



# **STUDENT HANDBOOK**

**2019-2020**

Raisbeck Aviation High School  
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<https://rahs.highlineschools.org/>

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

August 20, 2019

Dear Raisbeck Aviation High School Students –

Welcome to the 2019-2020 school year at Raisbeck Aviation High School! Whether you are a new freshmen 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, Robotics, Speech and Debate, and other state and national learning pursuits. As an outcome of the dedication, hard work and challenging curriculum, 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



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

**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.

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

## MINIMUM GRADUATION REQUIREMENTS

Class of 2020 students are required to earn 23 credits to earn a diploma. With the new state requirements, students in the Class of 2021 and beyond are required to earn 24 credits (See chart below). 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

Subject	State	District	RAHS (Class of 2020)	RAHS (Class of 2021 and beyond)	University admission
English	Please visit <a href="http://www.k12.wa.us/GraduationRequirements/">http://www.k12.wa.us/GraduationRequirements/</a> for the current graduation requirements	4.0	4.0	4.0	4.0
Math		3.0	3.0 (through Alg 2)	3.0 (through Alg 2)	3.0 (w/o gaps)
Science		2.0	3.0 (1.0 labs)	3.0 (2.0 labs)	3.0
Social Studies		3.0	3.0	3.0	3.0
World Language		0.0	2.0 (in same lang)	2.0 (in same lang)	2.0 (in same lang)
Fine Arts		1.0	1.0	2.0	1.0
Fitness / Health		2.0 (1.5 PE* + 0.5 Health)	2.0 (1.5 PE* + 0.5 Health)	2.0 (1.5 PE* + 0.5 Health)	0.0
Career / Tech Ed		1.0	1.0	1.0	0.0
Electives		7.5	4.0	4.0	5.5 (min 1 academic)
Totals		23.5	23.0 through the class of 2020	24.0 Class of 2021 and beyond	

\* P.E. Credit must be earned on your own time by participating in a team sport or completing an approved Physical Education Equivalency Contract. Equivalency Contracts must be approved by your Advisor BEFORE starting your physical education program. Contract Pre-Approval forms are available in the appendix of the student handbook or from your advisor or counselor. Students may submit a maximum of 1.0 credit per year in Equivalency Contracts, and cannot exceed the total graduation requirement for Physical Education on contracts.

## 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 F grades in courses at Raisbeck Aviation High School. There are no + or – values added to grades.

## 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 another person's work or ideas are presented as your own. Plagiarism is a serious academic offense, and typically results in expulsion at the college level. Other forms of cheating, such as sharing or using assignment or assessment 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 by teachers and administration.

## 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 for every Monday and Thursday, allowing time for you to build community, investigate colleges and careers, pursue grade-level advisory goals, and conference with your advisor.

Students who are actively earning PE and/or Fine Arts credits through Equivalency Contracts must have their contract approved by their advisor before and after completing their activity.

## 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 2019-2020 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.

The Museum is an extension of Raisbeck Aviation High School, 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.

See Appendix E for The Museum of Flight Visitor Guidelines.

## 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 <http://www.k12.wa.us/ALD/Providers/ApprovedProviders.aspx>.

Many RAHS students elect to take health online through BYU – details are available at <https://is.byu.edu/catalog/HLTH-041-S005>. You can earn the required 0.5 health credit through this course. The course fee is approximately \$150.00.

If you elect the online option, you must confirm with Ms. Carper 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 Ms. Carper.

## 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) classes or athletic teams, although we do have an after-school Ultimate Frisbee team, led by parent and volunteer staff. Physical Education credits are earned outside the school day and should be completed by the by the end of your junior year at RAHS. Doing so will free up your 12<sup>th</sup> grade year for college-level coursework, internships, senior project, and other opportunities.

There are two routes to choose from to earn your PE credit: an Equivalency Contract or Directed Athletics.

A Physical Education **Equivalency Contract** is a structured independent study, conducted under appropriate and approved adult supervision. See Appendix D for the contract pre-approval form, and consult with your advisor to develop an appropriate contract plan.

Students who choose a reduced schedule (5 or fewer classes) in order to participate in a sport at their home high school may earn 0.5 PE credit by completing the **Directed Athletics** course online. All other students must use the PE Contract described above to earn the credit.

