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## Appendix:

- AHS Honor Code & Plagiarism
- School Dance/Prom Guest Registration Form
- FERPA Notice
- SOL Information & Student Impact
- Technology Programs
- Positive Behavior Interventions & Support (PBIS)
- SAP Parent Notification
- Bell Schedules
- Medication Permission Form
GREETINGS FROM THE PRINCIPAL

On behalf of the entire faculty and staff, welcome to Auburn High School! The 2019-20 school year will be an exciting year at Auburn High School.

We hope that everyone has had a relaxing and enjoyable summer, and are now returning to school refreshed and ready to face new challenges. When you return, you will notice just a few new things for the new school year. We will be welcoming several other new staff members to AHS: Elizabeth Sullivan (School Counselor), John Wiatrowski (Tech Ed), Meghan Dove (Ag Ed, Welding), Matthew Wright (Corps of Cadets), Diana Hale (Art), Sharon Cumbee (Nurse), Ashley Oliver (Special Ed Aide).

We will continue to offer all of the many different courses and programs that have been introduced in recent years - College Zone (AP and Dual Enrollment Courses), a Virtual Ed Lab, our Take A Stand school-wide Anti-Bullying campaign, a Student Assistance Programming Team (SAPT), Project AIM to help students recover course credits and graduate on time, a comprehensive "Commitment to Graduate" (C2G) campaign in grades K-12 to ensure that all students graduate in 4 years, and our "Ninth Grade Team" to provide support for all incoming freshmen.


The purpose of this handbook is to provide you with useful information about AHS and the operation of our school. Students and their parents/guardians should take time to read this handbook together. Understanding our policies and procedures will help us to keep our school running smoothly. You will see just a few changes in some of the policies and practices contained in this year's handbook. The complete 2019-20 AHS Student/Parent Handbook is available on our website. Print copies of the 2019-20 Handbook will be made available upon request.

Along with many of the rules in this handbook, we have included our rationale for having them. We hope this helps everyone to better understand what we believe are sound reasons for the rules that are in place at AHS. You will also notice a number of privileges for students. I trust that our students will continue to demonstrate their maturity and independence by using their freedom and responsibility wisely.

As a faculty, we believe that rules do not inherently jeopardize the positive environment and “culture” at our school. The manner in which rules are enforced is what makes the difference. We promise to apply common sense, reasonableness, and the "spirit of the rule" in the application of all rules and policies. The faculty and administration are also committed to balancing fairness, equity, and consistency while allowing for individual circumstances in the enforcement of consequences for violations of rules/policies. We are fortunate to have a small school where we enjoy a strong sense of community and a close relationship between faculty and students. We rely on this relationship when we must address students regarding misconduct and violations of rules, and strive to do so in a mutually respectful and positive manner.

Students and their parents/guardians are always welcomed to discuss concerns, questions, suggestions, and their ideas with me. I hope that everyone will take advantage of this sincere offer so that we can make our school comfortable for everyone. I look forward to working with those of you who are interested in continually improving our school.

At AHS, we enjoy a safe environment, a dedicated teaching and support staff, a strong school spirit, and pride in our sports teams. Parents/Guardians have every reason to be very proud of the polite, mature, and respectful manner in which their children conduct themselves at school as well as their accomplishments. “Eagle Pride" is truly pervasive in all that goes on at our school. I am proud to be associated with the AHS staff and students as well as the Riner community.

A new school year provides each of us with the opportunity to have a fresh start. I trust you will resolve to help to maintain Auburn High as the very best school. The entire faculty and staff are available to assist you in whatever way we can. Please do not hesitate to call on us whenever you need help.

We are excited to begin another school year at AHS and hope that everyone has a great year.
Auburn High School
Faculty & Staff
2019-2020

Administration
Chris Stewart, Principal
Keith Palmer, Assistant Principal
Paul Dominy, Athletic Director
Becky Partin, Administrative Assistant
Sandy Downard, Bookkeeper

School Counseling
Kayla Sutherland, School Counselor
Elizabeth Sullivan, School Counselor
Debbie Martin, Administrative Assistant
Denise Altizer, Testing Coordinator

Language Arts Department
Jerry Sauter (English), Lead Teacher
Carolyn Hash (English)
Ariel Hylton (English)
Matthew Pollard (English)
Stacy Hollandsworth (Reading Specialist)
Shannon McClellan (Spanish)
Marcela Howard (Spanish)

Math Department
Katie Cin, Lead Teacher
Cynthia Sparks
Bethanny White
Judi O’Connor

Social Studies Department
David Hurd, Lead Teacher
Paul Graham
Jennifer Ray

Science Department
Terri Sheppard, Lead Teacher
Rachael Lubitz
Beth Paterson
Rebecca Jaronski

Fine Arts Department
John Sturgill (Chorus) Department Head
Diana Hale (Art),
Michael Hand (Band)

Vocational Department
Kim Smith, Lead Teacher
Margie Gilmer
Ben Kratz
Lisa St. Clair
Meghan Dove
John Wiatrowski
Matthew Wright

HPE Department
Seann Gaynor, Department Head
Cam Akers

Special Education Department
Scott Mikowicz, Lead Teacher
Anita Browning
Ame Martin
Sarah McCall

Virtual Education
Elizabeth Nester

Instructional Assistants
Kathy-Jo Bell (Virtual Ed Lab)
Sabrina Scaggs (ISS/CHOICES)
Pam Fizer (Special Ed)
Lisa Glover (Special Ed)
Melinda King (Special Ed)
Debra O’Dell (Special Ed)
Janice Wildman (Special Ed)
Ashley Oliver (Special Ed)

Cafeteria Staff
Beverly Wimmer, Manager
Marlo Dean
Carol Garlick
Carolyn Reed
Nicole Conner
Teresa Stover

Custodial Staff
Jessie Hinkley, Head Custodian
Diana Easterling
Tony Bennett
Charlie Shepherd
Abbie Mattox
Betty Barker

Other
Tabitha Bagnall, School Psychologist
April Lester, Librarian
Sharon Cumbee, School Nurse
Jason West, School Resource Officer
Paige Walters, SAPT Coordinator
Samantha Cooper, Athletic Trainer
Holly Murden, Career Coach
Petra Gross, School-Based Clinician
Diane Naff, Gifted Resource Teacher
Ada Chrisman, ESL
Ginger Cromer, Instructional Technology
Kami Reece, Math Coach
Julee Farley, STEM/SEAD Coordinator
Montgomery County Public Schools

Engage, Encourage, Empower

Mission

Every student will graduate career and college ready and become productive, responsible citizens.

Vision

We inspire learning by providing a nurturing environment, positive relationships, high expectations, and continuous growth. Montgomery County Public Schools accomplishes our mission and vision through the implementation of the Model for Effective Instruction.

Core Values

Physical safety and emotional well being
Mutual trust and respect
Open communication
Accountability
Engagement and life-long learning
Auburn High School

Potential, Perseverance, Success

Mission

To provide students with opportunities and skills to adapt to future challenges and to reach their maximum potential as lifelong learners.

Beliefs

● All students can learn.
● Student learning, our chief priority, is a shared responsibility of students, teachers, staff, administrators, parents and the community.
● All students should be challenged with clear goals and high expectations.
● A supportive, physically comfortable and safe learning environment promotes student success.
● Students learn in different ways and should be provided with a variety of instructional approaches, learning activities, cross-curricular activities, and assessments to accommodate differences in learning styles and abilities.
● Learning is a lifelong process. School personnel will foster a love of learning so when students complete their education at Auburn High School they will be empowered to pursue their intellectual curiosity.

Guiding Principles

❖ Students demonstrate self-discipline and intellectual curiosity to fully utilize available resources in order to acquire necessary tools for success upon graduation.
❖ A successful education prepares students to become contributing members of their current and future community.
❖ School is a place in which everyone demonstrates respect for self, others, and community.
❖ Student success is optimized by providing a physically and emotionally safe environment, and with the help of the community.
❖ Teachers seek the knowledge necessary to prepare instructional activities that support and encourage each student to reach his/her potential in a safe and nurturing environment.
❖ The community strives to maintain the unique culture of the small school environment while providing opportunities to expand students’ horizons and meet their diverse needs.
❖ Parents are advocates for the full realization of the unique potential of their child by being involved in their child’s home and community life.
❖ Parents are their child’s first teachers, and by their example encourage good citizenship and promote responsibility.
Auburn High School History

The Riner community had its beginning about 1808 when a sawmill was put into operation at the forks of three roads. This intersection of wood paths gave the village its first name, Old Forks. The paths were cleared to form roads centered at the same point; hence, the name was changed to Five Forks, or Five Points. The name Auburn did not appear until the year 1850 when it was the center of the Auburn Magisterial District. Today the name is still used by the schools.

Education in Riner began with governesses who lived in homes. In 1873, the school was located in a one-room schoolhouse (The Weaver building) with one teacher. This log structure became known as the “Auburn Academy.” In 1898, a two-room school was built with contributions from members of the community. By 1912, an addition was constructed, making a four-room school. These buildings were dependent on pot bellied stoves for heat, and water was carried to the room and dispersed by a community dipper. In the early years, many students boarded in local homes while others traveled to the school by covered wagon or on horseback. Transportation by public school bus did not begin until 1920.

The school was upgraded to a state accredited high school during the 1916-17 session. The first graduating class, in 1917, had only four members. The graduates from 1917 through 1923 received their diplomas at Christiansburg High School. The graduating class of 1928 had nine members. Since then, Auburn High School has had the following student enrollment by decade:

<table>
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<tr>
<td>1939</td>
<td>104</td>
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<td>1949</td>
<td>135</td>
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<td>1959</td>
<td>231</td>
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<td>1969</td>
<td>296</td>
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<td>1979</td>
<td>300</td>
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<td>359</td>
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<tr>
<td>2009</td>
<td>432</td>
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<tr>
<td>2019</td>
<td>388</td>
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<tr>
<td>2029</td>
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In 1922, an addition was made to the school building, making a total of six rooms, six teachers, and 158 students. In 1924, the school became an agricultural high school, creating the need for more room. At this time, a new shop, four rooms, and an auditorium were added, a well was dug, and water fountains were installed. There were still no rest rooms, but there were two paths leading to outhouses. The foundations of this twice-expanded building are still present on Five Points Road.

On land purchased from A.O. Salmons, construction of a new AHS began in 1938 with W.P.A. funds, and it has remained the center of the community since that time. In 1941, a log cabin was built on the campus as a community project to serve as a Community Center. A home economics classroom and three more classrooms were completed in 1955. A cafeteria, a science laboratory, three classrooms and two locker rooms were completed during 1963-64. In 1974-75, the old gym was renovated to a library, and the auditorium, gym, and six open classrooms were completed. In 1981, a new industrial arts/agriculture wing and band wing were added, and the old agriculture building was renovated into a choral room. The new facilities served as the Auburn Combined Middle-High School until it was reorganized, with the middle school moving into the previous Riner Elementary School in the 1999-2000 school year.

The reality of building a new Auburn High School began in 2006 when the Montgomery County School Board expressed an interest in addressing facility needs at AHS and AMS. Following a feasibility study in 2007, a Project Initiation Meeting was held in December 2008 for the purpose of establishing project planning steps and a tentative schedule for proceeding. Planning work with architects continued through 2009 and much of 2010 including community meetings to collect community input guiding a master plan for an overall approach to the campus. After months of discussion and collaboration between the School Board and the Board of Supervisors, RRMM Architects made a presentation of their findings and recommendations on September 21, 2010. At their meeting on December 7, 2010, the School Board voted to
move forward with a plan to build a new Auburn High School and to renovate the old AHS building to serve as the new Auburn Middle School.

The new AHS building was designed to fulfill and enhance our school’s mission, core beliefs and the learning process. The architectural style was designed to be characteristic of the region and landscape, and respectful of the original high school. Construction of the new Auburn High School building was completed in time to open for the 2013-14 school year. The new AMS building opened in January 2014.

Beginning in 1911, eleven principals served one to two-year terms until 1926. The following have served as principal since 1926:

- Mr. D.M. Cloyd 1926-1930
- Mr. L. E. Mosley 1930-1946
- Mr. Manual Reynolds 1946-1971
- Mr. Sam Lucas 1972-1977
- Mr. Ralph Erwin, Jr. 1977-1979
- Mr. Daniel H. Surface 1979-1980
- Mr. Michael W. Callahan 1980-1981
- Mr. Robert K. Miller 1981-2001
- Mr. Carl R. Pauli 2001-2017
- Mr. Chris Stewart 2017-Present
FAMILY SUPPORT AND COMMUNICATION
Our goal is for all of our students to enjoy successful school experiences at AHS. We hold high expectations for our students and we welcome the opportunity to work cooperatively with parents/guardians as we maintain quality programs and seek to make needed improvements. The support of family and community is important to school success, and parents/guardians are encouraged to take an active role in their children’s education.

Parents/guardians are invited to participate in school functions, join Eagle Pride, and become members of our school improvement team. Parents/guardians are also encouraged to participate in the variety of opportunities to volunteer in our school. These opportunities are generally coordinated through Eagle Pride, or may be arranged with individual teachers.

Parents/guardians are free to call teachers, school counselors, and administrators to ask questions, share concerns, and make suggestions at any time. They are also encouraged to call or schedule appointments with their child’s teachers to discuss individual student progress or specific student concerns. If a parent/guardian would like to contact an individual teacher, please call the main office and leave a message for the teacher. Please do not call teachers at home. Two weeks have been designated “Parent/Teacher Conference Weeks” on the MCPS calendar. The school will remain open until 7:00 PM one evening during each of these weeks as a way to provide an opportunity for parents/guardians to meet with all of their children’s teachers in one evening.

The school counseling office is also able to coordinate and schedule group conferences with all of a child’s teachers at the request of a student, parent/guardian, teacher, or administrator any time during the school year. Arrangements will be made for a school counselor or an administrator to be present at these conferences to facilitate the meeting. An administrator also will attend those meetings to which he can contribute something, and/or at the request of a teacher or parent/guardian. Please call the school counseling office to request group conferences.

If a student or parent/guardian has a concern about a school policy or an employee, they are encouraged to contact the person with whom they have a complaint to discuss the problem as quickly as possible. If either person feels the need to include a third party, or they are unable to resolve the problem, they should feel free to contact an administrator.

ELECTRONIC COMMUNICATION
Each AHS staff member has an email address. Email addresses, along with other useful information related to school activities, may be found on the AHS webpage ahs.mcps.org. AHS also utilizes SchoolMessenger, a notification system designed specifically for schools, to deliver personalized voice messages and emails to parents. To receive these messages, please make certain that your phone and email contact information is up-to-date in the office records.

For news, announcements and updates about school events, you can also follow us on

TWITTER and FACEBOOK
@AuburnHSEagles.
A Google Classroom Links are maintained on the AHS website. Students and their parents will have access to each teacher’s individual calendar of due dates for homework assignments, projects, etc. These calendars will also list other important dates such as test/quiz dates, field trip dates, etc. Homework / projects will be posted as they are assigned; test/quiz dates will be posted as they are announced to the class. Teachers who maintain their own websites with assignment information may have their calendar page linked to those sites in lieu of maintaining the calendar. Each individual teacher will specify on his/her syllabus how he/she will use their Homework/Assignments link.

