



# **STUDENT HANDBOOK**

**2018-2019**

**Revised 7.09.2018**

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

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*The sky is NOT the limit!*

August 20, 2018

Dear Raisbeck Aviation High School Students –

Welcome to the 2018-2019 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*

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 2019 and 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 2018-2020)	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)
<b>Totals</b>			<b>23.5</b>	<b>23.0</b> through the class of 2020	<b>24.0</b> Class of 2021 and beyond

\* P.E. Credit will be earned on your own time by participating in a team sport, taking martial arts or another physically demanding class, or following a regular hiking, walking, running, or other training/workout regimen of your choice. To earn PE credit, you will need to complete a PE contract BEFORE starting your physical education program. You may find a contract in the appendix of the student handbook or obtain one from your advisor or counselor. Students cannot exceed the graduation requirement on contracts (for instance submitting more than 1.5 PE 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.

## ADVISORY

The advisory program at RAHS is an opportunity for students to build community and to explicitly investigate college and career options. Students earn one-half credit per year 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 Wednesday and Thursday allowing time for you to investigate colleges and careers, complete grade-level advisory outcomes, or have a one-to-one conference with your advisor.

Students who are actively earning PE credits through an A.L.E. (Alternative Learning Experience) will conference with their advisor each Wednesday to meet the minimum contact time requirement.

## 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 2018-2019 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 G for The Museum of Flight Visitor Guidelines.

## **EARNING PE AND HEALTH CREDITS- COMPLETE BEFORE THE END OF JUNIOR YEAR**

See Appendix D for the RAHS PE contract.

Raisbeck Aviation High School does not offer Physical Education (PE) classes or athletics teams although we do have an after-school Ultimate Frisbee team, led by parent and volunteer staff. You earn PE credit for legitimate athletic participation and/or an individual fitness program that is preferably monitored by a coach, trainer, or certified instructor. For example, you might participate in a club or intramural sport such as gymnastics, basketball, and soccer, or develop your own structured fitness program such as walking, hiking, bicycling, running, weight-lifting, etc.

All students must earn 1.5 credits in Physical Education and 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 an accredited online program. Information for the fee-based Health class is found 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 are required to notify Ms. Carper via email. Students must schedule their final online Health exam at least three weeks in advance with Ms. Carper.**

Physical Education credits are earned outside the school day and its preferred to 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, and your senior project.

Student progress toward meeting PE requirements will be monitored for completion by the designated staff member: Mr. Savishinsky. When your contract and reflection have been submitted and approved, your credits will be recorded on your transcript. **Students who submit their completed contracts after May 1<sup>st</sup>, will not see the credit posted on their second semester transcript. To avoid a delay in reporting, turn in the contract prior to May 1<sup>st</sup>.** The transcript will display PE credits as a non-graded class. Meeting the required timeline as outlined above increases your assurance of graduating from Raisbeck Aviation High School on time and eligibility for college admission and scholarships.

There are two routes to choose from to document your PE credit, The Contract or the Alternative Learning Experience, ALE.

### The Contract:

1. Complete section I to get Pre-Approval. This includes typed responses to four questions and required signatures. The identification of a non-parent coach, instructor, guide or support person who will meet with student throughout the accrual of hours for the activity.
2. Maintain an activity log with dates, activity, and number of hours for each session. The log should be compiled on an Excel spreadsheet and include an adult support person signature. The hours should total 75 for 0.5 credit or 150 for 1.0 credit. A total of 225 hours are required by the end of the junior year.
3. After earning the required hours for your contract, complete Section 2, and obtain the required signatures. Lastly, compose a minimum one-page reflection on your physical activity (typed and double-spaced). In detail describe your learning stretch, improvement in fitness level, and lessons gleaned from your adult support person. The reflection must address one of the WA state Fitness Standards (the link to WA Fitness Standards website is included in the contract).
4. Keep a copy of the completed contract, signed confirmed hours and reflection for your files. Turn in your original contract to your advisor.

### Alternative Learning Experience:

Students who are enrolled in five classes and participate in a WIAA (Washington Interscholastic Activities Association) sanctioned sport earn one half of a PE credit for their satisfactory participation. If a student is enrolled in six classes and engaged in a WIAA sanctioned sport, they will use the PE Contract described above to earn the credit.

To earn PE credit through the ALE process, students must pick up an ALE packet in the office and obtain the necessary signatures on the first page. Following the signature completion, they will take the packet to their RAHS advisor. As the sport season is underway, athletes must check in with their advisor on a weekly basis while school is in session. During the weekly check-in, the student athlete will inform the advisor if they are actively participating in the sport and then notify the advisor when the season has ended. Once the season has ended, credit will be awarded on the students' transcript in the subsequent semester.