Students who qualify for Directed Athletics must be registered for one period of Early Release, and enroll in the Directed Athletics course through the RAHS Athletic Coordinator (Mr. Savishinsky) for the appropriate semester, as follows:

**Fall Season:** 1<sup>st</sup> semester early release, 1<sup>st</sup> semester Directed Athletics online

**Winter Season:** 1<sup>st</sup> and 2<sup>nd</sup> semester early release, 2<sup>nd</sup> semester Directed Athletics online

**Spring Season:** 2<sup>nd</sup> semester early release, 2<sup>nd</sup> semester Directed Athletics online

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.

Before and after the sports season, student athletes may not remain unsupervised on the RAHS campus during 6<sup>th</sup> period. Students are expected to make transportation arrangements and leave campus at the end of 5<sup>th</sup> period prior to and following their sports season.

## EARNING FINE ARTS CREDIT

Raisbeck Aviation High School offers multiple routes to obtain a fine arts credit. In RAHS courses, students earn the requirement in one-half credit increments. The courses that provide the half credit include Photojournalism, one semester of Yearbook (Publishing 2), and one semester of Engineering Design (CAD).

Students also have the option to complete an art credit with a Fine Arts Equivalency Contract. A Fine Arts Equivalency Contract is a structured independent study, conducted under appropriate and approved adult supervision. See Appendix E for the contract pre-approval form, and consult with your advisor to develop an appropriate contract plan.

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.

## 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. Students considering PPR options must meet with Ms. Carper to make appropriate arrangements.



## **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 CONTRACTS**

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.

Students and families must read, sign and submit the RAHS Technology Contract to use Highline School District network and technology. Violation(s) of the technology contract 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.

RAHS provides a technology-rich learning environment. To maintain this environment, students pay a \$85.00 technology fee. If paying this fee is a hardship to your family, please talk with our counselor or an administrator.

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.

*Parents do have the option to opt-out or decline access to all technology resources by completing the Electronic Resources Use Permission Form 2022F. 2022P and 2022F are located at <http://highlineschools.org> in the School Board Policies or Technology Department sections.*

## **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. 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 key pad. 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.

RAHS students begin with a \$20 credit applied to their account paid through the technology fee. The student incurs the cost of each click charge— \$.00949 for black and white copies and \$.049 for color documents, and the paper cost, \$.01 per sheet.

Once a student's balance falls below \$.02, their print/copy account is disabled. Payment of an additional \$10 fee reactivates a student's account. There are no refunds for unused balances. Excess use - more than one additional \$10 charge - automatically disables the student's print/copy account for the remainder of the school year. Prudent use of the print/copy station machines is expected. In the event of a broken or jammed machine, students should notify a staff member 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.

## 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 11<sup>th</sup> and 12<sup>th</sup> 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.

## **EMERGENCY PROCEDURES**

It is imperative that you know and follow emergency procedures, e.g., fire evacuation, lockdown, earthquake, etc. There may also be adverse weather or other unknown situations that could require emergency protocols. Your instructors will review the 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, Ms. Carper, or a trusted staff member if you have questions or concerns, or if you need help or services.

## **HARASSMENT, INTIMIDATION AND BULLYING**

As part of our commitment to a safe and positive learning community, Raisbeck Aviation High School adheres to all district, state and federal policies concerning harassment, intimidation, and bullying. These behaviors will not be tolerated at RAHS, and will be addressed in accordance with appropriate disciplinary policies and procedures. Students should report incidents of harassment, intimidation or bullying to a staff member as promptly as possible.

## **TELEPHONES, CELL PHONES, AND OTHER ELECTRONIC DEVICES**

Telephones are in the school for business purposes and emergencies only. Please ask for the permission of an instructor, administrator, or office support person to use a school phone. Cell phones and other electronic devices must not interrupt the learning process; use them only with express permission of your instructor. Cell phones may be used before school, during passing periods, during lunch, after school, or with permission of your instructor. Cell phones, hot spots, and other digital devices may not be used during bathroom breaks.