Parents/guardians will also have access to their child’s school information and progress electronically through the online MCPS Student Information System (Parent Portal), available from the school division’s webpage (mcps.org). Through a secure connection over the Internet, authorized parents/guardians will be able to view and monitor their child’s attendance, assignments, class schedules, grades, and disciplinary records as well as standardized test results (SOLs). E-mail hyperlinks within Parent Portal provide parents with the means to easily contact teachers and gather additional information or address specific issues that might arise. Student information is available in “real time” for parents to view as soon as it is posted by teachers. This powerful database and communication tool increases and further enhances communication between the school and home. More immediate access to student records provides the means for teachers and parents/guardians to work together to better address the instructional needs of our students and to keep them on track for success in school. Should you have questions about what you are viewing or your child’s progress, please contact your child’s teacher.

Teachers will grade assignments and post grades / update their gradebooks at least weekly. Tests/quizzes will be posted as soon as they are graded, but within a minimum of one week after being administered. Grades for assignments that cover extended time periods such as projects and research papers will be posted after they have been evaluated (grades for this type of assignment may not be posted until the end of the current grading period).

**Note:** A blank space on the gradebook indicates that the assignment has not yet been graded / posted; an EX indicates that the student was exempted from an assignment and is not responsible for making up that assignment.

Interim Progress Reports will be provided at the midpoint of each grading period as an update to the electronic posting of grades in Parent Portal. Parents/guardians who do not have access to a computer with an Internet connection may request a hard copy of their child’s progress report from each individual teacher.

**INvolvement of NON-CUSTODIAL PARENTS**

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, “unless otherwise ordered by the court for good cause shown.” It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student’s home will be made available to non-custodial parents upon their request. If a person not known to school officials attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.
STUDENT INFORMATION

A Student Information Update form is distributed to students at the beginning of each school year. Any change of address, telephone number, legal guardian information, custody status, medical information, or emergency contact information must be reported to the main office. Accurate information is essential in case of illness or emergency. Parents/Guardians should carefully consider who they designate as “emergency contacts” for their children. By listing individuals as “emergency contacts”, parents/guardians are authorizing these individuals to pick up their children from school when a parent/guardian cannot be reached.

Montgomery County Public Schools typically release “directory information” of students in certain school publications and to certain outside organizations per division policy 7-1.3. Military recruiters often request “directory information” of all juniors and seniors to be used by them specifically for armed services recruiting purposes and for informing students of scholarship opportunities. Division policy 7-1.3 allows us to disclose only the names and addresses of present and former students to military recruiters without prior written consent. However, federal law requires us to include telephone listings in the information provided to military recruiters, upon their request, unless a parent/guardian advises us that they do not want this information disclosed. If you do not want Auburn High School or Montgomery County Schools to disclose this information to military recruiters, you must notify the Auburn High School Counseling Office in writing.

At the beginning of each school year, parents/guardians will be asked to sign a “Directory Information Consent” form. This form will grant Montgomery County Public Schools the right to photograph your child and use his/her picture, silhouette, or other reproductions of your child’s physical likeness in connection with advertisements, publications, and/or videotapes of Montgomery County Public Schools. These reproductions may include an exhibition, Internet web page, incorporation into a publication, a television broadcast, school advertisement or promotion, or any other use of videotapes.

Military Connected Students

According to the Code of Virginia, school divisions shall identify newly enrolled uniformed services-connected students. Students who have military connections will be coded in Power School accordingly:

- **Active Duty:** Student is a dependent of a member of the Active Duty Force (Army, Navy, Air Force, Marines Corps, Coast Guard, or National Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services).

- **Reserve:** Student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard).

Please see the notice regarding student records and directory information in the Appendix at the end of this handbook for an explanation of parent/student rights under the Federal Educational Rights and Privacy Act (FERPA).

MEDIA RELATIONS

The Montgomery County School Board encourages the administration and individual schools to utilize media releases as a means of informing the public of educational programs, activities, and accomplishments. News and information concerning individual school events, personnel, students, and programs shall be released to the press only with the approval of the principal (or his or her designee) and in accordance with all applicable law.
regarding confidentiality.

The School Board permits the interviewing of students during the school day when approved by the school principal, appropriate supervisory staff and/or the division superintendent. These interviews will not disrupt the educational program or cause undue confusion and shall be conducted under conditions approved by such principal, staff member, or division superintendent. No interviews of students shall be conducted until a school staff member has contacted the student’s parents or guardians. Representatives of the news media who wish to conduct interviews are subject to all policies and regulations governing visitors to school property.

The division superintendent may permit the broadcasting of home athletic contests by radio or television in accordance with the regulations of the Virginia High School League, provided that such broadcasting is done as a public service or the sponsor of such broadcast is appropriate. [Division Policy 2-2.5]

PTO & ATHLETIC BOOSTERS

_Eagle Pride_ is the joint organization of our PTO and Booster Club at Auburn High School. All parents/guardians are encouraged support Eagle Pride through active membership and involvement. Eagle Pride officers will be elected prior to the start of each new school year, and meetings are held monthly. Eagle Pride is the parent fundraising and education organization for our school, and has been a constant support of our academic and athletic programs. This group of dedicated individuals works tirelessly throughout the school year to raise funds to provide everything from new microscopes for our biology classes to equipment for our sports teams. They also fund breakfast for our students during SOL testing week and a “Celebration of Success” cookout for students and staff at the end of each school year. Each spring they also sponsor scholarships for our graduating seniors, and they provide a gift to each AHS graduate. Primary fundraising activities include concessions for all home athletic events, management of Shelor Motor Mile’s _Growing the Future_ program (car raffles, etc.), and yard sales. Our entire school community benefits from the fundraising efforts of Eagle Pride. However, certain student groups traditionally receive direct financial support from Eagle Pride. Each student who participates in any activity at AHS that receive financial support from Eagle Pride will be required to volunteer to work a minimum of one concession stand at one AHS home athletic event. The work can be performed by the student or a family member on their behalf.

The Eagle Gridiron Club (EGC) is the booster organization for the AHS football teams and operates independently of Eagle Pride. The primary purpose of the EGC is to provide support and assistance to the AHS football program and stimulate and sustain an enthusiastic interest in the football program among parents, football players, the AHS student body, and members of the community. Membership in the EGC is open to all parents of AHS football players as well as any other community members interested in supporting the AHS Football Program.

STUDENT FEES

The only approved student fees for the 2018-19 school year (as specified in Policy 3-3.12) are:

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<tr>
<td>Hall Locker Fee</td>
<td>$ 6.00</td>
<td>Class Dues:</td>
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<tr>
<td>Gym Locker Fee</td>
<td>$ 4.00</td>
<td>Freshman</td>
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<td>Parking Pass</td>
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<td>Sophomore</td>
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<td>Senior</td>
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Students who plan on driving to school will be required to register their cars and purchase a Parking Pass.
Student fees are collected during the weeks prior to the opening of school, at summer orientation & open house, and the first few days of school. Stopping by the school to pay your fees prior to open house is a great way to beat the crowds! Requests for fee waivers must be submitted in writing to the school principal.

There are no textbook rental or library fees. However, students are responsible for lost or damaged books. Any assessed fines or replacement costs must be paid prior to the end of the school year. These obligations must be taken care of before a class schedule for the following school year can be mailed home in the summer.

**Online Fee Payment** (“My School Bucks”): To pay student fees online, log in to mySchoolBucks, the same online payment system parents/guardians use to put money in a student’s school lunch account, and click the tab at the top of the screen for the School Store. There is a link on the AHS homepage to mySchoolBucks (under the “For Parents” tab). The School Store accepts Visa, Mastercard, Discover and check draft (No American Express). There is no additional fee for using online fee payment (unlike the school nutrition side). Parents/Guardians can pay fees online at any time. Our Virtual Ed Lab is open for anyone who wants to pay those fees online with assistance during Open House. Whenever paying fees online, please print out the receipt. Students must present a receipt at school to receive locker assignments and parking passes.

**Check Return Policy**: Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments. In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

**SCHOOL INSURANCE**
All AHS students will be given the opportunity to purchase school insurance. Various levels of coverage are available at exceptionally reasonable rates. Forms will be sent home the first day of school, and insurance may be purchased within the first three weeks of the school year.

**DELINQUENT DEBTS**
Any student who has a delinquent or outstanding debt – library fines, charges for lost/damaged books, unpaid fees for uniforms, unresolved accounts for fundraisers, etc. – will not be allowed to participate in any extra-curricular event sponsored by the school for which there is a cost. Such activities may include sporting events, dances, prom, and some field trips. Any student attending an extra-curricular activity while on the debt list will be subject to disciplinary action. Payment of these debts should be made to the school bookkeeper. Debts incurred in the preceding school year are carried over to the current year. Students who have any unsatisfied debt from the previous school year will receive a “Debt Slip” in the summer mailing in lieu of their class schedule. Students who wish to have a copy of their schedule before the first day of school, may pick up their schedule in the AHS main office only after satisfying all debts. Seniors having unresolved debts may be barred from participating in graduation ceremonies.

**TEXTBOOKS**
Each student is issued a textbook for each course free of charge. The textbook then becomes the responsibility of the student. Lost or damaged textbooks must be paid for by the student to whom the textbook was issued. Students should be careful with their textbooks as the cost for replacements continues to rise drastically.
SUPPLY LISTS
There are no generic supply lists of items needed by each course or grade-level. Every high school student's schedule is unique, each with his/her own electives and with possibly different teachers for core subjects. Once students receive their schedules, each individual teacher will let them know what they need for their classes. Typically, all that is needed is a notebook (some teachers may specify a spiral or 3-ring binder), pens, and pencils. Some specialty classes may require specialized equipment/supplies. We do not sell or provide "agendas" or assignment books to students. Students who wish to use an assignment book should purchase one from a local retail store.

SCHOOL STORE
The AHS School Store is located on the first floor, just behind the main staircase in the academic wing. The store has a limited supply of basic classroom materials for sale each morning along with some Auburn High School Spirit wear. The store is run by students who are in the Entrepreneurship Class.

CLASSROOM MATERIALS
It is the responsibility of each student to bring his/her pen or pencil, textbook, Chromebook and any other appropriate materials to each class session. Additional materials may be required in certain courses. Each teacher will have their own means of addressing failure to be prepared for class. A student may not be given, or choose to take, a “tardy” in order to leave class for retrieving materials needed for class. Chronic problems may result in a referral to an administrator for further disciplinary action.

Students taking PE are required to wear appropriate PE attire. The purpose of wearing the required clothing is to ensure safety, comfort, and proper attire for all physical activities. Students must dress-out for PE class with the appropriate clothing (see Health & Physical Education Section), sport socks, and athletic shoes in order to participate in PE activities. Chronic problems may result in a referral to an administrator for disciplinary action.

LOST & FOUND
PE uniforms and equipment should be turned in to the PE teachers; library books should be turned in to the librarian. All other found items should be turned in to the main office. Lost textbooks will be given to department heads and may be claimed before or after school. Students who have lost anything should check the lost and found (in the main office) several times. Due to limited space, students should claim items as quickly as possible. The school is not responsible for unclaimed items left in the Lost and Found.

LOCKERS/PERSONAL PROPERTY
Individual lockers in the hall and gym locker rooms are made available to all AHS students. A minimal fee is charged for locker upkeep and locks. Hall lockers are assigned to students as fees are paid on a first-come/first-served basis. Hall lockers are designed to hold books, school supplies, and limited personal items brought to school. Students are discouraged from storing money or any items of value in their lockers. Students are responsible for the security of their own belongings and valuables; AHS cannot assume responsibility for any lost, stolen, or damaged personal items. Students must safeguard their own belongings by locking their lockers and keeping their combinations secret. Anyone who forgets his/her combination should see the administrative assistant in the main office. Students should close their locker doors firmly and spin the combination dial before leaving. If a locker does not lock properly, the student should report to the administrative assistant in the main office for reassignment to a different locker until theirs is repaired. No
**personal padlocks are permitted on school lockers.** Many students choose to leave their lockers unlocked and share lockers; we strongly discourage both practices. Unlocked lockers are targets of theft, and **students are responsible for the contents of the lockers to which they have been assigned.** During PE, students should secure all personal belongings other than clothing in their hall lockers. Gym lockers are not large enough to accommodate large items (i.e. backpacks, large coats); these items should be secured elsewhere before coming to PE. **No personal items may be left unsecured in PE Locker Rooms at any time.**

Although AHS cannot assume responsibility for any lost, stolen, or damaged personal items, such incidents reported to an administrator will be thoroughly investigated, and every attempt will be made to help recover the item(s). Students may also report suspected theft to the school resource officer.

Lockers are school property and remain at all times under the control of the school, but students are responsible for the care of their locker. Lockers are not to be defaced by markers, stickers, tape, etc. or subjected to the use of excessive force. Lockers should be kept free of trash and excessive accumulations of clothing. Students will be held financially responsible for repairs needed to their locker as the result of intentional damage or negligence. School authorities also reserve the right to search lockers, bookbags, and other personal property when there is reasonable suspicion that property will be found that violates school policies and regulations, or may be harmful to the school or students. Students may be required to empty their pockets as well. School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search.

**ACCIDENTS & SAFETY**

Students are expected to conduct themselves in a safe and orderly manner at all times while at school. Adequate adult supervision is provided during all school-sponsored activities to ensure the safety and welfare of students as well as to make sure students behave appropriately. Every effort is made to create and maintain the safest environment possible for our students and staff. While safety is a priority, accidents will occur. Anyone who is injured on school grounds should report the injury to a teacher or the administrative assistant in the main office immediately. The principal must be notified and an accident form must be completed.

The office is equipped to handle only routine treatment of minor injuries (i.e. band-aids, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to update this and pertinent medical information as needed.

If a parent cannot be contacted, a student who is seriously injured or ill will be transported to the nearest medical facility for emergency treatment.

**SCHOOL NURSE**

A school nurse is scheduled to be at AHS during regular school hours every day throughout the school year. The school nurse will assist the office staff with the administration of medications, investigate and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may be referred to the school nurse for a variety of health-related concerns. Students also may schedule an appointment with the school nurse to ask health-related questions. **Students who wish to see the nurse during the school day must obtain a clinic pass from their teacher before reporting to the nurse. Except in the case of an emergency, the nurse will not see a student without a clinic pass.**
MEDICATIONS

In general, students may not have any type of medication (including cough drops, vitamins, etc.) in their possession while on school grounds (Division Policy 7-5.2).

All doctor-prescribed medications, as well as non-prescription (“over-the-counter”) medications, must be taken under the supervision of school personnel. If a student must take medication during school hours, parents/guardians are requested to deliver the medication to an administrator, school nurse, or one of the administrative assistants in the main office. A medication form should be completed according to the guidelines that follow (a copy of the form is provided in the Appendix or may be obtained from the main office). All medications should be in their original container and clearly labeled with the student’s name. Written permission to administer any medication must include the name of the medication, the required dosage of the medication, and the time(s) the medication is to be given. School personnel will follow procedural guidelines for the administration of medications (Division Policy 7-5.2). All medications will be stored in the clinic, and all administration of medication will be handled through the clinic.

Parents/Guardians should pick up any unused medications at the end of the school year. Medications not picked up within one week of the last day of school will be disposed of.

Prescription Medications - School personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner’s written order and written permission from the student’s parent or guardian.

Non-prescription Medications - School personnel may give oral non-prescription medication to students only with written permission from the student’s parent or guardian. Oral non-prescription medications will be administered for no longer than three (3) consecutive days after which time a written order from a physician/dentist/licensed nurse practitioner must be presented.