**Following 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 following their sports season.**

## **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 one semester Aviation Theater, Yearbook (Publishing 2), and one semester of Engineering Design (CAD). Students also have the option to complete an art credit via an alternative learning experience.

## 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, videotapes/cameras, computer hardware and associated software, use of the Internet, etc.

Students must read and agree to an electronic consent form to use the Highline School District network and technology. The first time students log in to the system, they are prompted to read and agree to the condition of the acceptable use policy. Violation(s) of the technology consent form may result in removal, 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 \$80.00 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.

## ACCEPTABLE USE POLICY (AUP)

The AUP will now be delivered electronically to all users. Users will be prompted to accept the AUP after opening a browser. The user's experience will be the following:

### Digital AUP User's Experience

**1st time** – Student/Staff logs in. Starts web session. Gets AUP.

- Accepts - Passes user to destination if they are allowed.
- Close browser - Still have network access but no Internet access until AUP is accepted.

### Subsequent times (same computer)

If AUP was accepted user can get to allowed internet sites without prompting. Up to 90 days (or if AUP policy changes) without changes.

**Subsequent times (different computer). 1st time at machine** - This is just like the 1st time.

- The user will be prompted for the AUP.
- Accepts - Passes user to destination if they are allowed.

- Close browser - Still have network access but no internet access until AUP is accepted.

If a student has no internet access for some reason, they will still receive the AUP when going to allowed test sites (MAPs, HSP, etc).

## Personal Laptop/Tablet

Users will be asked to sign the AUP every time they connect to the network and get a new IP address. Non-district devices may get a new IP address every day; thus causing the end user to accept the AUP each day.

Policies governing the use of technology will now be delivered electronically to all staff and students. Staff and students will be prompted during the login process to accept and agree to abide by the district’s Acceptable Use Policy and Board Policy 2022. When updates to the procedures related to Policy 2022 are revised, users will automatically be prompted to accept the updated procedures.

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 2022E 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 laptop. If a student is not be able to resolve their computer problem within five minutes of class time, or they arrive to school with an inoperable computer, a SWAP Request Ticket must be completed before turning the computer over to the IT office. Students may exchange an inoperable computer before and after school, passing periods, or during lunch. The SWAP Request Tickets are available in each classroom and the IT office. Once a laptop is repaired, the student is notified by email to return the loaner to IT office in exchange for their repaired laptop.

<p><b>SWAP REQUEST TICKET</b></p> <p>Name: _____</p> <p>Date: _____</p> <p>Laptop #: _____</p> <p>Student ID#: _____</p> <p>Grade: _____</p> <p>Problem: _____</p> <p>_____</p> <p>_____</p> <p>Ticket Number: _____</p> <p><i>Backup your files to your S drive before you get a swap!</i></p> <p>Swap HSD# _____</p> <p><i>Do not write below this line (IT use only)</i></p> <p>Date received: _____</p> <p>Comments: _____</p> <p>_____</p> <p>Tech: _____</p>
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## **COPY/PRINT STATIONS**

To print documents, students send the file from their RAHS laptop or network computer to any one of the four print stations located on the second and third floors. Students are assigned print codes and pin numbers in order to activate the machine's print or copy functions. When a student sends a document to a designated printer, the machine holds the document in a print queue until the student manually enters the 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 pin into the key pad to make a copy.

Each student account is monitored for usage that is based upon a click charge and paper cost basis.

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.

For example, a \$10 credit allows a student to print or copy 75 color documents and 285 black and white copies. Many combinations of black and white and color printing are possible with the \$10 credit.

Once a student's balance falls below \$.02, their print/copy account is disabled. Payment of additional \$10 fee reactivates a student's account. There are no refunds for unused balances. Excess use—more than one \$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—because of injury, 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 her designee.
- Phones in *Areas of Refuge*—the phones are dedicated to an emergency line. Do not use the phones unless instructed to do so or an unplanned emergency condition arises.

## **BREAKFAST AND LUNCH IN THE COMMONS**

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 the classrooms are Teachers' discretion and only permissible with Teachers' consent.

## **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 F) 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.

## **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.

### **1<sup>st</sup> offense-item is confiscated by staff member**

- Pick up device at the end of the day
- Compose note of apology—added to student's file

### **2<sup>nd</sup> offense-item is confiscated by staff member**

- Parent is contacted and must pick up the device

### **3<sup>rd</sup> offense-item is confiscated by staff member**

- Parent is contacted to pick up device
- In-school suspension

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 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, 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 RAHS 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! You will be on a very fast-paced mission during your high school career to meet or exceed our school goals and your own personal/professional goals. 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.

<b>Mon &amp; Tues: 6-period day</b>	
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>

<b>Wed: A block</b>	
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>

<b>Thurs: B block</b>	
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>

<b>Friday</b>	
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>

<b>Extended Assembly Schedule</b>	
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>

<b>Regular Afternoon Assembly</b>	
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>

<b>Last day</b>	
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 Raisbeck Aviation High School website <http://highline.schoolwires.net/Page/54> 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 completed 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:** (forms may be picked up in the office or printed from the student handbook on the RAHS website) they are signed by teachers, parents, students and submitted to the office for administrative signature.