Students must secure permission of an instructor prior to capturing video/photo images 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 videos to third-party sites, 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 of students are not permitted on campus during lunch or after school 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, the 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 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 three 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. We cannot keep talented and highly qualified staff; we cannot offer unique field trips and extended learning experiences; we cannot provide lab equipment, supplies, etc. if we do not retain 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.

We require an exit interview with the student and parents of any student who is contemplating leaving the RAHS community. Please note that we do not honor Requests for Student Records from other schools if we have not been made aware of students who are considering leaving our community.

# SCHOOL SCHEDULE & CALENDAR

Friday afternoons are designated by the district as time for staff to collaborate on school and district-level initiatives. On these days, students will be dismissed at 2:00 p.m. A typical weekly schedule is shown below.

Mon & Tues: 6-period day	
8:00 – 8:50	<b>Period 0</b>
9:00 – 10:00	<b>Period 1</b>
10:05 – 11:00	<b>Period 2</b>
11:05 – 12:00	<b>Period 3</b>
12:00 – 12:30	<b>Lunch</b>
12:35 – 1:30	<b>Period 4</b>
1:35 – 2:30	<b>Period 5</b>
2:35 – 3:30	<b>Period 6</b>

Wed: A block	
8:00 – 8:50	<b>Period 0</b>
9:00 – 10:45	<b>Period 1</b>
10:45 – 12:30	<b>Period 3</b>
12:30 – 1:15	<b>Lunch</b>
1:15 – 2:55	<b>Period 5</b>
3:00 – 3:30	<b>Advisory</b>

Thurs: B block	
8:00 – 8:50	<b>Period 0</b>
9:00 – 10:45	<b>Period 2</b>
10:45 – 12:30	<b>Period 4</b>
12:30 – 1:15	<b>Lunch</b>
1:15 – 2:55	<b>Period 6</b>
3:00 – 3:30	<b>Advisory</b>

Friday	
8:00 – 8:50	<b>Period 0</b>
9:00 – 9:40	<b>Period 1</b>
9:45 – 10:25	<b>Period 2</b>
10:30 – 11:10	<b>Period 3</b>
11:15 – 11:55	<b>Period 4</b>
12:00 – 12:30	<b>Lunch</b>
12:35 – 1:15	<b>Period 5</b>
1:20 -- 2:00	<b>Period 6</b>

Extended Assembly Schedule	
8:00 - 8:50	<b>Period 0</b>
9:00 - 9:45	<b>Period 1</b>
9:50 - 10:35	<b>Period 2</b>
10:40 - 11:25	<b>Period 3</b>
11:30 - 12:15	<b>Period 4</b>
12:15 - 12:45	<b>Lunch</b>
12:50 - 12:55	<b>Period 5</b>
1:00 - 2:00	<b>Assembly</b>
2:05 - 2:45	<b>Period 5</b>
2:50 - 3:30	<b>Period 6</b>
6:00 - 7:00	<b>Period 8</b>
7:00 - 8:00	<b>Period 9</b>

Regular Afternoon Assembly	
8:00 - 8:50	<b>Period 0</b>
9:00 - 9:45	<b>Period 1</b>
9:50 - 10:35	<b>Period 2</b>
10:40 - 11:25	<b>Period 3</b>
11:30 - 12:15	<b>Period 4</b>
12:15 - 12:45	<b>Lunch</b>
12:50 - 1:00	<b>Period 5</b>
1:05 - 1:50	<b>Assembly</b>
1:55 - 2:40	<b>Period 5</b>
2:45 - 3:30	<b>Period 6</b>
6:00 - 7:00	<b>Period 8</b>
7:00 - 8:00	<b>Period 9</b>

Last day	
8:30 – 9:30	<b>Pancake Breakfast</b>
9:35 – 9:55	<b>Period 1</b>
10:00 – 10:20	<b>Period 2</b>
10:25 – 10:45	<b>Period 3</b>
10:50 – 11:10	<b>Period 4</b>
11:15 – 11:35	<b>Period 5</b>
11:40 – 12:00	<b>Period 6</b>

Please visit <https://rahs.highlineschools.org/> to see the school calendar

# Raisbeck Aviation High School Attendance Policy

## Attendance line: 206-631-7217

### Daily absences:

District attendance policy allows absences to 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

Please note that parent contact is required even when a student turns 18. Whether you call, email, or send a note, 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 if it is passing period**). A parent or doctor note or a PARENT phone call must be received to excuse any late arrival.