Exceptions for Certain Medications – Prescription medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and may be self-administered only with a physician/licensed nurse practitioner’s written order and written parental permission that are on file with the school. Students in grades 9-12 may self-administer non-prescription medications under the following conditions:

- Written parental permission for self-administration of specific non-prescription medication is on file with the school
- The non-prescription medication is in the original container and appropriately labeled with manufacturer’s directions
- The original container is appropriately labeled with the student’s name
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

Special provisions for preparing and administering medications on field trips and other unique circumstances will be handled by the school nurse when applicable.
Students who have any medication in their possession while at school in violation of the medications policy may face serious disciplinary action. Any student in possession of prescription drugs that are not prescribed to that student or the intentional misuse of prescription (or non-prescription) drugs to elicit an intoxicating effect will be subject to disciplinary action in accordance with the guidelines for the possession or being under the influence of alcohol and other drugs, as stated in MCPS Policy 7-3.1. Sharing, borrowing, distributing, manufacturing or selling any medication (both prescription and non-prescription “over-the-counter” medications) is prohibited and may result in a recommendation of expulsion. Under state law, students who violate this policy are subject to severe disciplinary action in accordance with the Code of Conduct and the Alcohol and Other Drugs Policy. Additionally, permission to self-administer prescription or non-prescription medications may be revoked if the student violates this policy. Referral also may be made to law enforcement officials (see complete Alcohol and Other Drugs Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

Using any medicine or an ingredient of medication for purposes other than the medication’s intended purpose will be considered a violation of the Alcohol and Other Drugs Policy.

VISITORS

All exterior doors to AHS will be locked at 8:15 AM. After 8:15 AM, anyone wishing to enter AHS must do so through the front doors and will be “buzzed” into the Main Office. Throughout the school day, all exterior doors are to remain locked at all times. Students must not open these doors for anyone they do not know.

All visitors to the school must register in the main office. Signs on exterior doors will direct all visitors to enter through the front doors and sign in with the main office. All visitors must have their driver’s license or other government-issued identification card with them. Adult visitors need a valid ID to be permitted beyond the main office area. Any minor who is at a school as a visitor must be accompanied by an adult. Upon their arrival, visitors will alert the main office of their arrival by pushing the call button. All visitors will be asked to state their name and purpose for their visit and should have a photo ID ready to display, if requested. Office staff will review any recent information regarding persons of interest/concern prior to allowing entry. The following individuals will NOT be granted entry:

- Unknown persons or those who cannot produce ID.
- Anyone whose purpose is unclear, or has no legitimate reason to visit the school. These visitors will be encouraged to call the school and make an appointment.
- Minors who are not students without an adult who has a legitimate reason for the visit.

Visitors approved for entry will come directly to the main office to sign-in. Each visitor in a group must be approved individually. Also, care should be given not to hold the door for individuals not in your party. They must be buzzed in separately.

Students are not allowed to bring visitors to the school or have them visit during school hours. Only parents/guardians with custodial rights, those individuals listed on the student registration/update form as approved visitors, and individuals with official school business will be allowed to make contact with students at school. Parents/guardians may authorize other individuals to visit their child at school. However, such visits may be subject to certain limitations, and will require the approval of an administrator. A photo ID and other verification of identity/relationship to a student may be required of any visitor.
In the office, all visitors will register on the CCSS Identi-Kid System (includes the taking of a digital photo) and be provided a visitor badge. Visitors with office business should remain in the main office while they wait for their meeting. If the visitor is requesting access to students (classroom, dining commons, etc), they must be cross-checked with student contacts as listed in Power School, or be on an approved volunteer or service providers list. Parents should make the school aware in writing if any other visitor should have access to their child (Being an emergency contact does not provide unlimited access to a student).

All visitors will also be subject to a Sexual Offender Auto-Check. Visitors will scan their Driver’s License at the CCSS station. It does not have to be a Virginia Driver’s License. Visitors without a valid ID will not be permitted beyond the Main Office, unless they are a minor accompanied by a registered adult visitor.

All visitors must receive a visitor’s badge from the main office before proceeding to any other intended destination in the school. This visitor’s badge must be worn/displayed by the visitor at all times while in the school. Visitors must go to their approved destination only, and then return to the Main Office. At no time should a parent/guardian or other visitor interrupt a class to attempt contact with their child or a teacher. Students will be called from classrooms to meet with approved visitors in the office. All visitors must sign-out through the main office at the conclusion of their visit and leave through the main entrance.

SEX OFFENDERS ON SCHOOL PROPERTY
Per Division Policy 2-3.6, “No adult who has been convicted of a sexually violent offense, as defined in Virginia Code Section 9.1-902, may enter or be present upon public school property, during school hours and during school-related and school-sponsored activities, unless: (i) he is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote; (ii) he is a student enrolled at the school; or (iii) he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order.”

All Montgomery County Public Schools utilize driver’s license scanners with a sexual offender auto-check program for visitor registrations. This system will run the names and birthdates of visitors through the sexual offender registry.

The Administrative Assistant will attempt to confirm the information in the database to conclusively determine if the visitor is on the registry. Any visitor whose name and/or birth date triggers a warning within the sexual offender registry will be denied entrance and will be asked to leave the premises. Unfortunately, the Sexual Offender Registry is not perfect and there is always a possibility that a person’s name and/or birth date could trigger a “false positive.” It is our practice to treat all registry alerts as valid until conclusively proven otherwise. Any alert that cannot be readily identified as a “false positive” will result in the visitor being asked to leave school premises and/or contact local law enforcement.

Any visitor who is denied entrance will be provided with the Reported Sex Offender Protocol sheet. If a visitor is uncooperative, or wishes to challenge the information on the registry, the school should contact local law enforcement for assistance.

For visitors who flag the system but leave when asked, the school will still notify local law enforcement of the incident on the day of its occurrence. Visitors who believe that there is a mistake should call the school and make an appointment to discuss the matter further with the principal and work with our local law enforcement
to ensure that the situation is appropriately addressed. We appreciate everyone’s cooperation and understanding in such matters. Our ultimate is to protect our students and uphold the law. We do this with the safety and best interest of our students in mind.

**UNAUTHORIZED PERSONS ON SCHOOL PROPERTY**

Unauthorized persons should not be in the school building or on school grounds at any time without the permission of the principal. Unauthorized persons include, without limitation, the following:

- Students not assigned to AHS
- Students suspended or expelled from any MCPS school
- Students advised by the principal or assistant principal to leave school grounds
- Any person who has not obtained a visitor’s pass from the main office (not an approved visitor)
- Any person previously warned not to be on school grounds
- Any other person not having official business at the school
- Any person who is causing a disruption of the programs or activities

Citizens and parents/guardians whose conduct is not disruptive of the normal school operations are always welcome to observe the operations of the school, but should first obtain permission from the principal’s office.

Teachers are obligated to inform the principal of any unauthorized person they find on the premises. Any unauthorized person will be asked to leave the grounds at once. An administrator may enlist the aid of law enforcement officials to remove any unauthorized person from the school grounds refusing to leave on their own or whose actions are disrupting the school’s instructional or extracurricular programs.

**TRESPASSING**

Per Division Policy 2-3.6, “No one shall be in a school building after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. It is prohibited for any person, whether or not a student, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating these provisions of state law may be prosecuted. For purposes of this policy, school principals are ‘authorized individuals,’ and may direct persons to leave school premises and, in appropriate circumstances, issue no trespassing directives.”

**SCHOOL COUNSELING SERVICES**

The school counseling office is located across from the main office. Assistance is available in planning and scheduling classes, working through problems and concerns, career counseling, consultation, student appraisal, college information, educational placement, student information/records, and arranging parent conferences. Our counselor can also assist with crisis prevention and intervention as well as make individual and group counseling available to students. Private therapists not employed by MCPS are not allowed to work with students on school property during the school day. Parents/guardians will need to work out arrangements to have these services delivered to their children outside of the school day.

Parents/guardians are invited to call or schedule an appointment to meet with our school counselor to discuss
concerns about their child at any time. Consultation with a school counselor concerning a variety of issues is offered to parents/guardians. Assessment and appropriate referral information about available community resources are among the services provided to parents/guardians upon request. Parents/Guardians may telephone the AHS school counseling office directly by calling 382-5164.

Students and their parents/guardians and are encouraged to use the career center adjacent to the school counseling office. The career center has a file of catalogues and literature on numerous institutions of higher learning, information on admission to college, financial aid, and college majors. Information on specific jobs within a given career field, and which jobs are currently needed, is available to help students determine possible career choices. Computers and computer software related to colleges and careers are also available. AHS is fortunate to have a career coach available to our students. The Career Coach works for NRCC, providing career coaching services to Auburn HS students. The Career Coach is an employee of NRCC, but maintains a work space and access to students at AHS. The Career Coach’s job is to work with students, parents, businesses, high school and college faculty and administration in order to provide information related to jobs, careers, training, financial aid, planning, and support for students in the 9th through 12th grades. At AHS, the Career Coach’s activities have included:

- Career Assessments for all sophomores.
- Classroom presentations regarding career readiness, soft skills, financial aid, early college programs.
- One-on-one and small group meetings related to career planning activities, scholarships, applications, essays.
- Working with school counselors and faculty on Sophomore Career Day at NRCC.
- Coordinating activities for NRCC placement testing, the Jumpstart program, on-site NRCC registration, and NRCC orientation.

Except for emergency situations, students will not be allowed to go to the school counseling office from class without an appointment or pass. Students are encouraged to make appointments by stopping by the school counseling office before or after school or during lunch. Once in the school counseling office, students will be required to sign in and out to document the time they spent there.

**HEALTH & PHYSICAL EDUCATION**

All students in grades 9 and 10 are required to participate in health and physical education (HPE) unless excused by the principal. A signed statement from a physician must be filed in the principal’s office stating the reason why a student is unable to participate in physical education and how long the student will be exempt.

Dressing-out and active participation are essential for physical development and success in the PE program. If a student is unable to participate in PE because of illness or injury, a note from his/her parent/guardian is required to excuse the student, and will be accepted for up to three (3) days per 9 weeks. A note from a physician is required if more than three days will be missed.

All PE students will be required to dress in appropriate PE attire. **Students who fail to dress appropriately for PE may still be required to participate in physical activity that can be done in the clothing they are wearing and/or to complete alternative written assignments.** Failure to dress appropriately for PE class repeatedly will result in a lowering of the grade and disciplinary action. **Students are not required to purchase or wear a specific school PE uniform.** Instead, students will be required to wear some type of athletic shorts or sweatpants, a t-shirt, athletic socks, and athletic shoes while participating in PE activities.
Shorts must not be cut-offs and they must not have any buttons, zippers, etc. All clothing worn during PE activities must be in compliance with the current AHS dress code. Specific guidelines regarding other restrictions and expectations in HPE will be distributed to students in writing by their HPE teachers during the first week of school.

**PE clothing must be different from those clothes worn to school.** PE clothing and shoes are to be kept in a locked gym locker while at school and should be taken home to be laundered regularly. There is a $4.00 fee for all students who take PE to cover the cost of a gym locker.

Portable “pop-up” changing rooms are available in the girls’ and boys’ locker rooms for use by anyone who would like more privacy while changing.

Health Education is part of the PE curriculum and will be taught by the HPE staff. PE classes alternate when they meet in classrooms for health instruction. Family Life is taught as part of the Health curriculum. Further information and a copy of the Family Life curriculum are available in the main office and the AHS library.

**DRIVER EDUCATION**
A course in driver education (classroom) is included in the 10th grade PE curriculum. This course satisfies the DMV requirements for classroom instruction in driver education. In addition to meeting the goals and objectives of this course, students must also meet the number classroom instruction hours required by the DMV. Make-up instructional hours may be provided by any certified driver education teacher with the prior consent of the student’s regular driver education teacher. It is the student’s responsibility to make arrangements for any necessary make-up work and to provide documentation of the hours completed.

Classroom driver education may also be offered in summer school at a cost to students. MCPS does not offer Behind-the-Wheel instruction. Students who wish to take Behind-the-Wheel instruction must make arrangements with an independent driving school at an additional cost to students.

Applications for an instruction permit require certain documentation from the school. If applying for a driver’s license, the applicant must furnish proof of current school enrollment with good academic standing or proof of completion of high school or other education program. Since the form requires the signature of the principal and/or the driver education teacher, requests for this form must be made at least one day in advance.

**ADVANCED PLACEMENT**
Advanced Placement (AP) courses are taught at AHS for those students whose academic abilities and achievement allow them to pursue areas of individual interest and strength at a higher level. AP courses currently offered at AHS include English, Calculus, History, Government, and Art. Other AP courses are available on-line through the Virginia Virtual AP School. All AP courses are taught with the pacing and workload of courses taught at colleges. We encourage careful consideration regarding students’ academic abilities as well as their overall readiness before pursuing one of these courses in high school. A “College Zone Study Hall” may be made available to students who are taking any combination of 3 or more AP and DE courses in the same school year.

**DUAL ENROLLMENT**
Dual Enrolled (DE) courses are made available to AHS juniors and seniors through an agreement between MCPS and New River Community College. By taking DE courses, students will have the opportunity to earn college credits while still in high school. These courses are provided at no cost to students. Students are encouraged to consider this opportunity whether it is to prepare for their future career, save money on college tuition, or ease their transition to college. NRCC admission requirements must be met, and students wishing to take a DE course must start this process during the previous spring in order to apply to the college and be ready to start on their first day of classes. The school counseling office provides assistance in the application process and in arranging the high school schedule to facilitate the college schedule. A “College Zone Study Hall” may be made available to students who are taking any combination of 3 or more AP and DE courses in the same school year.

**VIRGINIA VIRTUAL AP SCHOOL/EARLY COLLEGE SCHOLARS PROGRAM**

Students who are unable to take certain courses at AHS due to availability or scheduling conflicts may choose to participate in this program. A complete list of course offerings is available in the school counseling office. In order to participate in the Early College Scholars Program, students must meet certain criteria. This information is also available in the school counseling office.

**SOUTHWEST VIRGINIA GOVERNOR'S SCHOOL (SWVAGS)**

The Montgomery County School Board has established funding for students from MCPS to attend the SWVAGS in Dublin, VA. Students must meet established criteria and complete an application to attend the SWVAGS. Selected students attend the SWVAGS for a half-day to take science, math, and research classes. A complete list of course offerings and other information about SWVAGS is available in the school counseling office.

**SCHEDULING OF CLASSES**

A Master Schedule of classes to be offered at AHS is developed based on the course registration information supplied to the school counseling office in the spring. Our first priority is to ensure the availability of courses required for graduation. Every effort is made to accommodate all course requests when developing individual student schedules; however, students are sometimes enrolled in an elective course that they did not request due to the availability of personnel and resources. Some courses listed in our Registration Guide may not be offered due to insufficient student interest and/or the availability of personnel and resources. Some course requests cannot be honored even if a course is available due to conflicts with times when required courses are offered. Also, some students may be placed in classes designed to help them improve their SOL scores (i.e. Freshman Transition courses or our SOL Review elective course for juniors and seniors). All students are expected to have a full schedule of classes (5 periods). **Student Aide positions or Study Halls will NOT be options** for periods in which there are courses available that a student has not previously taken and passed.

**English Classes:** To address the needs of students who have struggled to meet SOL Reading and Writing Test requirements, MCPS provides needs-based, high school classes to prepare students for success. Students are assigned to classes based on SOL test scores and performance on a screening assessment. Parents will be informed if their student has met the placement criteria.