**Required 2 weeks in advance:** for the following:

- family weddings
- sibling graduations
- religious holidays
- college visits
- \* as soon as date is determined for All day medical/dental appointments
- \* as soon as date is determined for regional or state competitions
- \* as soon as date is determined for court judicial proceedings
- \* as soon as date is determined for memorial/funeral services

**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.

## ATTENDANCE POLICY

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 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—for each class period are subject to a consequence from the teacher. Students who

accrue five unexcused tardies per semester—per class period, 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.

## 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 2018-2019 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.

# Please Read Carefully Updated 5/14/2018 (Sign and Return)

For at home reference, Please refer to the student handbook on the RAHS website.

## DRESS STANDARDS & EXPECTATIONS FOR STUDENT APPEARANCE

The way you dress shows respect for yourself, your peers, the school staff, your mentor, and the numerous organizations and businesses that provide our school financial support and meaningful educational and internship opportunities. At Raisbeck Aviation High School, our stated goals include preparing you for college, citizenship and for the world of work. As a unique school with opportunities to interact with businesses that are not afforded most schools, it is important for you to practice and learn the habits, skills, and attitudes required for success in a high-technology, high-performance workplace. Part of this is dressing as if going to school is like going to work; there is an expectation that your appearance contributes to our professional school culture.

**Monday – Thursday, dress “business casual” or more formal.** At a minimum,

Non-denim pants/slacks (black, navy, khaki, olive) or Black denim in excellent condition (non-faded)	Leggings worn ONLY with a dress/skirt
Skirts/dresses no shorter than 2-3” above knees when you are standing	Button-down/collared shirts/polo’s Sweaters, knit tops and blouses
Plain, <b>solid color</b> non-graphic tee shirts or knit shirts may be worn under an open button-up shirt, blazer or cardigan	All tops must cover midriffs in all positions Sleeveless tops/dresses that meet all other requirements may be worn if shoulder width is not less than 3”.

**Casual Fridays: the following bottom and top apparel including hooded sweatshirts may be worn on Friday; all other dress standards as outlined above apply:**

- Jeans in good repair (free from rips and tears, including with patches under the rips)
- RAHS and WIAA related to school club, team or class, college or university
- Related to internship/aerospace/aviation company
- Professional sport teams (i.e. Seahawks, Mariners, Sounders, Storm, etc.)

**Acceptable outerwear: jackets, sweaters or sweatshirts related to:**

- RAHS/college/university/aerospace/aviation/WIAA
- Plain color crew neck sweatshirts.
- Hooded sweatshirts are allowed only if they include the above themes.

***Students must be in dress code underneath the outerwear.***

**Special Presentation Wear**

- Black/dark color pants/skirt with dress shirt or dress with dark color dress shoes

The office will notify students if Fridays are **NOT** ‘casual’; these will be days when we have special guests on campus, or when you have special presentations.

Should a student arrive at school dressed inappropriately, s/he will be referred to the RAHS office. The student will have the option of borrowing RAHS clothing for the day or arranging for

appropriate clothing to be brought from home. Students will review the dress policy and subsequent violations will result in progressive discipline action.

- First offense: a warning will be issued and changing clothes will be required
- Second offense: serving a lunch detention and submitting a written reflection will be expected
- Third offense: a conference with administration, student, and parent(s) will be scheduled

### **Examples of Unacceptable Dress**

- **Graphics** not related to RAHS/WIAA, college/university, aerospace/aviation, or RAHS internship
- Leggings are not acceptable unless worn with a dress/skirt that is no shorter than 3-4” above the knees
- Torn or frayed clothes, including with a patch underneath
- Sleepwear, sweat pants, or athletic wear, including running tights
- Shorts
- Sagging pants and/or pants worn low enough to reveal underwear
- Apparel that reveals bare midriffs, back, shoulders, chest, or undergarments, including tank tops.
- Spaghetti strap tops
- Short skirts/dresses that fall higher than 3-4” above the knees
- Head apparel – hats, hoods/hoodies, bandanas, do-rags
- Sunglasses (indoors)
- Flip-flops or slippers
- Open-toed shoes in a science lab
- Chains or spiked jewelry
- Camouflage Clothing
- Rompers
- Jeggings
- Clothing relating to alcohol/drugs

**During Spirit Day/Week**, student outfits must be aligned with the Spirit Week themes. Students participating in Spirit Day/Week must abide by the below guidelines:

- No torn or frayed clothing
- No leggings
- No shorts
- No apparel that reveals bare mid-riffs, back, shoulders, chest or undergarments; no tank tops
- No short skirts/dresses that fall higher than 3-4” above the knees
- No clothing that otherwise disrupts the student learning environment (masks, props, etc.)
- No sleepwear, bathrobes or slippers

**AP Testing Days:** Students must comply with casual Friday dress standards: No leggings, No sweats, No pajama bottoms, No shorts.