### 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**.

**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 vacations including days added before and after holidays will be recorded as unexcused**. Teachers are not required to allow make-up work for unexcused absences.

If you or your parents do not contact the school 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. Pre-arranged absence 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). Since you are responsible for all assignments during your absence, be sure to conference with each instructor 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 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.

**Note to seniors:** Seniors who choose to participate in “skip day” will be required to attend school at the end of the year on a day when their school-going peers are excused. Students who fail to attend the mandatory make-up day will not be allowed to walk in the graduation ceremony. If there is any day in the year that has a high frequency of senior absences, the only excused absences will be those for which a doctor note is provided. Calls to excuse for illness or appointments will not be accepted under these circumstances.

## **TARDY POLICY**

In addition to attending all of your classes on a regular basis, you must ensure that you arrive to class on time. Instruction begins when class begins. Students with three unexcused tardies per semester in any class period are subject to a consequence from the teacher. Further tardies will be subject to progressive discipline.

It is the student's responsibility for obtaining a note excusing his/her 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 2<sup>nd</sup> 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 only allowed with the teachers’ consent and presence in the room.

## 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 be transported the remainder of the way via HSD buses,
- 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. For the 2019-2020 school year, the parking fee is \$30.00.
2. Students may 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 driving on school grounds.
4. Juniors and seniors in good standing may go off-campus for lunch with a signed parent approval form and a history of punctual returns. Students who are repeatedly late to their afternoon classes will lose this privilege.
5. Students shall play music at a reasonable level.
6. 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.**
7. Students applying for and receiving parking permits must understand their responsibility in upholding these policies.
8. Students are responsible for notifying the school if they change cars during the school year and for having the vehicle properly registered.

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.

### **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
- 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, 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

**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 dress standard. Exceptions may be made for special occasions such as spirit weeks or other school-sanctioned events.

### **Compliance and Discipline**

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



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

## Raisbeck Aviation High School: Dress Standard Signature Page

Return this signed and dated form to your Advisor

I have read and understand the Raisbeck Aviation High School dress standard. I agree to comply with the RAHS dress standard and with the consequences of non-compliance as outlined in the RAHS Student Handbook.

\_\_\_\_\_  
Printed Parent / Legal Guardian Name

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Parent / Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### 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. Acts of misconduct 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 School District's ["Responsibilities and Rights for Students, Parents, and School Personnel."](#) This booklet will be distributed to all students and is also available on the Highline Public Schools' website. Students will review this booklet in their advisory and sign a statement confirming that they have reviewed the booklet and understand its contents.

## Appendix A

# Technology Contract

### 2019-2020

**Student Name (print)** \_\_\_\_\_

Please return the completed contract to RAHS with the District User Agreement on or before the first day of school.

#### **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. Given that Raisbeck Aviation High School is an educational institution, 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.

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 hardware and software are in working order. Such hardware includes but is not limited to laptops/desktops and all external pieces of equipment (such as power cords, dongles, and external drives). Such software includes any software used for school or academic purposes, whether loaded onto students' computers or maintained in another format (such as floppy disks, CDs, or other retrieval systems).

1. The level of computer technology provided by RAHS is excellent. For this reason and because secure data backups and network resources are provided to the students on the RAHS network, the exclusive use of RAHS equipment is suggested and preferred at RAHS. Because of the unique nature of RAHS, however, personal laptops and other devices will be allowed at RAHS.
2. All personal laptops, associated equipment, disks, and CDs for class use must be clearly labeled with the student's name.
3. Since all students should have working equipment at all times, there should be no need for students to lend equipment to others. In the rare instance when there is a legitimate need to borrow or lend equipment, borrowing requires explicit consent of the lender (otherwise "borrowing" is stealing).
4. Students are responsible for the security of their own laptops and laptop equipment at all times. **At all times students MUST** use their padded cases, and no laptop should ever be left unattended. Since personal laptops are the personal property of students and their families, the school is not responsible for theft. Families are strongly encouraged to purchase insurance against loss or theft.
5. The technology department is not responsible for restoring or backing-up students' personal files, software, or data from personal devices.
6. Students are required to maintain back-up copies of their work on personal devices. Failing to have a back-up is not an acceptable reason for failure to turn in assigned work.
7. Students who will be bringing in their own laptop will be able to use it where appropriate; however they will not be able to access the Internet or the RAHS network (including printers) with it.