**Math Classes:** MCPS provides a comprehensive mathematics program to promote the achievement of every student. A key component of our program is ensuring that all secondary students are placed in mathematics courses that deliver an appropriate level of challenge. All MCPS high schools collect and analyze multiple
pieces of student data in order to make placement decisions, including grades, test scores, and teacher recommendations. Parents will be informed of mathematics placement decisions for the coming school year prior to the end of the current school year. **Students who have successfully completed Algebra II may register for elective Mathematics courses of their choosing.**

We welcome input from parents/guardians in planning the best possible schedule for their child. While we discourage requests for specific teachers, we encourage parents/guardians to share with us their insights about their child as a learner and the type of learning environment in which their child experiences the most success. In placing students we will also consider past experiences students have had in classes and significant concerns that cannot be resolved in other ways. Extenuating circumstances will be considered on a case-by-case basis.

**AHS utilizes a Hybrid Schedule when developing a Master Schedule of Classes.** The Hybrid Schedule combines the best of the two major scheduling formats. In a Hybrid Schedule, classes are offered in varied lengths of time during a semester or for the entire year. Within the school day, we have three **(90-minute) Block Periods** and two **(45-Minute) “Traditional” Periods.** The 45-minute periods meet every day for the entire school year. The 90-minute block periods meet every day for a semester; students then get new classes for the second semester. In some cases, two courses will “share” the same Block Period so that both courses can meet for the entire school year in a way that the teachers agree upon. This arrangement is most common in advanced-level courses (Honors, AP, and DE). The Hybrid Schedule provides flexibility in scheduling each course into the type of format that best fits its particular instructional needs. Administrators work with the faculty to determine the specific scheduling of courses within the flexible schedule based on our course offerings and student population. Therefore, the bell schedule may vary slightly each school year.

**SCHEDULE CHANGES**

Because scheduling is dependent on extensive program planning in the summer months, schedule changes are discouraged once the school year has begun. In extenuating circumstances, requests for schedule changes may be initiated through the school counseling office, but a change requires the approval of the principal. Once school begins, requests for schedule changes must be submitted to the school counseling office on the appropriate form within the first five (5) days of school; a parent/guardian signature is required on this form. **Schedule changes will only be considered for the following reasons:**

- If you are scheduled for a class in which you have previously earned credit (courses taken and passed in regular session or summer school).
- If you are scheduled in a duplicate class.
- If you are enrolled in a class out of sequence (you must repeat a failed course before you can advance to the next level).
- If you wish to exit a course sequence (band, chorus, part II, III or IV of a course, etc.).
- If you do not have a complete schedule (5 classes each semester).
- If you are a SENIOR and you are not enrolled in a course required for spring graduation.
- If you are assigned to a teacher with whom you have previously taken a class and failed, we will make every effort to reassign you to another class/teacher if that option is available.

Schedule changes will be approved based on the availability of courses, class sizes, and whether or not the requested change can be made to work with scheduling required courses. Making changes to student schedules may take several days after requests are received. **Students must follow their old schedule until any changes are finalized and the paperwork is processed.**
DROPPING COURSES
Students may drop a course within the first fifteen (15) days of membership in a traditional-schedule course, and within the first eight (8) days of membership in a block-schedule course with no grade penalty. If a student drops a course after these established limits, the course grade will be recorded on the high school transcript as a “WF” for the term/year in which the course is dropped (computed as an “F” for high school GPA). Once the course is dropped, the student will remain in the class until an appropriate placement can be arranged. Levels in a subject (i.e. dropping to a lower level Math course) may be changed up to three (3) days after the issuance of the 9-weeks grade report. All such requests should be made in writing (with a parent/guardian signature) to the school counselor, and must be approved by the principal. (Division Policy 6-6.2.)

After the official drop/add window, any requests to drop a class that requires an EOC/SOL Test must be made on the MCPS SOL EOC STUDENT SCHEDULE CHANGE REQUEST form. Such requests will only be considered for approval in extenuating circumstances. Such requests will require the approval of the school counselor, principal, and director of secondary education.

Requests to Omit the Grade/Credit (Division Policy 6-6.2) – Parents/Guardians may request that grades for any high school credit courses taken in middle school be omitted from the student’s transcript and the student not earn high school credit for the course. Such a request must be made (on the appropriate form) to the high school registrar by October 1 following the completion of eighth grade. Any high school credit course for which an F was reported will automatically be removed from the student's transcript. Additionally, when a student re-takes and completes a class in high school that was taken for high school credit in middle school, the middle school grade will automatically be removed from the student's transcript. Parents/Guardians of students who transfer to Montgomery County Public Schools at the beginning of the ninth grade year must request that grades for high school credit courses taken in middle school be omitted from the student’s transcript within ten (10) calendar days of enrollment. Once omitted from the transcript, the credit cannot be reinstated. Exceptions to these provisions may be granted by the principal in cases of extenuating circumstances.

WITHDRAWAL/TRANSFER PROCESS
If a student intends to leave AHS and enroll in a different school, the student needs to complete a Withdrawal form. Withdrawal forms should be obtained in the School Counseling Office. It is the student’s responsibility to return all textbooks, library books and supplies issued to them. In addition, all outstanding charges/fees should be paid to ensure timely forwarding of student’s records and transcripts to the new school. Students should be aware that leaving school without properly notifying the School Counseling Office and providing the appropriate documentation, could reflect a “dropout” status on the student’s school record.

HOMEBOUND INSTRUCTION
The Montgomery County School Board shall provide homebound instruction for students who are confined for periods that would prevent normal school attendance based upon certification of need by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist. Termination of homebound instruction shall be certified by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist.

Upon request of the student's parent or guardian, and provided such request is recommended by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist, the School Board shall furnish a teacher to instruct the student at home. Any grades or credits earned shall be considered a part of the student's regular
school work and recorded as such at the student’s school. Grades and credit for the work shall be awarded when it is done under the supervision of a certified teacher, a person eligible to hold a Virginia certificate, or other appropriately licensed professional employed by the School Board.

The division superintendent or his/her designee shall approve applicants for homebound instruction. Medical forms must be maintained on file. While receiving homebound instruction, the student shall be counted as present in school.

Forms are available in the AHS School Counseling Office.

**EARNING VERIFIED CREDIT IN COURSES WITH SOL EOC TESTS**

Students in grades 9-12 must meet the following criteria for the term to receive credit for the course:

1. Complete the Virginia Department of Education SOL end-of-course test examination. (An exception for extenuating circumstances must have principal approval.)

2. Complete the essential understandings, knowledge, skills and processes in the VDOE Curriculum Frameworks, while maintaining a passing grade in the course preceding the SOL end-of-course test examination.

**Teachers may consider a student’s EOC SOL test score in determining the student’s final course grade.**

**GRADES & REPORT CARDS**

Report cards are issued each nine weeks and are sent home with students within five days after the grading period closes (dates published on school calendar). The last report card is mailed home with the final course grade and advancement to the next grade level indicated. Each nine weeks’ grade will be based on various assessments such as written evaluations, homework, class participation, teacher observation and other appropriate criteria. At the beginning of each course, teachers will advise students in writing of the relative contribution of each measure toward their calculation of the 9-weeks grade, semester exam grade, semester grade, and final course grade. Teachers are also responsible for maintaining proper documentation regarding the assignment of grades (Division Policy 6-6.2).

Per division policy 6-6.2, high school grades, including final average, will be assigned according to the following numerical scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80 but less than 90</td>
</tr>
<tr>
<td>C</td>
<td>70 but less than 80</td>
</tr>
<tr>
<td>D</td>
<td>60 but less than 70</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

All courses will use the above numerical scale with only letter grades recorded on the report card to indicate performance. Plus and minus designation after the letter grade will not be used on report cards or permanent records. Parents/Guardians are encouraged to call the school counseling office to schedule teacher conferences if there are any questions concerning report cards.
Interim Progress Reports will be provided at the midpoint of each grading period as an update to the electronic posting of grades in Parent Portal. Parents/guardians who do not have access to a computer with an Internet connection may request a hard copy of their child’s progress report from each individual teacher.

The MCPS electronic gradebook is a powerful tool to assist with communication between home and school. Should you have questions about what you are viewing, please contact your child’s teacher. As always, parents/guardians are encouraged to schedule a conference anytime they wish to confer with teachers about their child’s progress. Our staff is committed to each student’s success in school, and we greatly appreciate parental input and support.

AHS HONOR CODE
Academic dishonesty (cheating) is a violation of the Student Code of Conduct (Division Policy 7-3.1). In order to maintain the integrity of our coursework and evaluation procedures, Auburn High School has developed an Honor Code. Students, at times, may be required to sign their name alongside the phrase, “Honor Code” when completing an assignment. By doing so, students pledge that their work is in accordance with the Honor Code of Auburn High School. The Honor Code is as follows: “I have neither given nor received unauthorized assistance on this assignment.” Whether written or not, the Honor Code applies to all assignments. The Honor Code will be reviewed with students during the first week of school, and students will sign an acknowledgement of their receipt and understanding of the Honor Code.

The following examples represent violations of the AHS Honor Code:

- **Academic Dishonesty/Fraud**: Any deception deliberately practiced in order to secure academic gain. Violations include, but are not limited to, forms of cheating, unauthorized work sharing, copying of another’s work, crib notes, cheat sheets, verbal and non-verbal giving or receiving of answers or assistance.

- **Plagiarism**: Quoting or using the ideas of another person or author without acknowledging that those words were not your own. Such acknowledgement must be done through proper citation of the original source, as determined by the teacher.

A further clarification and specific examples of plagiarism are provided in the *Appendix*.

Teachers will notify students of any suspected Honor Code violations and provide them with the opportunity to address the alleged violation. Cases in which the teacher and student are unable to resolve the matter, the student will be referred to an administrator for further investigation and to ensure that due process is followed.

Honor Code violations are divided into two categories:

**Level I**: These include those assignments that would be considered of an *instructional* classwork variety. Such assignments include, but are not limited to:
Teachers have discretion in deciding what consequence will be determined for Level I violations. Teachers must state in their course expectations/syllabus what penalties will be imposed. Violations such as these do not necessarily need to be referred to an administrator. It is up to the discretion of the teacher, and the consideration of other extenuating circumstances, that determine academic consequences or disciplinary action.

**Level II:** These include those assignments that would be considered primarily *evaluative* in nature. Such assignments include, but are not limited to:

- Quizzes *
- Tests *
- Group work
- Research papers
- Projects
- Any other assignments that a teacher may choose to be bound under Level II.

*Any unauthorized use of personal electronic devices during a test or quiz will be considered an Honor Code violation.*

Such Honor Code violations result in a zero for the assignment and will include a referral to an administrator for academic dishonesty. **If necessary, the administrator will further investigate the matter and ensure that due process is followed.** Type II Honor Code violations will be recorded on the student’s discipline record, and students who continuously violate the Honor Code can be subject to further disciplinary action.

All assignments will be considered under the Honor Code unless stated otherwise by the teacher. Teachers must specifically state if the Honor Code does NOT apply to a specific assignment.

- Honor Code will be posted in all classrooms.
- Students will receive NO warning for Honor Code Violations.
- Students who are found to have knowledge of any form of academic dishonesty can be subject to academic consequences and disciplinary action.
- Not signing the Honor Code statement on an assignment/test in which the Honor Code is affect will result in the assignment remaining ungraded for credit until the Honor Code statement is signed.
- Refusal to sign the Honor Code will result in a grade of zero on the assignment.

**TUTORING**
Students having academic difficulty should immediately contact their teachers in an attempt to resolve the problem. Teachers may offer additional assistance outside of regular classroom time, or may suggest the student receive extra help from a tutor. Students who need tutoring should contact the school counseling office regarding available resources.

Auburn High School will be offering peer tutoring during SOAR times on Tuesday - Thursday. Students will
need to be signed up by a classroom teacher to schedule a tutor time and date. Students who will be tutors will go through an application process. Forms and applications can be found in school counseling. The peer tutoring program is called WINGS.

Private tutors not employed by MCPS are not allowed to work with students on school property during the school day. Parents/guardians will need to work out arrangements to have these services delivered to their children outside of the school day.

ENRICHMENT AND INTERVENTION
Auburn High School will offer an enrichment and intervention period every day beginning with the start of the 3rd week of school. This I/E time will be referred to as SOAR. During SOAR students can meet with clubs, participate in intramurals, participate in peer tutoring, can work with teachers to complete missing assignments, can receive remediation towards SOL testing, and can work with teachers for enrichment opportunities. SOAR will take place at the end of 2nd block before 3rd block starts and will last 45 minutes.

VIRTUAL EDUCATION LAB
The Virtual Education Lab is open during the regular school day, 5 periods/day. Students are assigned to the Virtual Education Lab to engage in a variety of virtual learning experiences. Such experiences may include individual remediation to improve SOL scores, Project AIM courses, Virtual Virginia courses, MCPS virtual courses, and online DE courses from NRCC. The Virtual Education Lab is supported by a Project AIM teacher and a Virtual Ed Aide. Students who are interested in, or believe they would benefit from, one of our virtual offerings should see the school counselor to discuss ways to utilize this resource.

PROJECT AIM
Project AIM (Academic Intervention Model) is a Montgomery County Public Schools division-wide initiative to assist students who have encountered “roadblocks” to graduation. Through Project AIM, students who have fallen behind their graduation cohort, or who are in jeopardy of not graduating from high school, are provided an opportunity to work in a virtual environment to recover or earn credits. Any high school student who is having difficulty meeting the requirements for high school graduation may be considered for Project AIM.

Students must be referred to Project AIM by the principal or the SAP Team. The MCPS On-Time Graduation Counselor screens all referrals to determine eligibility. Based on the course(s) for which a student is seeking credit(s), Project AIM teachers use PLATO Learning courseware and supplemental resources to design an appropriate individualized plan of study for each student. The On-Time Graduation Counselor will work with each student and the principal to determine the best path to graduation and develop an on-time graduation plan.

To be eligible for Project AIM, students must be enrolled in a Montgomery County high school. Project AIM students must meet the requirements of the Virginia High School League to participate in VHSL activities; the school administration will determine student eligibility based on VHSL regulations. Students are enrolled at their home school and may be afforded all of the opportunities to which other students have access. Students are accountable for all school policies and regulations while on the school campus.

STUDENT ASSISTANCE PROGRAMMING TEAM (SAP)
The Student Assistance Programming Team assists students with accessing the resources they need to stay in school, graduate on time, and prepare for post-secondary opportunities. The SAP Team meets on a regular basis
to review the progress of students who are referred to the team. The team gathers data to understand the problems a student may be experiencing and to look for existing resources to help that student be successful in school. Students can be referred by school faculty and staff, parents, fellow students, community members, or the students themselves. To make a referral, contact the school counseling office to request a SAP Referral Form. Completed forms should be returned to the school counseling office. For more information go to: http://www.mcps.org/cms/One.aspx?portalId=92248&pageId=4770035

STUDENT RECOGNITION
AHS has several different programs that recognize students for academic excellence, academic improvement, athletic performance, citizenship, community service, volunteerism, and other outstanding achievements.

**Honor Roll** – The Honor Roll is published each 9 weeks several days after the grading period ends. Requirements for honor roll status are a GPA of 3.0 or better with no D’s or F’s.