**“We reserve the right to decide if any apparel is out of dress code”**

**I understand and agree to comply with the RAHS dress code and with the consequences of non-compliance (including wearing clothing from the dress clothes closet for remainder of the day.)**

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

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

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

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

## 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.

### **1<sup>st</sup> discipline offense**

- Formal Warning
- Offense added to student's incident report file

### **2<sup>nd</sup> discipline offense**

- Parent is contacted
- Lunch detention(s).
- Student's Incident Report file is updated with offense.

### **3<sup>rd</sup> discipline offense**

- Parent is contacted.
- Student's Incident Report file is updated with offense.
- In-school suspension/out of school suspension (Administration's discretion)

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

2018-2019

**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 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, to or from the Raisbeck Aviation High School network, to harass others. This includes Hotmail and other email systems.
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

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Parent Signature

---

Date

**APPENDIX B**  
**RAISBECK AVIATION HIGH SCHOOL**  
**Staff Directory 2018-2019**

<b>Name</b>	<b>Phone</b>	<b>Position/Title</b>	<b>Email address</b>
<b>Bien-Aime, Dona</b>	206-631-7227	AP Physics 1 and 2, Digital Electronics	<a href="mailto:Dona.Bienaime@highlineschools.org">Dona.Bienaime@highlineschools.org</a>
<b>Carper, Katie</b>	206-631-7212	Counselor	<a href="mailto:Katie.Carper@highlineschools.org">Katie.Carper@highlineschools.org</a>
<b>Chapman, Steven</b>	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, Sarah</b>	206-631-7252	Language Art, AP Lang, Leadership/ASB	<a href="mailto:Sarah.Fitzpatrick@highlineschools.org">Sarah.Fitzpatrick@highlineschools.org</a>
<b>Gudor, Michael</b>	206-631-7247	Geometry, Engineering Design	<a href="mailto:Michael.Gudor@highlineschools.org">Michael.Gudor@highlineschools.org</a>
<b>Hiranaka, Theda</b>	206-631-7205	Office Assistant	<a href="mailto:Theda.Hiranaka@highlineschools.org">Theda.Hiranaka@highlineschools.org</a>
<b>Hoehne, Troy</b>	206-631-7251	Contemporary Global Issues (CGI), History of Aircraft Design/Aviation Law	<a href="mailto:Troy.Hoehne@highlineschools.org">Troy.Hoehne@highlineschools.org</a>
<b>Joshi, Nik</b>	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, Michelle</b>	206-631-7236	AP US History, World History, Yearbook	<a href="mailto:Michelle.Juarez@highlineschools.org">Michelle.Juarez@highlineschools.org</a>
<b>Juhasz, Aniko</b>	206-631-7214	Clinic	<a href="mailto:Aniko.Juhasz@highlineschools.org">Aniko.Juhasz@highlineschools.org</a>
<b>Keithly, Margo</b>	206-631-7206	ASB Bookkeeper	<a href="mailto:Margo.Keithly@highlineschools.org">Margo.Keithly@highlineschools.org</a>
<b>LaPlant, Riel</b>	206-631-7257	Biology, Health	<a href="mailto:Riel.Laplant@highlineschools.org">Riel.Laplant@highlineschools.org</a>
<b>Lucksinger, Rose</b>	206-631-7233	Assistant Cook	<a href="mailto:Rose.Lucksinger@highlineschools.org">Rose.Lucksinger@highlineschools.org</a>
<b>Mannion, Brandyn</b>	206-631-7255	Chemistry, AP Chemistry, Science Olympiad	<a href="mailto:Brandyn.Mannion@highlineschools.org">Brandyn.Mannion@highlineschools.org</a>
<b>Marshalla, Ramana</b>	206-631-7243	Spanish 2, 3 & AP Spanish	<a href="mailto:Ramana.Marshalla@highlineschools.org">Ramana.Marshalla@highlineschools.org</a>
<b>McComb, Scott</b>	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, Trish</b>	206-631-7203	Office Manager	<a href="mailto:Trish.McGuire@highlineschools.org">Trish.McGuire@highlineschools.org</a>
<b>McLaughlin, Anthony</b>	206-631-7207	Blended Technologist	<a href="mailto:Anthony.McLaughlin@highlineschools.org">Anthony.McLaughlin@highlineschools.org</a>
<b>Meboe, Diane</b>	206-631-7284	Special Education	<a href="mailto:Diane.Meboe@highlineschools.org">Diane.Meboe@highlineschools.org</a>
<b>Mullis, Bruce</b>	206-631-7224	School Custodian	<a href="mailto:Bruce.Mullis@highlineschools.org">Bruce.Mullis@highlineschools.org</a>
<b>Nakashima, Carla</b>	206-631-7233	Head Cook	<a href="mailto:Carla.Nakashima@highlineschools.org">Carla.Nakashima@highlineschools.org</a>
<b>Novelo, Jay</b>	206-631-7253	World History, Civics & Photo Journalism	<a href="mailto:Jay.Novelo@highlineschools.org">Jay.Novelo@highlineschools.org</a>
<b>Nurzhanov, Nuka</b>	206-631-7235	Aviation English, 9	<a href="mailto:Nuka.Nurzhanov@highlineschools.org">Nuka.Nurzhanov@highlineschools.org</a>
<b>Olsen, Renee</b>	206-631-7235	Aviation Careers	<a href="mailto:Renee.Olsen@highlineschools.org">Renee.Olsen@highlineschools.org</a>
<b>Petty, Desmond</b>	206-631-7224	School Custodian	<a href="mailto:Desmond.petty@highlineschools.org">Desmond.petty@highlineschools.org</a>
<b>Savishinsky, Jacob</b>	206-631-7202	Dean of Students	<a href="mailto:Jacob.Savishinsky@highlineschools.org">Jacob.Savishinsky@highlineschools.org</a>
<b>St. Clair, Cori</b>	206-631-7244	Spanish 1 & 2	<a href="mailto:Cori.St.Clair@highlineschools.org">Cori.St.Clair@highlineschools.org</a>
<b>Stavoe, Dave</b>	206-631-7245	Algebra 1 & 2	<a href="mailto:Dave.Stavoe@highlineschools.org">Dave.Stavoe@highlineschools.org</a>
<b>Storer, Wayne</b>	206-631-7242	Language Arts 10, AP Lit	<a href="mailto:Wayne.Storer@highlineschools.org">Wayne.Storer@highlineschools.org</a>
<b>Tipton, Therese</b>	206-631-7201	Principal	<a href="mailto:Therese.Tipton@highlineschools.org">Therese.Tipton@highlineschools.org</a>
<b>Tranholt, Debi</b>	206-631-7211	Registrar	<a href="mailto:Debi.Tranholt@highlineschools.org">Debi.Tranholt@highlineschools.org</a>
<b>Wilson, Karen</b>	206-631-7246	Calculus, Math Analysis, Intro to Robotics	<a href="mailto:Karen.Wilson@highlineschools.org">Karen.Wilson@highlineschools.org</a>
<b>Wombold, Marcie</b>	206-631-7258	US History, World Lit, UW English	<a href="mailto:Marcie.Wombold@highlineschools.org">Marcie.Wombold@highlineschools.org</a>

