students feel better about school- and themselves. Consistent attendance will help children do well in high school, college, and at work.

Chromebook/School Issued Devices:

Your Chromebook is a powerful tool for your education. It gives you access to online classes, resources, and collaboration tools. To get the most out of it, use it responsibly and keep it in good shape.

Here are some tips:

- **Use it for schoolwork:** Make sure that you prioritize your classes and schoolwork over non-educational activities.
- **Be respectful:** Treat your Chromebook and others' devices with care.
- **Keep it safe:** Protect your Chromebook from damage, theft, and unauthorized use.
- **Take care of it:** Close the lid when not in use, avoid liquids and food, and report any issues to your teacher or call the main office.
- **Maintenance Fee:** If able, pay the maintenance fee when enrolling in a West Auburn Online program. If anything were to happen, you can contact us about a fix or replacement.

By following these guidelines, you'll ensure your Chromebook lasts and helps you succeed in your online learning journey.

If you withdraw from West Auburn High School you will need to return your Chromebook.

Communications:

Our primary forms of communication home will be:

- Parent Square- This application allows for email OR text message. It also provides translation (Spanish, Ukrainian, etc) options! Please sign up [here](#).
- Skyward- ASD service to check grades and schedules.
- Email- Teachers may reach out to both students and families via email. Please make sure email addresses are up to date on Skyward.

Dances/School Events:

All school dances are considered school sponsored events. West Auburn students may fill out a guest request form 1 week in advance of the dance. The forms can be picked up in our school's main office. All potential guests must be 20 years of age, or less. All potential guests must provide a copy of their current school identification or a current drivers license. Guest form deadlines printed on the form must be met to receive admin approval. All events are 9th-12th grade only unless otherwise noted.

Digital Citizenship:

DO:

- Keep your network login and password safe and private. Change passwords in accordance with district policy.
- Create files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
- Create content for podcasts, email and web pages that support education and research.
- Cite appropriately sources used from the internet or other electronic media.
- Keep personal information private, including your full name, home address and phone numbers on websites, blogs, podcasts, videos, social networking sites, wikis, and email or as content on any other electronic medium.
- Keep other individuals' personal information private on any electronic medium unless first obtaining permission to share.
- Notify a school authority if dangerous or inappropriate information or messages are encountered online.

DON'T:

- Use other users' accounts.
- Access unauthorized computers, networks or information systems.
- Cyberbully, harass or distribute hate mail of any kind, including discriminatory jokes and remarks.
- Post, send or store information that could endanger others.
- Demonstrate actions that are unethical, illegal or result in liability or cost to ASD.
- Copy or make copies of electronic works or software programs; this is the same as stealing.
- Hack, vandalize, or introduce viruses, worms, or other changes to hardware, software and monitoring tools.
- Access, upload, download, store or distribute obscene, pornographic or sexually explicit material.
- Use ASD technology for personal gain, commercial solicitation or compensation of any kind.

- Physically alter parts or components of district technology devices without explicit prior approval of the Department of Technology.
- Download, copy or reproduce district data, data sets, and/or data collections of the ASD.

Disregard, Disrespect, Inappropriate Behavior :

Students who are disrespectful (interrupt, yell at, use sarcasm, scoff or engage in any conduct deemed disrespectful by a reasonable adult) will be addressed promptly by teachers and may lead to administrative referral, parent/guardian notification and school discipline. Auburn School District has surveillance video throughout schools, meaning all of our behaviors are recorded, for the safety and protection of all. Online, students' devices are monitored via Securly.

Harassment, Intimidation, Bullying: School Board Policy 3205:

Harassment, intimidation or bullying includes intentional written messages or images, including those that are electronically transmitted; a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap) or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent or pervasive that it creates an intimidating/threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school. Our systems are continuously monitored 24/7/365.

Please refrain from participating in any HIB behavior in all scenarios. There are better ways to handle conflicts. Also, no recordings or photos from class sessions may be used without the explicit consent of the instructor and all students who are in the session.

EXAMPLES OF SEXUAL HARASSMENT / MISCONDUCT: It is how it is received

1. Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
2. Using derogatory sexual terms for a person;
3. Standing too close, inappropriately touching, cornering or stalking a person;
4. Displaying offensive or inappropriate sexual illustrations on school property;
5. Making sexual propositions or pressuring a person for sexual favors;
6. Touching of a sexual nature;
7. Writing graffiti of a sexual nature;
8. Displaying or distributing sexually explicit drawings, pictures, or written materials;
9. Circulating or showing emails, social media, videos, or websites of a sexual nature;
10. Making sexual jokes, suggestive remarks, sexual rumors, or derogatory comments;
11. Physical interference with movements, such as blocking or following someone

Inciting Conflict:

Students involving themselves with the passing of information that directly results in a verbal or physical conflict will be disciplined and could face emergency removal by administration. Parents will be notified and law enforcement may also be involved.

Inclement Weather/School Closure:

West Auburn Online Programs will follow ASD inclement weather procedures. In the event of inclement weather or another situation severe enough for the District to determine that schools need to be closed or schedules changed, radio and television stations will be notified. In addition, information will be posted on the ASD website www.auburn.wednet.edu and district social media channels. Students should refer to their teacher's google classroom for any schedule changes.