- **Departmental Student of the Month** – Each month departments identify students who have demonstrated particular proficiency in an academic subject, academic improvement, and/or a positive attitude in class. These students’ pictures and written summaries of their achievements are placed in a display case in front hall for the month. These students also receive a letter from the principal notifying them and their parents/guardians of their selection as Student of the Month.

- **Positive Behavior/Character Recognition** – Once each week, students are recognized for outstanding individual behavior or acts of character. Teachers and other staff members fill out nomination forms based on their observations and interactions with students; these forms are then placed in a box located in the front office. Twice each week, forms are drawn at random. During morning announcements, these students are called to the office to receive a reward, and the reason for their referral is shared with the student body.

- **Other Earned Privileges/Rewards for Academic Achievement** – Students may earn a gold, blue, or red card at the end of each 9 weeks by meeting the same criteria as honor roll. These cards then grant the student privileges such as preferential parking, free or reduced admission to school functions, excusing a tardy to class, and more.

HONOR SOCIETIES
AHS has two honor societies that recognize academic achievement by our students. There is the National Beta Club and the National Honor Society. Each organization has a set of academic criteria that must be reached before a student may be eligible to be inducted into the club. Below are the established requirements for the honor societies:

**National Beta Club:**
The National Beta Club stresses Academic Achievement, Leadership, Service, and Character. The national qualifications for membership on the part of the student are: (a) worthy, moral and ethical character, (b) good mentality, (c) creditable achievement, and (d) commendable attitude. The purpose of this organization is to select, honor, and encourage students possessing these characteristics. However, specific standards of membership (including academic requirements), the method of selection of eligible students, and their election to membership are not established at the national level. An outline of the criteria for membership and the selection process at AHS is available from the school sponsor for review by students, faculty, and parents.
Students who meet the standards upheld by the National Beta Club and AHS will be invited to an induction ceremony.

Since the National Beta Club is a merit organization, members who fail to maintain a creditable record, or who give evidence of personal conduct unbecoming members of this club, may be disqualified from membership. “Personal conduct unbecoming members of this club” includes, but is not limited to, criminal activity, violation of school rules, and other conduct which falls below the moral and ethical standards of the community. However, the principal may at any time and for reasons which appear to him to be sufficient, disqualify a member from the club.

National Honor Society:
By design, National Honor Society is more than just an honor roll. The national standards establish rules for selection and continued membership that are based upon students achieving and maintaining outstanding performance in the areas of scholarship, service, leadership, and character. Specific standards for any of the criteria may vary from one school to the next as long as they do not fall below the national standards. At AHS, we have established a set of criteria that must be reached before a student may be eligible for induction into our chapter of the National Honor Society. An outline of our criteria for membership and the selection process is available from the school sponsor for review by students, faculty, and parents. The selection process includes a review of each candidate by a Faculty Council and notification of selected students to the principal for review and approval prior to induction. Students who meet the standards upheld by the National Honor Society and AHS will be invited to an induction ceremony.

All NHS members are expected to maintain the standards that were used as the basis for their selection. Member obligations will be distributed to all chapter members. Likewise, discipline and dismissal policies will also be published and distributed to all members. According to NHS guidelines, “When a chapter finds that one of its members has either fallen below the standards by which the member was selected, . . . it may be necessary to pursue disciplining the member.” The national guidelines require that certain procedures be followed for discipline and dismissal of students in NHS. The processes and procedures contained in the NHS guidelines have undergone significant review by school administrators and the courts. These are designed to establish uniform national criteria and standards and to provide procedural safeguards for students.

SOL TESTS & VERIFIED CREDITS
SOL tests will be administered during the testing windows established by the Virginia DOE at the end of each semester for semester block courses and at the end of the school-year for year-long courses. Opportunities to re-take SOL tests failed in a previous school year or term are also provided during each semester. On the high-school level, SOL tests serve two functions: (1) to determine school accreditation, and (2) to determine verified credit requirements for graduation. Eighth-grade SOL test scores are used as part of the multiple set of criteria for determining the placement of students in certain 9th grade classes. Students must pass a certain number of SOL tests in order to graduate. Specific information regarding the requirements for each graduating class can be found in the registration guide and course description manual provided by the school counseling office every spring or by contacting a school counselor.

All students who are taking a course for which there is a SOL test will take the test at the end of the course (unless they have met all of their verified credit requirements for that subject area). SOL tests are administered at the end of the semester for block-schedule courses, and at the end of the school year for traditional-schedule courses. Opportunities to re-take SOL tests failed in the previous school year or term are also provided.
Students must successfully pass both course requirements and selected SOL end-of-course (EOC) tests. A course credit is the standard unit of credit earned when a student passes a course; a verified credit is earned only when a student passes the EOC test for that course (Division Policy 6-4.2 & 6-4.3). EOC tests in English, math, science, and a social science must be passed in order to earn verified credits.

For students who pass a course but fail the SOL test, remediation programs are available throughout the school year and in the summer. “Expedited Retakes” is an option available to those students who meet the criteria for “close to passing” as established by the state. If a student fails a course, the course must be repeated regardless of the student’s score on the SOL test. Another option for students who are unable to pass certain SOL tests after repeated attempts is “Locally Awarded Verified Credit” (LAVC). Some alternative tests are also available. Students will be advised of their eligibility for these options on an individual basis.

Please see the notice of “SOL Information and Student Impact” in the Appendix at the end of this handbook.

PROMOTION & GRADUATION REQUIREMENTS
In high school, a student must pass English and earn a prescribed number of verified units of credit toward graduation in order to advance to the next grade-level. Specific information regarding these requirements can be found in the registration guide and course description manual provided by the school counseling office every spring or by contacting a school counselor.

SUMMER SCHOOL
Per division policy 6-3.14, Montgomery County offers a summer school academic program to high school students for the purpose of providing them with the opportunities to retake one (1) high school credit course that was failed. Students who lack only English 12 and U.S. and Virginia Government to graduate may take both of those courses in summer school and participate in summer graduation (See approval process below).

A student is strongly encouraged to attend summer school if they fail a core course(English, Math, Science, History).

The School Board shall establish tuition fees for credit courses. Registration and tuition information will be announced through the school counseling office prior to the close of the regular school year so that families can plan summer schedules accordingly. Tuition waivers are available by contacting the school counseling office. Information regarding summer enrichment programs offered by the school division and other enrichment opportunities are also available in the school counseling office.

APPROVAL PROCESS FOR EARLY GRADUATION
Students who plan to meet all graduation requirements early, including those who lack only English 12 and U.S. and Virginia Government after their junior year to graduate and wish to take both of those courses in summer school, should initiate a meeting with a school counselor to begin the approval process. Planning to graduate early should begin in the junior year. All required paperwork and deadlines are available from our school counselor. All decisions to approve early graduation are made on a case-by-case basis. The process includes the following steps:

1. The student will submit an explanation of why they want to graduate early and information about their future plans to his or her counselor.
2. The counselor will complete the graduation check sheet, attach a transcript to the check sheet, and attach a plan for completing all graduation requirements that remain.
3. The explanation and check sheet will then go to the principal for approval.
4. The principal or counselor will then send the packet to the Coordinator of School Counseling for review. Once it is reviewed, it will then be submitted to the Director of Secondary Education. The Director of Secondary Education shall have final approval on all early graduates.

ANNOUNCEMENTS
Every effort is made to minimize the disruption of instructional time with PA announcements. School-wide announcements will be made over the PA each morning following the Pledge of Allegiance and Minute of Silence, and again at the beginning of 2nd period or SOAR. Announcement sheets will be distributed to the staff by email each day. Additional announcements may be made during class changes and during the last two minutes of 5th period. All announcements must be approved by an administrator.

MINUTE OF SILENCE
The Montgomery County School Board has established the daily observance of one (1) minute of silence in each classroom of the school division (Division Policy 6-1.5). At AHS, this minute of silence is observed in first period every day, immediately following the Pledge of Allegiance. During this minute of silence, students must remain seated and silent and make no distracting display.

PLEDGE OF ALLEGIANCE
Per School Board Policy 6-1.5, “The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge of Allegiance if the student, the student’s parent(s), or legal guardian objects on religious, philosophical or other grounds to the student’s participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.”

SAFETY DRILLS & EMERGENCY EVACUATIONS
In order to ensure the safety of our children while they are at school, we practice several types of safety drills throughout the year (fire, tornado, earthquake, lockdown, etc). Many of these drills are mandated by the Virginia Department of Education. The overall goal is to prepare us to respond in the event of an emergency. Teachers will be made aware of scheduled drills and will therefore be able to assure students that there is no real threat. Local law enforcement may also participate in some drills. Some drills may involve the transportation of students to a location off of school grounds. This aspect of a drill helps the practice of an evacuation situation.

As required by Virginia law, every Montgomery County public school shall conduct at least two lockdown drills during the first 20 school days during each school session and at least two additional lockdown drills during the remainder of the school session, in order that students may be thoroughly practiced in such drills. Lockdown plans and drills shall be in compliance with the Statewide Fire Prevention Code (§ 27-94 et seq.). It is important that students follow the teacher’s directions and any PA announcements during a lockdown drill.
During the school year, it will be necessary to evacuate the building either as a drill or in an emergency situation. Fire drills will be conducted once each week for the first month of school in order that pupils may be thoroughly practiced in such drills. During the remainder of the school year, fire drills will be conducted once each month. Directions for evacuating the building during a drill or actual crisis situation are posted in each room. Whenever the fire alarm is sounded, students should leave the building as quickly as possible without running. Students should stay together with their class and teacher as they leave the building and report to the designated safe area where they must remain with their class and teacher (teachers will take roll). In case the designated door or exit is blocked, use the next closest exit. When signaled to re-enter the building, students are to regroup with their assigned teachers and return to class (teachers will again take roll).

Every effort is made to avoid scheduling fire drills that conflict with other scheduled school-wide activities. No fire or evacuation drills will be conducted during periods of mandatory testing required by the Board of Education, midterm/final exams, and other school-wide testing days. (MCPS Policy 4-2.1). We will continue to teach our students about being safe and will work to help them understand the importance of being prepared throughout the school year. Parents are encouraged to talk with their children about school safety.

Students should also report any fire hazard or any other suspected unsafe condition in the school to a teacher or school official. Sounding a false fire alarm is a violation of the code of Virginia and will be dealt with accordingly.

**BOMB THREATS**

Students making bomb threats will face school disciplinary action, up to and including recommendation for long-term suspension or expulsion, as well as legal charges. Students who help with, or have knowledge of, a bomb threat and fail to report it will also face school disciplinary action and legal charges.

If the school is evacuated due to a bomb threat, all students will stay with their classes and attendance will be taken by teachers. Further instructions will be provided by school personnel. In the event of a bomb threat prior to the start of the school day, all students and staff will report to a designated area and await instructions from the administration. While outside, students will report to their first period teachers and attendance will be checked. Under no circumstances may students leave the designated area, including being released to parents, without permission of an administrator.

**SCHOOL CLOSINGS, DELAYED OPENINGS & EARLY RELEASES**

Inclement weather or other emergencies may necessitate a delay in the opening of school, the release of students from school early, or the closing of schools for one or more days. Such decisions are made by the division superintendent, and they typically apply to all schools in the county.

Area radio and television stations are notified immediately and will carry frequent announcements and updates regarding this decision. You also may call 382-5102 to hear a recorded message from MCPS on school closings and delays, visit the MCPS website (mcps.org) for updates, or sign up for a Severe Weather Notification online at http://forms.mcps.org/delayclosing.asp. Unless an official announcement is made to the contrary, schools will operate on a regular schedule and according to the MCPS calendar. An “Inclement Weather Make-up Day Plan” is printed on the MCPS calendar. Parents/guardians should have a plan in place for what they want their children to do after school on scheduled, as well as emergency, early release days. Any time schools are closed due to inclement weather; all extra-curricular activities will be canceled. This applies to
all weather-related early releases and school closings, regardless of the employee code. Previously scheduled athletic and academic practices and competitions, both home and away, will be canceled unless approved by the superintendent.

ASSEMBLIES & PEP RALLIES
Throughout the school year, various assemblies may be scheduled to bring educational, interesting, and informative programs to the AHS student body. Pep rallies may be held for the purpose of promoting school spirit and support of our athletic and academic teams. For any assembly, students will be accompanied by their teachers to the auditorium or gym and will sit in areas designated by staff. Students who fail to report to the auditorium will be considered skipping school and will be assigned the appropriate disciplinary action.

Assemblies may be held for only a certain grade level or class, or may involve the entire student body. Programs may be presented by our own music classes/ensembles, student groups, outside groups, or special guests. Appropriate student behavior is expected at all assemblies. Being a positive, polite, and supportive audience reflects the spirit and hospitality of AHS. Applause is the courteous way to recognize and show appreciation for a performance. Misconduct will result in a removal from the assembly and referral to an administrator for further disciplinary action.

FIELD TRIPS
Field trips within the community and to other sites provide opportunities to extend learning beyond the classroom. Through field trips, students are often able to experience things to which they otherwise might never be exposed. Teachers are encouraged to schedule field trips for their classes that are both educational and enjoyable. Individual teachers, content areas, or grade levels may plan trips related to classroom study. Every student who is part of the grade-level, course, or class for which a field trip was designed is expected to participate. Every effort will be made to meet the special needs of any students with physical or other limitations.

All students are expected to behave appropriately while representing our school and community. As with any school-sponsored event, the Montgomery County Code of Conduct, as well as all school rules and regulations, apply to field trips. Violation of any of the standards of the Student Code of Conduct, violation of school rules or any rules specific to field trips, or any other unacceptable behavior that reflects negatively toward AHS or toward another AHS student participating in the trip will result in disciplinary action. Upon return to AHS, any problems encountered during the trip will be reported to an administrator. Students who severely misbehave may be suspended from future AHS field trips.

A permission slip signed by a parent/guardian and a current Student Health Information Form will be required in order for any student to participate in the planned activities of any field trip. Students 18 years of age or older may sign their own permission forms at the discretion of the school. Contact with parents/guardians may still be required prior to taking certain field trips, especially trips outside of Montgomery County and those that involve time outside of the instructional day. These students are still bound by all school-related laws as well as policies and rules of the Montgomery County School Board and AHS.

CLUBS & STUDENT ORGANIZATIONS
Auburn High School has a wide variety of clubs and other student organizations. Students are encouraged to participate in these organizations as a means to enrich their instructional program and to meet other students
with similar interests. Students will be introduced to all clubs and student organizations on a Club Orientation Day at the beginning of each school year. Students will be able to establish membership in clubs of their choosing within the first two weeks of each semester. Clubs meet during school hours on the second Wednesday of each month throughout the school year. Club Days will be on a modified schedule, allowing students to join and participate in up to 3 clubs. Below is a listing of some of these organizations recognized at AHS:

- Auburn Animal Club
- Beta Club
- Bible Study Club
- Debate Team
- Drama Club
- Family, Career and Community Leaders of America (FCCLA)
- Fellowship of Christian Athletes (FCA)
- Forensics
- Future Business Leaders of America (FBLA)
- Future Farmers of America (Riner FFA)
- Gay-Straight Alliance
- History Club
- Interact Club (Rotary)
- Livestock Club
- Mindfulness Club
- National Art Honor Society
- National Honor Society
- News Magazine (School Newspaper)
- Pep Club
- Ping Pong Club
- Save the Next Girl
- Science, Technology, Engineering, & Math (STEM)
- Student Government Association (SGA)
- Technology Student Association (TSA)
- Tri-M Music Honor Society
- Yearbook
- Young Democrats
- Youth of VA Speak Out (YOVASO)

*Other clubs may be formed throughout the school year based on student interest and the availability of qualified adult supervision. New clubs require the approval of the administration.*

Club’s will meet during SOAR, as often as each club and it’s sponsor would like. Club sponsors will take roll when clubs meet. The names of club members who did not attend the club meeting will be reported to the main office.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

The SGA is an important component of Auburn High School and focuses on providing more effective student representation and involvement in matters of decision-making and student life at AHS. It is the formal organization through which students may express their praise, concerns, and recommendations for change to the staff and administration. Students are encouraged to become involved by seeking an elected office and/or to speak with their SGA officers, and to use this organization as a vehicle to initiate change. **The SGA will meet during SOAR throughout the school year.** Other meetings may be scheduled after school. Class officers are required to organize class meetings once a month.