# RAHS Physical Education Equivalency Contract

Students must have 1.5 PE credits by the start of junior year.

You may earn up to 1.0 credit per contract

Contracts are due by **May 1<sup>st</sup>** to ensure credit appears on the current academic year transcript.

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*The goal of physical education is to develop physically educated individuals who have the knowledge, skills, and confidence to enjoy a lifetime of healthful physical activity.*

— NATIONAL STANDARDS FOR PHYSICAL EDUCATION, 2<sup>ND</sup> ED.

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## COMPLETE CHECKLIST REQUIRED FOR FINAL APPROVAL: (KEEP A COPY FOR YOUR RECORDS)

- Complete Section 1 Pre-Approval: Include all signatures: Attach the 4 typewritten pre-approval responses.
- Complete Activity Log: Include: date, activity, number of hours for each session and total hours; sign it when complete.
- Complete Section 2: Include all signatures for approval and typewritten reflection—minimum one-page length.
- Keep a copy for your files and return the original Pre-Approval, 4 typed pre-approval responses, Approval signature page, Activity Log, and Reflection to the office by **May 1** for credit this school year. Please staple the packet together.

### SECTION I: PRE-APPROVAL

**STUDENT NAME:** \_\_\_\_\_ **CLASS OF:** \_\_\_\_\_

1. I will perform the following physical activity for *a minimum of 10 hours per month* (barring periods of illness/injury) until at least 75 hours (for 0.5 PE credit) or 150 hours (for 1.0 PE credit) have been accumulated:

- Organized team sport: soccer, basketball, football, volleyball, \_\_\_\_\_
- Competitive individual sport: track & field, diving, gymnastics, golf, tennis, \_\_\_\_\_
- Dance class: jazz, tap, hip-hop, modern, ballet, ballroom, folk/ethnic, \_\_\_\_\_
- Martial arts: judo, karate, kendo, Tae Kwan Do, \_\_\_\_\_
- Outdoor recreation: hiking, rock climbing, mountain biking, canoeing/kayaking, skiing, snowboarding, \_\_\_\_\_
- Personal fitness program: weight lifting, aerobics, yoga, lap swimming, walking, jogging, bicycling, \_\_\_\_\_
- Organized Academy Fitness: Civil Air Patrol, JROTC, Sea Cadets \_\_\_\_\_

Please note that refereeing a team sport is not accepted as a Physical Education Equivalency.