**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.
2. Deliberate distribution or use of virus and Trojan horse software or behavior that could reasonably be expected to open the network to such software.
3. Denial, restriction, or monitoring of network access by other users.
4. Accessing, in any way whatever, another person's (or the school's) computer without authorization, or using another person's password or account, or sharing your own.
5. Leaving your session open or unattended (users ARE responsible for all activity on their accounts)
6. Viewing, downloading, and distribution of pornography or other objectionable materials.
7. Deliberate overload of the servers, routers, and/or network bandwidth.
8. Unauthorized reconfiguration of ANY networked device.
9. Misuse of printing facilities (such as massive print jobs, using the printers as copiers, or for non-school related print jobs, etc.)
10. Use of school network and computing services as a commercial platform.
11. The Raisbeck Aviation High School network constitutes public property and may not be used to support or oppose political candidates, initiatives, ballot measures or for lobbying activities
12. Use of school network and computing services to violate copyright laws (for example, ripped music and video files).
13. Use of email, social media, or other online platforms, to or from the Raisbeck Aviation High School network, to harass others.
14. Filtering services are in use on all computers with access to the internet. The filtering service must be active on any computer being used by a student.
15. The Raisbeck Aviation High School Network is the property of the Highline School District and the District reserves the right to monitor any users 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 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 screens when the teacher asks for all screens to be closed.
  - b. Students must not use games during class or other academic activity, including study hall unless expressly permitted by the instructor or staff member in charge of the lab or classroom.
  - c. Students must follow teacher directions for when it is appropriate or inappropriate to connect to the network or to use the internet.
  - d. Students must never be on a chat room, using instant messaging, or playing unauthorized computer games during class.
3. Students are always responsible for the work assigned. 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. Instances of inappropriate technology use will result in loss of internet privileges or even loss of computer privileges (often for two weeks) at the discretion of RAHS administration.
2. 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.
3. If there are more than two warnings, the student will be referred for recommendations on further consequences.
4. 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.
5. 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.
6. **More serious violations (such as inappropriate network use during an exam) will be dealt with immediately by the RAHS administration.**
7. **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.**

I have read all portions of this document. I understand and agree to its content:

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Student Signature

---

Parent Signature

---

Date

## APPENDIX B

### RAISBECK AVIATION HIGH SCHOOL

#### Staff Directory 2019-2020

Name	Phone	Position/Title	Email address
<b>Bien-Aime</b> , Dona	206-631-7227	AP Physics I and 2, Digital Electronics	<a href="mailto:Dona.Bienaime@highlineschools.org">Dona.Bienaime@highlineschools.org</a>
<b>Carper</b> , Katie	206-631-7212	Counselor	<a href="mailto:Katie.Carper@highlineschools.org">Katie.Carper@highlineschools.org</a>
<b>Chapman</b> , Steven	206-631-7213	Pre-Calculus, AP Calculus BC, Unmanned Aerial Systems	<a href="mailto:Steven.Chapman@highlineschools.org">Steven.Chapman@highlineschools.org</a>
<b>Fitzpatrick-Erdmann</b> , Sarah	206-631-7252	Language Art, AP Lang, Leadership/ASB	<a href="mailto:Sarah.Fitzpatrick@highlineschools.org">Sarah.Fitzpatrick@highlineschools.org</a>
<b>Gudor</b> , Michael	206-631-7247	Geometry, Engineering Design	<a href="mailto:Michael.Gudor@highlineschools.org">Michael.Gudor@highlineschools.org</a>
<b>Hiranaka</b> , Theda	206-631-7205	Office Assistant	<a href="mailto:Theda.Hiranaka@highlineschools.org">Theda.Hiranaka@highlineschools.org</a>
<b>Nelson, Stephanie</b>	206-631-7251	Contemporary Global Issues (CGI),	<a href="mailto:Stephanie.Nelson@highlineschools.org">Stephanie.Nelson@highlineschools.org</a>
<b>Joshi</b> , Nik	206-631-7241	AP Calc AB, Flight by Design, Programming, Astronomy	<a href="mailto:Nik.Joshi@highlineschools.org">Nik.Joshi@highlineschools.org</a>
<b>Juarez</b> , Michelle	206-631-7236	AP US History, World History, Yearbook	<a href="mailto:Michelle.Juarez@highlineschools.org">Michelle.Juarez@highlineschools.org</a>
<b>Juhasz</b> , Aniko	206-631-7214	Clinic	<a href="mailto:Aniko.Juhasz@highlineschools.org">Aniko.Juhasz@highlineschools.org</a>
<b>Keithly</b> , Margo	206-631-7206	ASB Bookkeeper	<a href="mailto:Margo.Keithly@highlineschools.org">Margo.Keithly@highlineschools.org</a>
<b>LaPlant</b> , Riel	206-631-7257	Biology, Health	<a href="mailto:Riel.Laplant@highlineschools.org">Riel.Laplant@highlineschools.org</a>
<b>Lucksinger</b> , Rose	206-631-7233	Assistant Cook	<a href="mailto:Rose.Lucksinger@highlineschools.org">Rose.Lucksinger@highlineschools.org</a>
<b>Mannion</b> , Brandyn	206-631-7255	Chemistry, AP Chemistry, Science Olympiad	<a href="mailto:Brandyn.Mannion@highlineschools.org">Brandyn.Mannion@highlineschools.org</a>
<b>Marshalla</b> , Ramana	206-631-7243	Spanish 2, 3 & AP Spanish	<a href="mailto:Ramana.Marshalla@highlineschools.org">Ramana.Marshalla@highlineschools.org</a>
<b>McComb</b> , Scott	206-631-7238	Physical Science & Physics of Flight, Aerospace Engineering, Science Olympiad	<a href="mailto:Scott.Mccomb@highlineschools.org">Scott.Mccomb@highlineschools.org</a>
<b>McGuire</b> , Trish	206-631-7203	Office Manager	<a href="mailto:Trish.McGuire@highlineschools.org">Trish.McGuire@highlineschools.org</a>
<b>McLaughlin</b> , Anthony	206-631-7207	Blended Technologist	<a href="mailto:Anthony.McLaughlin@highlineschools.org">Anthony.McLaughlin@highlineschools.org</a>
<b>Meboe</b> , Diane	206-631-7284	Special Education	<a href="mailto:Diane.Meboe@highlineschools.org">Diane.Meboe@highlineschools.org</a>
<b>Mullis</b> , Bruce	206-631-7224	School Custodian	<a href="mailto:Bruce.Mullis@highlineschools.org">Bruce.Mullis@highlineschools.org</a>
<b>Nakashima</b> , Carla	206-631-7233	Head Cook	<a href="mailto:Carla.Nakashima@highlineschools.org">Carla.Nakashima@highlineschools.org</a>
<b>Stephanie Nelson</b>	206-631-7251	CGI, Social Studies	
<b>Novelo</b> , Jay	206-631-7253	World History, Civics & Photo Journalism	<a href="mailto:Jay.Novelo@highlineschools.org">Jay.Novelo@highlineschools.org</a>
<b>Nurzhanov</b> , Nuka	206-631-7235	Aviation English, 9	<a href="mailto:Nuka.Nurzhanov@highlineschools.org">Nuka.Nurzhanov@highlineschools.org</a>
<b>Olsen</b> , Renee	206-631-7235	Aviation Careers	<a href="mailto:Renee.Olsen@highlineschools.org">Renee.Olsen@highlineschools.org</a>
<b>Savishinsky</b> , Jacob	206-631-7202	Dean of Students	<a href="mailto:Jacob.Savishinsky@highlineschools.org">Jacob.Savishinsky@highlineschools.org</a>
<b>St. Clair</b> , Cori	206-631-7244	Spanish I & 2	<a href="mailto:Cori.St.Clair@highlineschools.org">Cori.St.Clair@highlineschools.org</a>
<b>Stavoe</b> , Dave	206-631-7245	Algebra I & 2	<a href="mailto:Dave.Stavoe@highlineschools.org">Dave.Stavoe@highlineschools.org</a>
<b>Storer</b> , Wayne	206-631-7242	Language Arts 10, AP Lit	<a href="mailto:Wayne.Storer@highlineschools.org">Wayne.Storer@highlineschools.org</a>
<b>Tipton</b> , Therese	206-631-7201	Principal	<a href="mailto:Therese.Tipton@highlineschools.org">Therese.Tipton@highlineschools.org</a>
<b>Tranholt</b> , Debi	206-631-7211	Registrar	<a href="mailto:Debi.Tranholt@highlineschools.org">Debi.Tranholt@highlineschools.org</a>
<b>Wilson</b> , Karen	206-631-7246	Calculus, Math Analysis, Intro to Robotics	<a href="mailto:Karen.Wilson@highlineschools.org">Karen.Wilson@highlineschools.org</a>
<b>Wombold</b> , Marcie	206-631-7258	US History, World Lit, UW English	<a href="mailto:Marcie.Wombold@highlineschools.org">Marcie.Wombold@highlineschools.org</a>