**MOUNTAIN ACADEMIC COMPETITION CONFERENCE (MACC)**

Auburn High School is a member of an academic competition league that competes in the months of February and March. There are five competing teams in the areas of English, Social Studies, Math, Science, and All-Around. Membership is voluntary with practices held after school and matches in the evenings. An announcement will be made concerning the start of practices soon after school begins.
INTERSCHOLASTIC ATHLETICS
AHS has interscholastic athletic programs in football, basketball, cross-country, golf, volleyball, baseball, softball, soccer and track. AHS also has varsity and JV Cheerleading squads for fall and Winter sports seasons as well as a competition cheer squad. Participation in these sports is open to all students eligible under VHSL policies.

All interscholastic activities at AHS are conducted according to the policies established by the VHSL. Each individual sport will also have team rules and behavior expectations established and enforced by the coaching staff. Student-athletes are expected to abide by all team rules and VHSL policies as a condition of continued participation in interscholastic athletics.

Information on how to become a member of these school teams is available from the athletic director or individual coaches. Scheduled tryouts are announced in advance, and team members are selected by the coaching staff for each individual sport. A physical is required for participation in all interscholastic sports, including tryouts. Also, every student participating in interscholastic sports must be covered by Board-approved scholastic accident insurance or interscholastic football insurance.

FUNDRAISING RESPONSIBILITIES
Each student who participates in one or more VHSL Sport (and/or other student groups who receive direct financial support from Eagle Pride) will be required to volunteer to work a minimum of one concession stand at one AHS home athletic event. The work can be performed by the student or a family member on their behalf. Coaches/Sponsors of each of these activities will provide details about this requirement and how to sign up to work at a specific event.

FUNDRAISING GUIDELINES
● Profits from school-sponsored fundraising efforts are deposited into a school activity account and must be used for the benefit of a school program or activity.
● Teachers may keep records in order to allocate profits according to individual student effort. However, students may not be given cash for any portion of what they raised through school-sponsored fundraising efforts.
● If money has been raised for a school-sponsored trip, and the trip does not take place, or a student is unable to participate, the money they have raised will remain in the school activity account. Also, any money raised in excess of the individual student cost of the trip will be used to help students in need of financial assistance or to decrease the total cost of the trip for everyone.
● Cash or other incentives (i.e. “prizes”) for student participation in school-sponsored fundraisers from fundraising profits are prohibited. Such incentives must be provided by the fundraising company, or can be donated from local vendors who wish to sponsor the fundraiser in this way.
● All monies raised through fundraising activities by groups associated with AHS are the property of AHS and Montgomery County Public Schools. These monies must be returned to the appropriate club/class sponsor according to the sponsor’s directions. Failure to comply with this policy and/or the sponsor’s directions may result in disciplinary as well as legal action.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES
Students who are absent from school, arrive late (more than 15 minutes after the school day begins), or check out early during the school day are not allowed to participate in any after-school activities that day, including athletic practice and/or play. Additionally, student-athletes will not be able to practice or play on days they are assigned to In-School Supervision (ISS) or Out-of-School Suspension (OSS). Students may resume practice or play on the day following the completion of the last day of their assigned ISS or OSS. Once a student returns from ISS or OSS, the level of participation in practice and games remains at the discretion of their coach. **Students who plan to attend athletic practices or other events/activities that do not begin immediately after school**, must leave the building and grounds and return closer to the practice’s/event’s/activity’s start time unless they have pre-arranged plans to be supervised by a coach or other staff member. Parents/guardians should pre-arrange transportation for their child to/from practices/events/activities. Exceptions to this policy must be approved by an administrator.

**ATHLETIC FACILITY USE**

No students are allowed in the gym, practice fields, or weight room before, during, or after school without direct supervision of a staff member. Any time schools are closed due to inclement weather, all extra-curricular activities will be canceled. This applies to all weather-related early releases and school closings, regardless of the employee code. Previously scheduled athletic practices and competitions, both home and away, will be canceled unless approved by the superintendent. The superintendent makes all weather-related school closing decisions for the entire school division. Any change in weather conditions that may warrant an exception to any the above must be discussed with the superintendent, through the principal, before a decision is made. These restrictions also apply to facility use by AAU, Parks & Rec, and any other outside group. Coaches will NOT be allowed to hold “invitational” or any other form of optional practices on weather-related early releases and school closings.

**SCHOOL DANCES/PROMS**

The following guidelines apply to school dances, proms, and other school-sponsored social events:

- Students and their guests must remain in the building and under adult supervision once they enter for an activity.
- Adult sponsors have the right to refuse admittance to anyone.
- If circumstances arise necessitating the removal of someone from an extracurricular activity, sponsors should involve an administrator and/or law enforcement.
- **A student who brings a guest to a dance must pre-register him/her during the week prior to the activity, and a Guest Registration form must be completed by the guest.** This form may be obtained from the Main Office or copied from the Appendix of this handbook. Only those guests who have been pre-registered and approved will be admitted to the dance. A list of approved guests will be available at the entrance to the dance. AHS students must remain with their guests throughout the activity.
- **Elementary and Middle school students will not be admitted to high school dances.**
- Possession or use of alcohol, drugs or tobacco products are not permitted at any school activity.
- After an activity has ended, students and their guests should leave the building and grounds as quickly as possible.
- Students and their guests are expected to dance appropriately. While the administration recognizes that dancing does involve physical contact, the school is concerned about contact that represents inappropriate public display of affection or sexual acts. Some examples of inappropriate dancing are: (A) crotch to crotch dancing, (B) prone positions, (C) grinding, (D) sandwich dancing.
● The Student Code of Conduct as well as all other MCPS policies and AHS rules apply to all school activities and inappropriate behavior may result in disciplinary action in addition to removal from the event and school grounds.
● The Auburn High School administration reserves the right to remove anyone from any event for inappropriate behavior without refund of admission cost.

LIBRARY/MEDIA CENTER
The AHS library contains a wealth of material for research and reading enjoyment. The library/media program is an integral part of the instructional process. The major goals of the program are to assist students in developing information-seeking skills in order to become successful users of ideas and information, to provide materials and services that support the school’s instructional program, and to promote pleasure reading.

The library/media center is open from 7:30 AM until 3:00 PM each school day, except Wednesday afternoons during faculty meetings. Classes may visit the library as prearranged by the classroom teacher. Students may visit the library before and after school, and during school hours with a pass signed by their classroom teacher or lunch duty teacher. Students must sign in when visiting the library with a pass. Students must enter/exit the library only through the doors located nearest the circulation desk.

Assistance is available for locating information from an extensive collection of materials including print, audiovisual, computer, and online resources. Internet access is available to all students with an Acceptable Use Form on file. Books in the general collection circulate for a period of two weeks. Reference materials and magazines may be checked out at the end of the day for overnight use and are to be returned by first period the following day. No fines are charged for books returned late; however, replacement costs are required for lost and damaged materials.

The library/media center is a place for reading and research. Please assist us in maintaining a quiet and respectful atmosphere, conducive to learning. All school rules apply while in the library.

COMPUTERS & COMPUTER PRIVILEGES
Students at AHS have access to their own school issued Chromebook for their class assignments and projects. Auburn High School has direct access to the Internet through both wired and wireless connectivity. Students and their parents/guardians must sign the MCPS Computer and Internet Access Agreement before using the equipment and having access to the Internet (See Division Policy 6-3.13 in the Appendix). All school rules and policies for computer resources apply to individual computers and activity on computer networks. Students are subject to consequences for their actions and keystrokes. In addition to the policies and rules of Auburn High School and Montgomery County Public Schools, students are subject to local, state, federal, and international laws. As computers and computer-related technologies evolve into new and unforeseen domains, it is appropriate for this policy to be extended and reinterpreted.

Two classrooms (Business and Marketing Labs), the Virtual Ed Lab, and the library are equipped with PCs networked for student use. All classrooms have wireless routers, and laptops/other devices with wireless capability are available for classroom use. Each classroom is also equipped with a computer for use by the teacher in instruction and classroom/school management (i.e. attendance, grades, interoffice communication, etc.); these computers are not for student use. No food or drink is allowed in any room while computers/other devices are in use under any circumstances.
Students are not permitted to connect their personal laptops to the school network. Students also are not permitted to bring in their own software and load it into the school’s computers. Students shall not use the computer resources in a wasteful, reckless, menacing, or negligent manner. Students shall not attempt to alter or harm the performance, system integrity, or the operation of computer resources. Any unauthorized use of school data banks is prohibited and will lead to serious disciplinary action. Students are to use school computers/other devices with care and should report any problem immediately to the supervising teacher. Any student found abusing the computers/other devices or programs will lose their computer privileges.

School computer resources are intended for educational and class-related purposes only. Students shall maintain their own files and programs by storing them on their own devices rather than hard drives as they may be periodically cleaned. **Students shall not download any programs, audio clips, video segments, or other files, which take extensive time or computer resources.** When it is appropriate, teachers and school officials may grant exceptions to these restrictions to students under their supervision. Web pages constructed on school computers must be approved by AHS administration.

Students shall not misrepresent themselves through the use of accounts, logins, ids, or passwords not belonging to them. Students must immediately notify a teacher or school official if they suspect their account, login, id, or password has been compromised. Students shall not access or make available any profanity, impolite, abusive, or otherwise objectionable material. This determination is made at the discretion of the supervising teacher or school official. The school division operates technology and takes administrative measures to filter or block access to sites through school division computers that are prohibited by school policy and/or law to protect the safety and security of minors when using computers at school. Students who circumvent, or try to circumvent, security measures, attempt to gain unlawful access to another person's or organization's resources, programs, or data, or change any computer file that does not belong to them may result in the loss of MCPS computer network privileges, disciplinary action, and/or appropriate legal action.

**As part of the e-Learning Backpack 1-to-1 Initiative, all students will be issued a Chromebook, for their use during the school year.** These devices are intended to support instruction and will be used to increase engagement, increase response rates, individualize instruction, provide instructional data, and maximize the use of MCPS electronic resources. Students will be allowed to take these devices home on a daily basis. In order to take these devices off campus, students and their parents/guardians must sign the **e-Learning Backpack 1-to-1 Initiative Agreement.** Students are expected to bring their device to school every day, fully charged and ready for use. These devices are provided to students at considerable cost, and students are expected to exercise great care in their use and transport. If a school-issued Chromebook needs repair, students should bring their Chromebook to the library. A replacement device will be issued, if available, until the device is repaired. Originally issued devices will be returned to students once repairs have been completed. Charging cables are not covered by warranty or insurance. If charging cables are lost or broken, students will need to pay for a replacement. Devices and all accessories are MCPS property and must be returned to MCPS at the end of the school year in the same condition as when it was issued. If a device is disabled, lost, willfully sold, or intentionally damaged, the replacement cost of the device will be assessed to the parent/guardian. Failure to return the device in accordance with all conditions outlined in the e-Learning Backpack 1-to-1 Initiative Agreement may result in disciplinary action and possible criminal charges. Failure to honor all of the conditions listed in the e-Learning Backpack 1-to-1 Initiative Agreement may result in the denial of Internet and other electronic media accessibility at school, disciplinary action, and a recall of the student’s device.
Under the MCPS “BYOD” (Bring Your Own Device) policy, students may utilize personal Smart Phones and other mobile devices during the school day only for academic/educational purposes in the classroom and under the direction and supervision of the classroom teacher.

**TELEPHONES**

Office telephones are reserved for office business. Phones located in classrooms are for teacher use only. Students are not to touch classroom phones unless there is no teacher available to call the office during an emergency. Students who are ill or injured should report to the clinic or main office for assistance in calling a parent/guardian. **A telephone is provided on the front counter in the main office for students to use if they need to contact a parent/guardian during the school day.** Students must obtain permission from office staff before using the office phone for any reason. Students will not be allowed to leave class to use the phone unless there is an urgent need to do so. Students using the office phone for non-emergency calls should do so during class changes or during their assigned lunch period. Such calls will be limited to 1-2 minutes so that others may use the phone. If a longer time is needed, or the call requires privacy, students will be referred to an administrator or school counselor for assistance. **If a student has an urgent need to speak with their parent/guardian, the student will be allowed to use the telephone in the Main Office or in a more private setting if requested.** Students are NOT permitted to use their cell phone to send or receive calls or text messages to/from anyone during the school day (except during their assigned lunch period). If a student absolutely needs to use his/her cell phone during the school day for any legitimate purpose, it can be done in the office with permission.

**MESSAGES & DELIVERIES**

Parents/guardians can call the school any time during the school day to talk with, or leave a message for, their children. Messages will be delivered to students during the first and last two minutes of each class period, unless the message is an emergency. **If an emergency arises that requires a parent/guardian to talk with their child right away, the student will be called to the main office immediately.** The student may use the telephone in the Main Office or in a more private setting if requested. Parents/Guardians should NOT call their child’s cell phone or text their child since students are NOT permitted to use their cell phone to send or receive calls or text messages to/from anyone during the school day (except during their assigned lunch period). If students keep their cell phones off during school hours, parents can call them and leave a voicemail or text message on their cell phone for them to check at lunchtime and/or at the end of the school day.

Students receiving flowers or other non-school related items (i.e. balloons, baskets, etc.) delivered to the school will be notified of the delivery. However, such items will remain in the main office where the student may pick them up at the end of the day. Only prepaid items delivered to the school will be accepted at the office. Items delivered “COD” will not be accepted. Parents/guardians may be called to obtain their permission to forward messages and items delivered to their child at school from non-family members.

**VENDING MACHINES**

Water, fruit drinks, and other soft drinks are available from vending machines located throughout our school/campus. Students may purchase drinks from these vending machines before/after school and during class changes. However, certain drinks may have restricted access during regular school hours in order to be in compliance with the division Wellness Policy (7-5.5). Vending machines will not be accessible to students during both lunch periods. Use of vending machines will not be considered a valid excuse for tardiness to class; students also will not be excused from class to make purchases from vending machines. Students are not allowed to purchase drinks or snack items from the vending machines in the teacher workroom without
permission and the direct supervision of a staff member.

CAFETERIA SERVICES AND LUNCHROOM CONDUCT
Nutrition is an integral part of the school’s curriculum. Consequently, our cafeteria promotes good health by offering well-planned and nutritionally-balanced meals at reasonable prices. Students are encouraged to participate in the school nutrition program which serves breakfast and lunch.