2. My current level of expertise with this activity:

1. Novice                      2. Emerging                      3. competent                      4. expert

3. Name of team, organization, or primary venue for activity:

\_\_\_\_\_

4. Adult coach, instructor, guide, or support person who can vouch for my performance:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to me (e.g. coach, etc.): \_\_\_\_\_

**A typewritten response is required for each question below.**

1. Describe why you chose this physical activity and what you anticipate gaining from it (e.g., do you value it for health, enjoyment, challenge, self-expression, social interaction?).
2. Describe the key motor skills and movements needed to perform your chosen activity. Include:
  - (a) What concepts, principles, or strategies do you anticipate finding most challenging to learn, improve, or master?
  - (b) How do you plan to approach this challenge?
3. Describe what responsible and safe personal behavior looks like that respects both yourself and others in the physical setting of your activity (e.g. in relation to equipment, the environment, technique/mechanics, physical readiness, necessary physical and/or emotional support, etc.).
4. How will this activity address one of the Grade Level WA state Fitness Standards? The high school standards may be found at the RAHS website: Students/WA State PE Standards/High School PE Standards

**Attach the responses to this 2-page pre-approval and obtain the below required signatures.**

---

**Required Signatures: -please attach to the typed responses.**

**I understand and accept the terms of this contract:**

\_\_\_\_\_

*Student*

\_\_\_\_\_

*Date*

**I support my child's participation in this activity, have read this contract and accept its terms:**

\_\_\_\_\_

*Parent/Guardian*

\_\_\_\_\_

*Date*

**I have read the above and approve the proposed activity as appropriate for PE-equivalent credit:**

\_\_\_\_\_

*Advisory Staff Member*

\_\_\_\_\_

*Date*

**RAISBECK AVIATION HIGH SCHOOL**  
**Physical Education Equivalency Contract**

**SECTION 2: APPROVAL**

**STUDENT NAME:** \_\_\_\_\_ **CLASS OF:** \_\_\_\_\_

**PART A**

My signature below signifies that I have satisfactorily completed \_\_\_\_\_ hours of the physical activity described in Section I, at a minimum rate of 10 hours per month (barring periods of illness/injury).

My signed activity journal is attached.

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Date*

**PART B**

Signature of adult supervisor below signifies that \_\_\_\_\_

(student name)

has satisfactorily completed, at a minimum rate of 10 hours per month (barring periods of illness/injury).

- at least 75 hours of the physical activity described in Section I
- at least 150 hours of the physical activity described in Section I

\_\_\_\_\_  
*Adult Supervisor*

\_\_\_\_\_  
*Date*

**PART C**

**Attach a one-page reflection on your physical activity (typed and double-spaced). Include what you liked, disliked, gained, and were challenged by and learned as a result of performing this activity. How did this activity address one of the Grade Level WA state Fitness Standards? The high school standards may be found at the RAHS website: Students/WA State PE Standards/High School PE Standards**

**PART D**

Signature of your Advisory staff member below signifies that \_\_\_\_\_

(student name)

has satisfactorily met all requirements for

- 0.5 credit of PE
- 1.0 credit of PE

\_\_\_\_\_  
*Advisory Staff Member*

\_\_\_\_\_  
*Date*

**PART E**

RAHS administrator signature below signifies approval to grant \_\_\_\_\_

(student name)

- 0.5 credit of PE
- 1.0 credit of PE

\_\_\_\_\_  
*Administrator*

# Application for Alternative Learning Experience

## Fine Arts Credit

RAISBECK AVIATION HIGH SCHOOL

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*"...credit towards high school graduation may be granted for school planned learning experiences primarily conducted away from the facilities owned, operated and supervised by the school district....school planned learning experiences such as, but not limited to, travel study, work study, private lessons and education programs may be accepted for credit upon compliance with procedure established by the school district"*  
WAC 180-50-300

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**Contracts are due January 1 for first semester and May 1<sup>st</sup> for second semester.**

### INSTRUCTIONS

- Complete Section 1 (both sides of this sheet); obtain approval signature from a parent/guardian and a pre-approval signature from your Advisor.
- Maintain an activity journal, logging dates and times of each session; sign it when complete.
- Complete Section 2 (obtain signatures of approval and write a one-page reflection).
- Keep a copy for your files and return **both** sections to your advisor by **January 1 for 1<sup>st</sup> semester credit and May 1 for 2<sup>nd</sup> semester credit** for this school year. *Remember to include your activity journal and reflection essay.*
- Your advisor will review your contract and recommend approval to the AHS administration.