Off-Campus Misconduct: School Board Policy 3242

Students shall remain on school grounds from time of arrival until the close of school unless officially excused. Reasonable discipline may be imposed for an off-campus act of misconduct if the event impacts the educational process or learning environment. The following criteria should be considered to decide whether an act of misconduct is sufficiently connected to the educational process:

1. Location of the misconduct (proximity to school grounds or to a school activity);
2. Hour and date of the misconduct (during school hours, but off-campus; immediately before or after school hours; on district-sponsored transportation, directly before entering or after leaving district-sponsored transportation, or during school-sponsored activities);
3. Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel);
4. Severity of the misconduct and its likely connection to student or school district personnel safety (e.g., fighting or other violent or destructive acts, the selling of a controlled substance, or possession of a weapon); and
5. Extent to which the off-campus activity affects the environment or safety of the school (e.g., students are afraid to come to school or afraid at school because of it; it is disruptive to the school atmosphere in that special precautions or actions need to be taken to protect students and staff; the arrangements for the activity were made on campus but conducted off campus, such as drug sales, a fight or assault, etc.; or there are likely repercussions such as students from other schools or non-students coming onto the campus to effect retribution). The District will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interference with the right of students to be secure and obtain their education. Substantial disruption includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education.

Progress Reports:

All families also have access to weekly emailed progress reports via Edgenuity. Auburn Online Middle school families can also sign up for more frequent reports via the parent portal. When "behind target" progress is indicated, it is recommended the parent or guardian connect with their student and reach out to the teacher as necessary.

Substance Use, Possession, Distribution, Drug Paraphernalia:

Any student will be disciplined who:

1. Illegally uses, possesses, sells, or is under the influence of drugs, alcohol, controlled or mood-altering substances;
2. Illegally uses, possesses, sells, or is under the influence of medication which is not prescribed for her or his use by a licensed doctor;
3. Illegally uses, possesses, sells, or gives to another, drug paraphernalia, delivery devices such as vapes at school, or at a school-sponsored activity or event.
4. All prescribed medication must be administered from our school's health tech office in our counseling center.

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.

Technology & Cell Phone Misuse: School Board Policy 3245

While on school property or while attending school-sponsored or school-related activities, students shall not use personal telecommunication devices including cellular phones in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.

All Auburn School District staff members have the right to request that students put their phone away and/or store it out of sight. Students who violate this policy will be subject to disciplinary action including suspension or expulsion and losing the privilege of bringing their device onto school property. In addition, administrators may confiscate or, with reasonable suspicion, search the device which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.

Students are responsible for devices they bring to school and are strongly encouraged to secure all personal property while on campus. The district shall not be responsible for loss, theft or destruction of devices brought onto school property. If your phone is lost or stolen, report it to school security and fill out an incident report. When possible, security staff will attempt to recover the stolen item. In the event of a theft, students are encouraged to contact their wireless provider to either trace the location of the phone or disable use/in-app purchases, etc.

Theft/In Possession of Stolen Item(s):

Stealing is prohibited. Students who say they were “just joking” or claim to have “found” the item when in possession of property that is not theirs will be investigated and afforded due process and subsequent finding from school officials.

Threatening Actions:

Threats/Intimidation is defined as: Communicating threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or other electronic means, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person’s life, safety, or property is in danger. It is not necessary that the threat be communicated to the intended victim. Threats toward Staff: Making threats of violence or harm toward any person acting in their official capacity as an employee and/or agent of the Auburn School District is against Auburn School District policy. Staff and students, alike, have the right to work and learn in a safe and non-threatening atmosphere. Auburn School District has no tolerance for students directly threatening staff persons. If there is an implied or direct risk of violence towards the staff person, students will face disciplinary action and referral to local law enforcement.

Title 1/Lap Funding:

West Auburn High School is a Title 1 School. We receive extra federal dollars to support programs and students based on our demographic reports. It is recognized that the majority of our students are at a financial disadvantage, historically underserved, and it has also been recognized and proven that when students from financially disadvantaged backgrounds are provided best practices and evidence based support, those students will graduate, excel and transition onto successful after high school experiences.

We are proud to be a Title 1/LAP school and know that all of our students are worth every effort and every resource we can provide for them. We believe in our students and we know their families do, too. It is with this collective mindset that we are excited to show up daily ready to support our students with daily growth, achievement and success opportunities.

Program Information from OSPI:

Title I, Part A Title I, Part A is a federal program designed “To provide all children a significant opportunity to receive a fair, equitable, and high-quality education, and to close educational

achievement gaps.” Title I, Part A can support early learning and Kindergarten to grade 12. Title I, Part A programs and services provide customized instruction and curricula that helps these students meet academic standards and take an active, engaged interest in what they learn and can do. As the oldest and largest federal education program, Title I, Part A programs build equity of opportunity for children whose struggles often keep them on the academic sidelines. One-third of the public schools in Washington State operate Title I, Part A programs, providing academic services to over 350,000 students annually.

Learning Assistance Program (LAP):

LAP offers supplemental services for K–12 students scoring below grade-level standard in English language arts (ELA) and mathematics. LAP services focus on accelerating student growth to make progress towards grade level. They may include academic readiness, skill development or behavior support. These services address barriers preventing students from accessing core instruction. The intent is for LAP students to increase academic growth during the period of time they are provided services, and be empowered. LAP emphasizes research-based best practices designed to increase student achievement.

Tobacco (and electronic delivery devices):

Students, as well as adults, are not allowed to use or possess tobacco products (i.e., cigarettes, vapes, cigars, or chewing tobacco) on any Auburn School District property. Progressive intervention and/or disciplinary consequences will be administered to anyone violating this policy. Tobacco paraphernalia, Electronic cigarettes, and other Vape Style innovations (regardless of substance) are also prohibited. Lighters, matches, and other items will be confiscated and will require a parent to retrieve them.

Auburn School District Non-Discrimination Policy: Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance procedures may be directed to: Title IX Officer and Section 504, ADA, and Civil Rights Compliance Coordinator.