The prices for the 2019-20 school year are as follows:

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<table>
<thead>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$1.75</td>
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<tr>
<td>Reduced Breakfast</td>
<td>$ .30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.85</td>
</tr>
<tr>
<td>Reduced Lunch</td>
<td>$ .40</td>
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<tr>
<td>Milk (½ pint)</td>
<td>$ .50</td>
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</tbody>
</table>

*"Free and Reduced-Price Meal Benefits do not provide a free or reduced-price milk to eligible students who desire to bring a home-made lunch, or breakfast, to school. The Free and Reduced-price meal benefit only applies when the ENTIRE MEAL is provided by School Nutrition Programs."

All families are provided with an application for free or reduced meals during the enrollment period at the beginning of the school year. During the first 10 days of school, the application for the previous year is honored. The application for the previous year also extends to siblings who are new to the school. We understand that changes in family circumstances sometimes may create financial difficulties that didn’t exist at the beginning of the school year. Information regarding free or reduced breakfast/lunch remains available in the main office throughout the school year. Parents/Guardians may complete this form and return it to the main office in complete confidence. The application is processed within 10 days. Students must pay for meals until the application is processed.

Breakfast
Breakfast will be made available in our Dining Commons 7:30-8:00 AM every day. Research has shown that eating breakfast at school helps children perform better in the classroom. Numerous published studies show that academic achievement among students who eat school breakfast improves, especially in vocabulary and math, and on standardized tests. We have implemented the following breakfast options at AHS to ensure that all of our students have the opportunity to start their day with good nutrition.

1. **Grab and Go** – All food and drink must be confined to the Dining Commons until 8:00 AM. After this time, students who were unable to finish their breakfast, and students who arrive to school too late to eat breakfast in the Dining Commons, can pick up a bagged breakfast and take it to their 1st Period class.
2. **Second Chance Breakfast** - Students who miss breakfast are provided with an opportunity to pick up a bagged breakfast during the class change between 1st and 2nd Block. A mobile service cart will be placed in the Dining Commons for this purpose.

Students will be allowed to eat a “Grab and Go” or “Second Chance” breakfast from our cafeteria in class. If a class activity does not allow for food to be eaten in class (science lab, shop class, computer lab, etc.), the student will be given a few minutes to eat away from the area of concern or may be asked to wait until later in the class period.
The cost of a Grab and Go/Second Chance Breakfast is the same as a traditional breakfast. Students who receive free or reduced-cost breakfast can receive a Grab and Go/Second Chance Breakfast in lieu of a traditional breakfast.

**Lunch**

It is our intention to make certain that every child at AHS is offered a warm meal each day. Therefore, students are permitted to “charge” one regular school lunch on days when they do not have the money to pay for one. **However, students must obtain approval from an administrator before charging a meal.** Students are **NOT** permitted to “charge” any ala carte items or extras. The same policy applies to breakfast. If “charged” amounts are not reconciled in a timely manner, parents/guardians will be contacted. If a family does not have the financial means to pay for meals, but does not qualify for free or reduced meals, the student will continue to be offered a school meal each day; however, parents/guardians should contact an administrator to discuss ways that the school may be able to provide assistance.

Lunch is a hot well-balanced meal served with chocolate or plain milk. Each day, we offer the full school lunch as described on the monthly calendar. Students may substitute a chef salad for the lunch entree and/or purchase ala carte items to supplement their regular lunch. Fruit drinks, ice cream, cookies, and other snack foods may also be purchased through the regular lunch line. Students may bring food items from home, but they are not permitted to leave school grounds or have food brought to them from an outside source. **Students are not allowed to drink soft drinks during their lunch period.** Glass containers are not permitted in the dining commons or anywhere else in the school.

All students must report to the dining commons during their scheduled lunch period unless pre-arranged by a staff member for them to be involved in a supervised activity elsewhere. Students will not be permitted to leave the dining commons or other designated lunch-time areas without the written permission of another teacher or staff member. Students will not be allowed to leave the dining commons to secure such permission. Students may not visit other teachers/classes during the lunch period unless they have a note from the teacher requesting they do so. **Students will not be allowed to leave the dining commons to secure such a note.**

Students are permitted to be in the Dining Commons only during their assigned lunch period. Students must remain in the Dining Commons and other designated lunch-time areas until the dismissal bell. **Students from other classes will not be allowed to get food or visit other students in the Dining Commons.** Students must remain in the Dining Commons and other designated lunch-time areas until the dismissal bell. **No food or drink may be taken anywhere outside the Dining Commons without permission.**

The teacher on lunch duty will have a limited number of passes allowing students to use to the library during the lunch period. A hall pass will be available for students who need to go to their locker (one student at a time). **Students may not leave the dining commons or other designated lunchtime areas without a hall pass or note.** Students may not eat or gather in hall areas or Student Collaboration Areas during lunch. The bathrooms located at the entrance to the Academic Wing (where the duty teacher is located) are the only ones available for students during their lunch period (no hall pass required). Any students found in the academic areas, in the halls without a pass, or somewhere other than where they have permission to be during their assigned lunch period, will be subject to strict disciplinary action.

Students are expected to report to the dining commons on time. Students who are excessively or chronically
tardy will be reported to an administrator for disciplinary action. As students enter the dining commons they are expected to take a place at the end of a single file line to purchase food items. Saving spaces and cutting in line are not allowed. Students have thirty (30) minutes for lunch, and are expected to socialize with friends in a mature and orderly manner during this time. Student are expected to keep tables and floors around the area where they eat free from food and trash; they should dispose of trash and recyclables in the appropriate containers an return trays and utensils to the appropriate area when they are finished eating. Any throwing of food or other objects is strictly prohibited and will result in disciplinary action up to and including OSS.

During the lunch period, students may go outdoors to the designated areas only with the permission and supervision of an administrator. Students may be restricted to certain areas to allow for the best supervision and their safety. Food and/or drink are allowed outside during lunch in designated areas at the discretion of an administrator; this privilege may be restricted or revoked for a period of time if the outside area is not kept clean and free of trash. All outside activities must have the approval of an administrator. Any activity involving the throwing or kicking of objects is not permitted. Students may not go to the football field, track, areas that are in use by PE classes, parking lots, or other parts of the building/grounds during the lunch period. Students may go to their cars to retrieve personal items only with permission from an administrator.

If students misbehave in outside areas, they may be sent back inside to sit in the dining commons for the remainder of the lunch period. Chronic offenders may be restricted from outside areas for a designated number of days and may be subject to further disciplinary action. All outside privileges may be restricted or revoked at the discretion of an administrator.

Vending machines will not be accessible during lunch periods. Students are only permitted to be in the dining commons and other designated lunch-time areas during their regularly scheduled lunch period. Food and drink will not be sold to students during class changes. Disciplinary action will be taken on those who do not comply. Any use of the kitchen or dining commons at times other than the breakfast and lunch periods must be approved in advance by the cafeteria manager, food service director, head custodian, and the principal.

Due to health department regulations, no one other than cafeteria staff is allowed in the kitchen during prep time, serving time, and clean-up time. The kitchen will remain locked at all times when not in use by kitchen staff/open for serving meals. In addition, change will not be given at times other than during breakfast and lunch periods.

**CAFETERIA ACCOUNTS**

Students may prepay for breakfast, lunch, ala carte items, etc. as far ahead they wish. Once money is placed in a student’s cafeteria account, the computer automatically subtracts the appropriate amount as the student makes purchases from the cafeteria. While it is preferred that money be added to such accounts at the beginning of each week or month, money may added at any time during the school year. Money in these accounts also may be designated for specific purchases (i.e. meals only, meals and ala carte items only, etc.). Students also will not be permitted to receive cash for any portion of their account without the written authorization of their parent/guardian.

The only checks accepted through the lunch lines are those written to Auburn High School for the amount of purchase. Please note that the cafeteria will not cash checks for students so they may have money to purchase/pay for things other than school lunches.

**Returned Checks:** Montgomery County Public Schools uses an outside vendor to process returned checks
submitted to our schools. This includes all checks written to the school for any fees/payments. In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

Online Fee Payment (“My School Bucks”): Parents/Guardians may put money in a student’s school lunch through mySchoolBucks. There is a link on the AHS homepage to mySchoolBucks (under the “For Parents” tab). My School Bucks accepts Visa, Mastercard, Discover and check draft (No American Express). Parents/Guardians can pay fees online at any time. There is an additional fee for using the school nutrition side of mySchoolBucks.

STUDENT ATTENDANCE POLICY

Regular attendance is essential for success in high school. Students are expected to attend school for the entire day, and all classes every day in order to receive the full benefits of class instruction. Each time a child misses school he/she is missing valuable instructional time. Excessive absenteeism generally results in poor learning and unsatisfactory grades. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education.

Student attendance will be monitored and reported as required by state law and regulations. When we believe that a student’s school attendance is jeopardizing his/her progress in class, the parent/guardian will receive written notification from the school. Any excessive check-ins, check-outs, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action. Should your child’s attendance not improve, he/she may also lose school privileges, be referred to our SAP Team, and may be referred to Court Services (Division Policy 7-2.3)

Student absences without parental awareness and support will be addressed in accordance with MCPS Truancy policies and procedures (7-2.3). Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law. It is expected that parents will cooperate with school officials to remedy the student’s attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student’s attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent’s designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent’s failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent’s designee shall document the school division’s compliance with procedures for enforcing compulsory attendance.

Student Absences – A student is counted present only when he/she is present in the classroom or other approved designated area at the time of the tardy bell or is attending or participating in an approved school-sponsored field trip or event. A student shall be considered absent when he/she does not report to class during the assigned class period. Student absences will be recorded on a daily basis for each class period. This “period attendance” will be reported electronically to the office each period and is automatically included in individual student records. When a student is absent from school, an automated system will notify parents/guardians of their child’s absence from school. The system will begin calling home telephone numbers
each morning. The system is designed to leave a message on an answering machine. If there is another telephone number other than the home number that parents wish to be called with this message, they should contact the administrative assistant in the main office at 382-5160 to make these arrangements. The notification will be based on the student’s attendance as reported by his/her 1st period teacher. A reasonable effort will be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student’s absence, where there is no indication that the student’s parent is aware of and supports the absence. If for any reason a student will need to be out of school for an extended period of time, parents/guardians should notify the administrative assistant in the main office of the dates and circumstances of the anticipated absence. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

Per division policy 7-2.3, absences for any of the reasons listed below SHALL NOT contribute to a student’s total number of absences:

- State-mandated testing or other school/division testing programs
- School-sponsored field trips or activities
- All VHSL activities
- Late bus or buses which fail to run
- Conference with a school counselor, administrator, or other related staff members
- In-school suspension (ISS)
- Involuntary court appearance (copy of court order or subpoena required)
- Death in the family or household (verification may be required)
- Religious holidays (verification may be required)
- College visit or Work Based Learning opportunity (verification required) up to 3 school days
- Illness (If over 3 days, the school may require verification)
- doctor/dental appointments (verification required)
- extenuating circumstances which are determined by the school administration

Absences for reasons other than those listed above shall contribute to a student’s total absences.

Absences for Observance of a Religious Holiday – A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student’s school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed. A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason of such absence. Make-up work shall be completed as described in “Make-Up Work” below.

Returning to School – On the day of their return to school from an absence, students must report to the main office before going on to classes. A note of explanation will be required to officially document any absence. The note must include the date(s) and cause(s)/circumstance(s) of the absence(s), and the parent’s or guardian’s signature. Per division policy 7-2.3, absences are not considered as excused or unexcused. Instead, all absences will be identified as documented (note received) or undocumented (no note received). The administrative assistant in the main office will record each student’s visit to the office and document whether or not a note was received. Students who return to school without a note or other verification that a parent/guardian is aware of and supports the absence will be considered as skipping school and will be referred to an administrator for disciplinary action.
All notes from parents/guardians, or any other correspondence concerning student absences, will be kept on file for documentation.

CONSEQUENCES FOR EXCESSIVE ABSENCES FROM SCHOOL

It is important for parents/guardians to provide documentation for all student absences (See “Returning to School” section above). When a student has accumulated 15 or more absences in a course, the assistant principal will review the student’s documentation on file for all absences and determine whether or not the student should lose his/her “Good Standing” status.

- Absences identified in division policy (7-2.3) as those that “shall not contribute to a student’s total number of absences” will not be counted.
- Reasons for absences which are generally considered reasonable for missing school (i.e. documented student illness/injury, personal/family emergencies, and other extenuating circumstances) will be considered by the assistant principal as to whether or not they will be counted for purposes of determining a student’s “Good Standing” status.

Students who lose their “Good Standing” status due to excessive absences from school will have the following restrictions imposed until their “Good Standing” status is reinstated:

- Loss of any “Late Arrival” or “Early Release” on their daily schedule
- Prohibited from participating in school athletics or other extra-curricular activities
- Prohibited from attending any school athletic events
- Prohibited from attending/participating in school dances/prom
- Prohibited from driving/parking on AHS campus
- Prohibited from participating in AHS Graduation Ceremony

Students may have their “Good Standing” status reinstated by fulfilling all stipulations in an “Attendance Improvement Plan” developed by the assistant principal. Students and their parents/guardians may appeal a loss of “Good Standing” status to the principal. However, loss of privileges will not be delayed while an appeal is pending.

MAKE-UP WORK

Make-up work will be provided for all absences, including absences caused by OSS. Per Division Policy 7-2.3, it is the responsibility of the students and/or parent/guardian to request make-up work for all absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: If a student misses 3 days of class/school, he/she has 3 school days to make up the work).

Parents/guardians can request that their child’s teachers compile work that has been missed by calling the school counseling office. A day of advance notice is preferred; however, same day collection will be attempted if the request is received by 9:00 AM. This work can be picked up in the school counseling office after 2:50 PM on the day of the request, or any time the next day. Otherwise, it is the student’s responsibility to request any missed assignments, schedule make-up tests, quizzes, labs, etc. the day of their return to school.

Typically, assignments due on the date of an absence are due the first day of the student’s return to school unless they did not receive advanced notice due to other legitimate absences. Likewise, students who are absent
on the day of a test or quiz should be prepared to take the test or quiz on the first day of their return to school unless they did not receive advanced notice due to other legitimate absences.

The time limit on make-up work may be extended by the teacher or administrator due to extenuating circumstances.

CHECKING IN/OUT OF SCHOOL & TARDIES TO CLASS

Student check-ins, check-outs, and tardies to each class will be recorded on a daily basis. Students must present to the main office a written note which includes the date(s), cause(s), and the parent’s/guardian’s signature for all student check-ins (late arrivals) and check-outs (leave early). If a student is being transported by a county bus or vehicle that arrives late to school, the student will not be counted as tardy. Any excessive check-ins, check-outs, and tardies to class will result in administrative intervention including the development of an improvement plan and/or disciplinary action.

Check-ins, and check-outs will be considered as EXCUSED only for the following reasons (documentation required):

- Appointments with doctor, dentist, or other health professional
- Court appearances
- Death in the family or household

Tardies to class will be considered as EXCUSED for students who are late to class because of being detained by a staff member (student must obtain a note/pass from that staff member).

All UNEXCUSED check-ins, check-outs and tardies to class will contribute to the total number accumulated for the purpose of disciplinary action.

Any exceptions for extenuating circumstances must have principal approval.

Arriving Late to School (Check-Ins) – Students who arrive to school late must report directly to the main office upon their arrival to school before going to class. A student who reports to school late, with or without documentation, will be marked as a check-in. Any students who arrive to school late must sign the Check-In Sheet in the main office and obtain a pass to class. Students accompanied by a parent/guardian, or who bring a note of explanation for their late arrival, will have their tardiness documented by office staff. Students who arrive more than 15 minutes late to school without a note or unaccompanied by parent/guardian will be considered as skipping school and will be referred to an administrator for disciplinary action.