### SECTION 1: PRE-APPROVAL

STUDENT NAME: \_\_\_\_\_

CLASS OF: \_\_\_\_\_

5. I will perform the following activity for *a minimum of 10 hours per month* (barring periods of illness/injury) until at least 75 hours (for 0.5 fine art credit) or 150 hours (for 1.0 fine art credit) have been accumulated:

- dance class: i.e., jazz, tap, hip-hop, modern, ballet, ballroom, folk/ethnic
- drama participation: i.e., civic theatre,
- private music lessons: i.e., piano, trumpet, guitar, etc.
- orchestra participation:

Name of team, organization, or primary venue for activity:

\_\_\_\_\_

6. My current level of expertise with this activity:

5. novice                  6. emerging                  7. competent                  8. expert

Adult instructor, guide, or support person who can vouch for my performance or participation:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to me (e.g. coach, parent, etc.): \_\_\_\_\_

The following items derive from the *Application for Alternative Learning Experience* form 2410F1.

The stated reason for seeking this alternative learning activity is to satisfy fine art graduation requirements through the following learning objectives:

- student is able to analyze and interpret works of visual art, dance, theatre, and/or music using arts concepts and vocabulary (1.1)
- student refines and extends their art skills and techniques (1.2)
- student is able to articulate how audience conventions and responsibilities differ according to style and culture (1.4)
- rehearse, adjust and refine an arts performance through evaluation and problem solving (2.2)
- analyze how the deliberate use of artistic elements communicates for a specific reason (3.3)
- analyze how the arts impact economic choices (4.3)
- identify specific attributes of artworks that shape culture and history (4.4)

These learning objectives will be demonstrated through

**I understand and accept the terms of this contract:**

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Date*

**I support my child's participation in this activity, have read this contract and accept its terms:**

\_\_\_\_\_  
*Parent/Guardian*

\_\_\_\_\_  
*Date*

**I have read the above and approve the proposed activity as appropriate for Fine Arts-equivalent credit:**

\_\_\_\_\_  
*Advisory Staff Member*

\_\_\_\_\_  
*Date*

**SECTION 2: APPROVAL**

**STUDENT NAME:** \_\_\_\_\_ **CLASS OF:** \_\_\_\_\_

**PART A**

My signature below signifies that I have satisfactorily completed \_\_\_\_\_ hours of the activity described in Section 1, at a minimum rate of 10 hours per month (barring periods of illness/injury).

**My signed activity journal is attached.** (Please note: credit will not be issued without journal)

\_\_\_\_\_  
*Student* \_\_\_\_\_ *Date*

**PART B**

Signature of adult supervisor below signifies that \_\_\_\_\_  
*(student name)*

has satisfactorily completed, at a minimum rate of 10 hours per month (barring periods of illness/injury):

- at least 75 hours of the activity described in Section 1
- at least 150 hours of the activity described in Section 1

\_\_\_\_\_  
*Adult Supervisor* \_\_\_\_\_ *Date*

**PART C**

Attach a one-page reflection on your activity (typed and double-spaced). Include what you liked, disliked, and learned as a result of performing this activity. (Please note: credit will not be issued without essay)

**PART D**

Signature of your Advisory staff member below signifies that \_\_\_\_\_  
*(student name)*

has satisfactorily met all requirements for

- 0.5 credit of Fine Art credit
- 1.0 credit of Fine Art credit

\_\_\_\_\_  
*Advisory Staff Member* \_\_\_\_\_ *Date*

**PART E**

AHS administrator signature below signifies approval to grant \_\_\_\_\_  
*(student name)*

- 0.5 credit of Fine Art credit
- 1.0 credit of Fine Art credit
- Grade: P

\_\_\_\_\_  
*Administrator* \_\_\_\_\_ *Date*

## 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:

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# 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."

## 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 19' length) may park in designated areas only. No overnight parking is allowed without the approval of Museum Security staff. Unauthorized and improperly parked vehicles are subject to impound.

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

THE MUSEUM OF FLIGHT

9404 East Marginal Way South, Seattle, Washington 98108-4097 | 206.764.5700 | [museumofflight.org](http://museumofflight.org)



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

You can access the 2018-2019 Student Handbook at

<https://www.highlineschools.org/Page/10484>

The Student Handbook is stored on our school web site, and is found under the "Our School" tab.

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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**2018-2019 RAHS STUDENT HANDBOOK SIGNATURE FORM**

I have reviewed the 2018-2019 RAHS Student Handbook and agree to adhere to the school policies as outlined within.