## APPENDIX C

### 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 that 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 son/daughter's academic progress.** Any make-up work allowed will be completed as requested.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Procedures:**

- Sign and obtain signature from parent/guardian
- Obtain signatures from 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 D**

### **RAISBECK AVIATION HIGH SCHOOL**

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

#### **Lockdown**

1. Upon signal, move to 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 that may fall.
  - 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 head with arms. Hold onto 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 E

### 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.
13. Loitering or the assembly of groups who are not using the Museum for its intended purpose is prohibited.
14. Sleeping or lying down in public areas of the Museum is prohibited.
15. Offensive clothing or being attired without a shirt or footwear is prohibited.
16. 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.
17. Using flash photography in flash-restricted areas, video recording of Museum programs, and commercial photography are prohibited unless authorized by the Museum President.
18. The use of any tobacco products while inside the Museum or smoking within 25 feet of any entrance, exit or elevator is prohibited.
19. Littering on Museum property is prohibited.
20. 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.
21. Pets or animals, other than service animals necessary for persons with disabilities, are prohibited inside the Museum unless authorized by the Museum President.
22. 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.
23. 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 18' 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](http://museumofflight.org)





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

## **APPENDIX F STUDENT HANDBOOK SIGNATURE PAGE**

The Student Handbook is stored on our school web site, and is found under the “Our School” tab. All required signature forms are available in the online handbook.

The Student Handbook includes important information about school policies and procedures. While it will be reviewed in class, it is your responsibility to familiarize yourself with the entire document.

Please sign below to indicate that you have received this notice and are able to access the Student Handbook.

Return the bottom portion of this notice to your advisory teacher.

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### **2019-2020 RAHS STUDENT HANDBOOK SIGNATURE FORM**

I have reviewed the 2019-2020 RAHS Student Handbook and agree to adhere to the school policies as outlined within.

Return the signature form to your advisory teacher by **09/16/2019**


\_\_\_\_\_  
Student PRINTED NAME

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian signature

\_\_\_\_\_  
Date

	<p>HIGHLINE SCHOOL DISTRICT ANNUAL CLASSROOM USE AGREEMENT FOR DISTRICT OWNED PORTABLE TECHNOLOGY</p>	<p>Policy No. 2026F<sup>3</sup> Instruction Page 1 of 1</p>
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Site/Program/Department: \_\_\_\_\_ Date (current school year): \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

Value: \_\_\_\_\_ Equipment ID #: \_\_\_\_\_

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.

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

STUDENT SIGNATURE: \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

TEACHER SIGNATURE: \_\_\_\_\_

DATE EQUIPMENT RECEIVED: \_\_\_\_\_

-----  
 I acknowledge the return of the above listed equipment on (date) \_\_\_\_\_


\_\_\_\_\_  
*Teacher/Supervisor Signature*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Principal/Technology Signature*

\_\_\_\_\_  
*Parent/Guardian's Signature*

Highline School District 401  
 Adopted: 10.14

	<b>HIGHLINE SCHOOL DISTRICT REMOVAL/CLASSROOM USE AGREEMENT FOR DISTRICT OWNED PORTABLE TECHNOLOGY</b>	<b>Policy No. 2026F Instruction Page 1 of 1</b>
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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) \_\_\_\_\_.

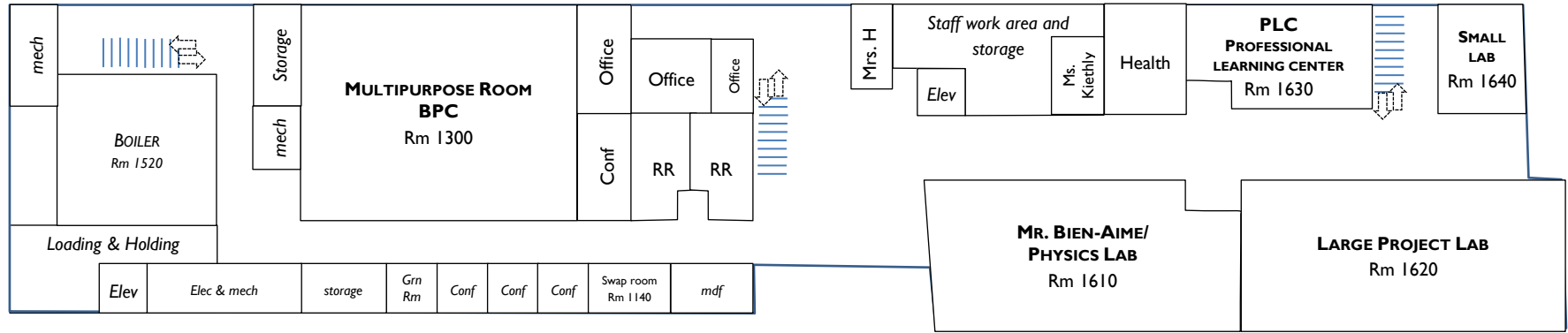
\_\_\_\_\_  
*Principal/Supervisor Signature*

\_\_\_\_\_  
*Parent/Guardian and Student's Signature*

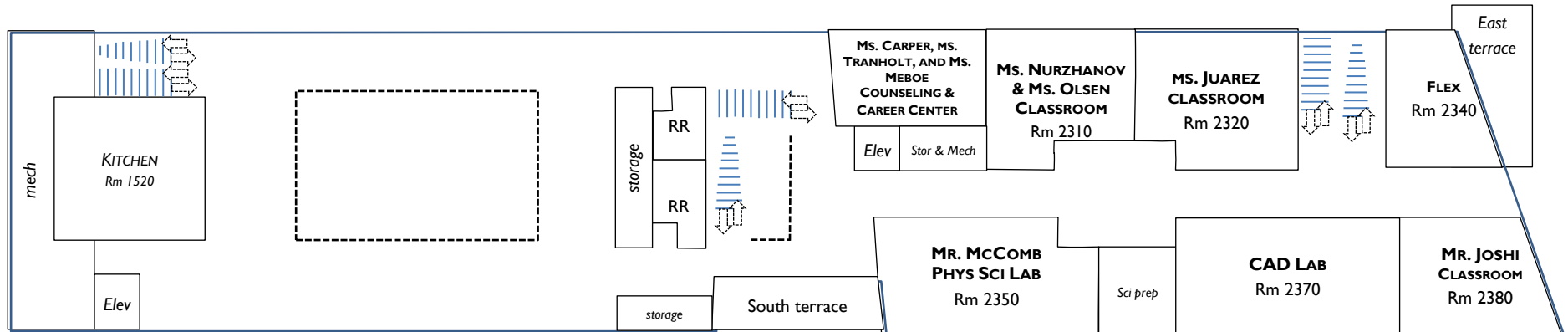
Highline School District 401  
Adopted: 10.14

## Raisbeck Aviation High School Map

1<sup>st</sup> floor



2<sup>nd</sup> floor



3<sup>rd</sup> floor