Return the signature form to your advisory teacher by **09/14/2018**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

 <p><b>HIGHLINE</b> PUBLIC SCHOOLS <i>A path to success for every student</i></p>	<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

 <p><b>HIGHLINE</b> PUBLIC SCHOOLS <i>A path to success for every student</i></p>	<p>HIGHLINE SCHOOL DISTRICT REMOVAL/CLASSROOM USE AGREEMENT FOR DISTRICT OWNED PORTABLE TECHNOLOGY</p>	<p>Policy No. 2026F Instruction Page 1 of 1</p>
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School/Program/Department: \_\_\_\_\_ Date (current school year): \_\_\_\_\_

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

Value (Over \$1000.00): \$ \_\_\_\_\_ Value (Under \$1000.00): \$ \_\_\_\_\_

Equipment Tag ID #: \_\_\_\_\_ Equipment Serial #: \_\_\_\_\_

Device going home?  Yes  No

Purpose of Use: \_\_\_\_\_

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

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

**ACCEPTABLE AGREEMENT**

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

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

*“I acknowledge that I have read Policy 2026.”*

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

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

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

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

PARENT SIGNATURE: \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

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

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

PRINCIPAL/SUPERVISOR SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

TECHNOLOGY DESIGNEE SIGNATURE (opt): \_\_\_\_\_ Date \_\_\_\_\_

-----

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

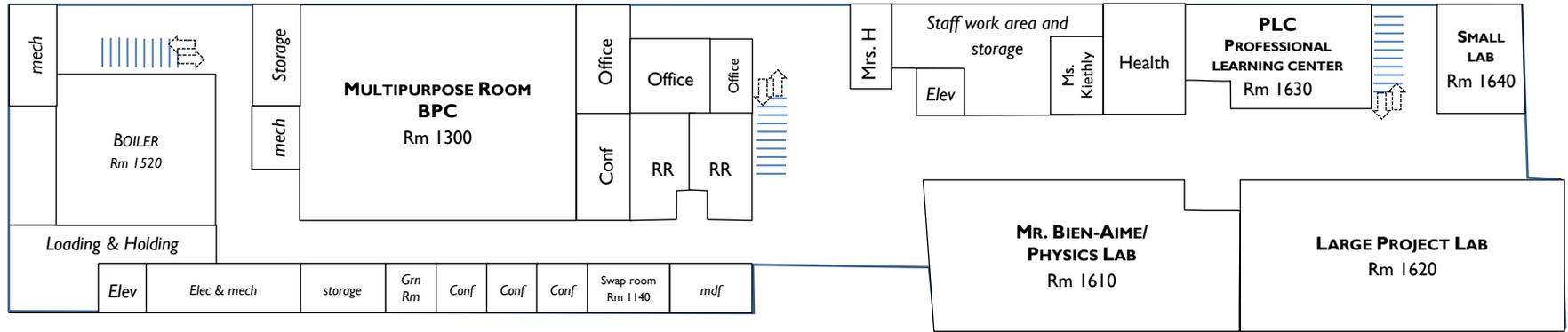
\_\_\_\_\_  
*Principal/Supervisor Signature*

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

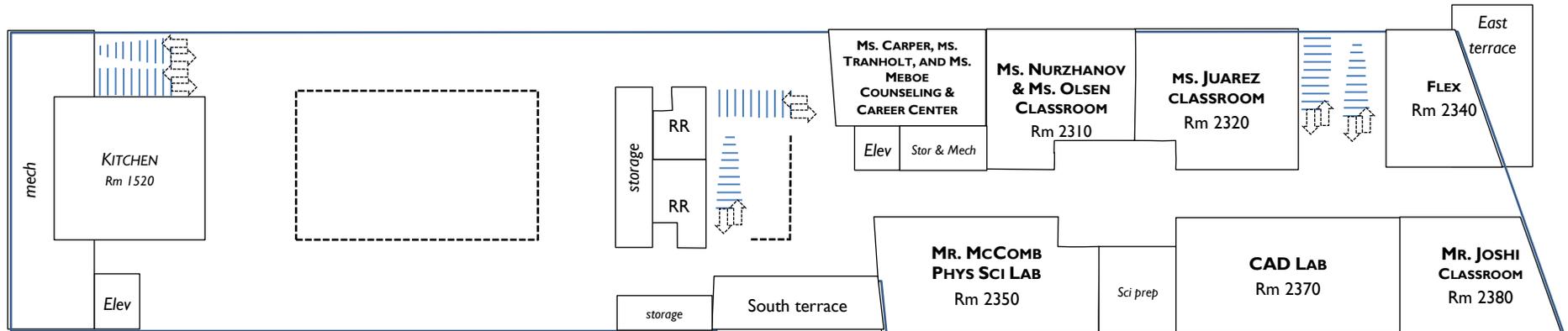
Highline School District 401  
Adopted: 10.14

# Raisbeck Aviation High School Map

1<sup>st</sup> FLOOR



2<sup>nd</sup> FLOOR



3<sup>rd</sup> FLOOR