Leaving Early (Check-Outs) – If it is necessary for a student to leave school early, he/she must report to the main office to obtain permission to check-out from office staff and sign the Check-Out Sheet in the main office before leaving school grounds. Students who wish to check-out must bring a note from a parent/guardian to the main office when it is time for them to leave school. Parents/guardians may be called to verify written notes. In extenuating circumstances, parents/guardians may also request permission for their child to leave school early by talking with office staff by phone. Such arrangements will require the approval of an administrator. Parents/guardians may also check-out their child from school in person. Parents/guardians must do so through the main office and sign the Check-Out Sheet. Only those adults who have legal custody or the written
authorization of a parent/guardian may check a student out of school. Any student who leaves school early following this procedure will be marked as a checkout. **Students leaving without following this procedure are considered to be skipping school.**

- Students 18 years of age or older may sign themselves in/out of school, and document their own absences at the discretion of the school. **Every attempt will be made to contact parents/guardians to at least inform them of their student’s decisions and actions prior to office staff granting permission for the student to check-out.** If a parent/guardian cannot be reached, an administrator must approve the check-out. These students are still bound by all school-related laws as well as policies and rules of the Montgomery County School Board and AHS.

- **Students are not permitted to leave school for the purpose of eating lunch.** If it is necessary for a student to check-out during the lunch period, a parent/guardian must speak with an administrator before the student is given permission to check-out. Written documentation may be required to verify the reason for the check-out.

- Any student who has checked-out must leave campus promptly and may not return to the grounds without officially checking back in to school. Those students returning to school to provide transportation for their peers must remain in the parking lot and may not re-enter the building.

- Students who use their vehicles to leave campus without permission, or provide transportation to another student who leaves campus without permission, will lose their parking privilege for a minimum of 10 school days.

The Check-In/Check-Out Sheet and any notes from parents/guardians will be kept on file for documentation.

**Tardies to Class** – A student is counted present and on time to class only when he/she is present in the classroom, or other approved designated area, at the time of the tardy bell. A student reporting to class after the tardy bell, or after the designated starting time for the class period, will be recorded as present and tardy. Arriving late to class disrupts instruction and learning. Students are provided with sufficient time to make class changes and are expected to be in class on time. In an effort to assist students in this area a “warning tone” will sound when only one minute of transition time between classes remains. **Students who arrive more than 5 minutes late to class without a note from a staff member will considered skipping class and will be referred to an administrator for disciplinary action.**

**DISCIPLINARY PROCEDURES FOR CHECK-INS/OUTS & TARDIES TO CLASS**

Students who accumulate an excessive number of UNEXCUSED check-ins, check-outs, and tardies to class will be referred to an administrator for the following disciplinary action:

- For each 9-week Grading Period, students who accumulate any combination of UNEXCUSED check-ins to school (late arrival), check-outs from school (leave early), and tardies to class will be assigned the following disciplinary action:

  \[
  4^{th} \text{ Check-in/Check-out/Tardy} = 1 \text{ Lunch Detention}
  \]
<table>
<thead>
<tr>
<th>Day</th>
<th>Check-in/Check-out/Tardy</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>= 1 Lunch Detention</td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td>= 1 Lunch Detention</td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td>= 1 Lunch Detention</td>
<td></td>
</tr>
<tr>
<td>8th</td>
<td>= 1 Lunch Detention</td>
<td></td>
</tr>
<tr>
<td>9th</td>
<td>= ISS or Saturday School</td>
<td></td>
</tr>
</tbody>
</table>

- In addition to the above, any student who accumulates 6 TARDIES TO SCHOOL (CHECK-INS) in a semester will lose his/her campus driving/parking privileges for 10 school days. “Tardies to School” includes being late to 1st period and checking-in to school any time after 1st period.

- After 10 days of restriction, driving/parking privileges will be reinstated. Upon reinstatement of his/her driving privilege, the student will lose his/her campus driving privilege for another 10 school days after accumulating 3 additional tardies within the same semester. The third time that a student loses his/her campus driving/parking privileges in a school year, the restriction will be for the remainder of the school year.

- Any student found driving or parked on school grounds (during school hours) while privileges are restricted, will lose all campus driving/parking privileges for the remainder of the school year.

**ATTENDANCE AND PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

Students who are absent from school, arrive late (check-in more than 15 minutes after the school day begins), or check out early during the school day are not allowed to participate in any after-school activities that day. Students will not be able to practice or play on days they are assigned to Out-of-School Suspension (OSS). Students may resume practice or play following the completion of the last day of their OSS. Once a student returns from OSS, the level of participation in practice and games remains at the discretion of their coach. Students will not be able to practice or play on days they are assigned to In-School Supervision (ISS). Students may resume practice or play after missing all days of practice or play due to an ISS assignment. Once a student returns to practice/play, the level of participation in practice and games remains at the discretion of their coach. Students who plan to attend athletic practices that do not begin immediately after school, must leave the building and grounds and return closer to the practice’s start time unless they have pre-arranged plans to be supervised by a coach or other staff member. Parents/guardians should pre-arrange transportation for their child to/from practices. Exceptions to this policy must be approved by an administrator.

**ARRIVAL & DEPARTURE**

*Arrival* – Buses will begin arriving at AHS each morning at 7:30 AM. Bus riders will enter the building through the 2 sets of double doors under the covered entrance at the rear of the building. All other students may begin to arrive at AHS at 7:30 AM. Students are permitted in the building as they arrive but are only allowed in the Dining Commons and the Academic Wing until the first bell at 8:00 AM. All food and drink must be confined to the Dining Commons until 8:00 AM. After this time, students who were unable to finish their breakfast, and students who arrive too late to eat breakfast in the Dining Commons, can bring their “Grab & Go” breakfast to their 1st Period class. Students are allowed in classrooms only under the supervision of a teacher or administrator.

Once a student arrives at school, he/she must enter the building, and may not leave campus for any
reason without following the check-out procedure. Students who leave the building/grounds without permission are subject to disciplinary action.

A warning bell will sound at 8:00 AM. Students should begin making their way to their first period classes at this time. Any student who arrives to first period after 8:05 AM is considered tardy. In an effort to assist students in this area a “warning tone” will sound at 8:04 AM, signaling that only one minute remains before 1st period class begins.

**Student Drivers** – Students may drive their own automobiles to school, but this privilege may be withdrawn from individuals who elect to ignore standard driver safety regulations. Any student who commits a driving offense while at school will lose the privilege to drive to school for an appropriate period of time. Among the infractions of safety regulations considered to be most serious are reckless driving or exceeding the speed limit (15 MPH) on the campus. Student drivers must enter the building through the main doors under the covered entrance at the front of the building immediately upon their arrival. Students are not permitted to remain in cars or the parking lot. Students may not return to their cars without a car pass.

**Student Parking** – All students are to park only in the parking lot at the front of the building. Students may park in any marked parking spot except those designated for handicapped drivers or visitors. All students who wish to park on AHS campus will be required to complete an Automobile Parking Policy Contract and purchase an AHS Parking Pass for $11.00 fee. Parking Passes must be properly displayed at all times when parked on AHS campus during regular school hours. A parking pass may be transferred only to other cars registered on the Parking Policy Contract. Failure to comply with this policy may result in a loss of driving or campus parking privileges. Requiring the registration of student vehicles and the display of parking hang-tags will help us to maintain better control and security on our campus. Vehicles of people who are not authorized to be on our campus will be easily identified. Vehicle ownership can be easily determined without the involvement of law enforcement or interrupting class with PA announcements.

Students who drive themselves to school assume the additional responsibility of getting themselves to school on time. **Students who are chronically tardy to school risk losing their campus driving/parking privileges** (see sections on Disciplinary Procedures for Check-ins/Outs & Tardies to Class).

**Student Drop-off / Pick-up** – Students who are transported to school by car/personal vehicles, should be dropped off only at the designated area at the front of the building (parking lot side). Please help ensure the safety of our students, staff, and visitors to our campus by following the designated traffic patterns/posted signs when transporting students to/from school in personal vehicles.

- When **dropping-off** someone at the front of the building, you must **remain in the right lane** and proceed straight to **EXIT around the circle. Please do NOT make a U-turn or exit through the parking lot.**

- When **picking-up** someone at the front of the building, you must **remain in the right lane** and proceed straight to **EXIT around the circle. Please do NOT make a U-turn or exit through the parking lot.**

- We have placed “NO THRU TRAFFIC” signs at each entrance to the **parking lot.** At arrival and dismissal times, there are vehicles pulling in and out of parking spots as well as pedestrian traffic in the parking lot. We do not want “thru traffic” to create an unsafe situation.
• If a vehicle in front of you prevents you from moving forward in the right lane, you may proceed around them using the left lane, but only after checking the left lane for oncoming traffic. When using the left lane, you must still proceed straight to EXIT around the circle.

• Traffic cones will be evenly spaced along the broken white line to remind you to be cautious as you move into the left lane.

• Signs have been placed within the crosswalks to remind drivers that they must STOP for pedestrians.

Traffic cones and signs are in place to provide for the safety of students, staff, and visitors to our campus. The handling, relocation, removal, destruction, etc. of traffic cones and/or signs in our parking lot is considered a serious and chargeable offense.

**Bus Transportation** – Taking advantage of this privilege is the safest and most economical means of getting to/from school, and ensures students of getting to school on time. Students should be informed of their bus number and stop when they enroll. Buses drop off students beginning at 7:30 AM at the bus loading/unloading area at the rear of the school. **No cars are allowed in this area between 6:30-8:00 AM & 2:00-3:00 PM.**

**Other Transportation** – Students may walk or ride a bicycle to/from school. Students may not ride bicycles on any of the sidewalks around the campus. Upon arrival to campus, students should secure their bicycles outdoors.

**Dismissal/Departure** - The school day ends at 2:50 PM. All students are released at the 2:50 PM bell. If the dismissal bell is delayed, students must remain in their assigned classrooms until the bell is sounded. Students should leave campus without delay. Students who ride a school bus should report to the bus loading area quickly; other students should arrange to meet their ride at the student pick-up or parking area. Students who remain after school must be involved in an approved, school-related/sponsored activity such as athletics, clubs or student organizations, drama or music program practice, tutorial assistance, etc. Any students remaining on campus after regular school hours must be under the direct supervision and in the presence of a teacher or coach. All other students must leave the building and school grounds by 3:00 PM. **Students who remain in the building or on campus unsupervised after 3:00 PM will be subject to disciplinary action including a loss of the privilege to participate in after-school activities.**

Any change in the way a student normally leaves school requires written permission from a parent/guardian. Students will not be allowed to ride any school bus other than their regularly assigned bus without written permission from a parent/guardian and the authorization of an administrator. Written requests to ride a different bus and notes describing any changes in departure plans must be submitted to the main office the day of the intended change in plans. Approved bus notes will be maintained in student files and an authorization form will be given to the student. Students must present this form to the bus driver(s) involved in the change. Bus drivers will not allow students to ride a different bus or get off at a different bus stop without a properly authorized form. **Students are not permitted to return to the school building or grounds once they have left (unless for an approved after-school activity).**

**SCHOOL BUS ROUTES**
School bus routes are published in the local newspapers just prior to the opening of school, and they are available on the MCPS website year-round. Anyone with a computer and internet access can check the routes to find their stop. Buses do not stop at every house except on high traffic and/or rural roads that do not have a safe place to walk. However, if a child does not have proper access to a bus stop, parents can either send an email to the address on the bus route page or call the Transportation Office at 382-5151.

**VOCATIONAL TRAVEL**

Montgomery County provides transportation for AHS students who must travel to Christiansburg High School or Blacksburg High School for morning and afternoon vocational (CTE) classes. Students attending vocational classes at CHS or BHS will be required to ride the school bus to/from these schools. Students wishing to drive personal automobiles must first obtain written permission from their parents/guardians and then have that permission approved by an administrator at AHS.

Morning vocational students must report to the designated classroom by 8:05 AM for attendance before leaving for CHS or BHS at the designated time. Upon their return to AHS, these students will report to the library and wait there until the current period has ended. Some morning vocational travel students will need to get their lunch immediately upon their return to AHS and take it with them to their next scheduled class. Some afternoon vocational travel students will need to get their lunch before leaving AHS to take with them on the bus. Students who drive themselves to CHS or BHS must sign out in the Main Office every day.

Students will not travel to CHS or BHS for morning vocational classes on days when there is a 2-hour delayed opening due to inclement weather. These students will remain at AHS and must report to the area designated by an administrator for the time during which they are not assigned to any classes at AHS; they are not to visit other classes or wander the building/grounds. Students who fail to follow this procedure will be considered skipping and will be referred to an administrator for disciplinary action. Students will still travel to CHS or BHS for afternoon vocational classes on days when there is a 2-hour delayed opening due to inclement weather.

Students who attend CHS and BHS for vocational classes must follow all CHS and BHS rules. While attending classes at CHS or BHS, AHS students are under that school’s authority. Any misconduct by AHS students will be referred to AHS for disciplinary action. Any disciplinary action determined by CHS or BHS will be enforced by AHS.

**VOCATIONAL EARLY RELEASE**

For various reasons and at various times it becomes necessary to bring vocational students back to AHS early, before the normal release time. Students also may elect to stay at AHS or leave early from CHS or BHS to attend assemblies, pep rallies, etc. To do so, they must have received written permission and approval as described above. They must also present this written permission/approval to the teacher assigned to supervise vocational students at AHS. Students who receive permission to remain at AHS must report to the room designated by this teacher or an administrator for the time during which they are not assigned to any classes at AHS; they are not to visit other classes or wander the building/grounds. Students who fail to follow this procedure will be considered skipping and will be referred to an administrator for disciplinary action.

**WORK RELEASE**

All students enrolled in the Business Co-op program and who have work release time must have a job within the first month (20 school days) of enrollment and must maintain that employment or they will be assigned to regular classes. All Co-op/work release students must sign out in the Main Office after their last scheduled
class and must leave the school premises immediately. Students who do not sign out in through the office are subject to disciplinary action. Students who remain on campus after their last scheduled class without the permission of an administrator, whether they have signed out or not, are subject to disciplinary action. Students must provide their own transportation for work release. Work release students who wish to remain on campus for an approved and supervised activity must have written permission from a staff member to do so.

WORK PERMITS FOR STUDENTS
Students age 14 & 15 must have a work permit in order to work - exemptions include 1) farms, gardens, and/or orchards, 2) work around the home for parents, 3) volunteer work, 4) non-agricultural, non-manufacturing jobs where parent owns the business, 5) page or clerk for either the House of Delegates or the Senate of Virginia, 6) occasional work around someone’s home, such as yard work, 7) Work performed for any state or local government. Students may obtain a work permit from the AHS Bookkeeper in the Main Office. For more information, go to:  http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html

STUDENT CONDUCT
It is the expectation of the Montgomery County School Board that schools maintain an environment that is safe, drug free, and conducive to learning. To that end, the School Board seeks to direct student behavior based on clearly defined expectations, responsibilities, procedures, and consequences by publishing a current Student Code of Conduct (MCPS Policy 7-3.1) each school year. The primary purpose of these guidelines is to clarify rules specific to our school. The purpose of these rules is to protect the rights of students who seek an educational opportunity free from disruption and harassment and to minimize the use of teacher time and energies in dealing with students who are responsible for violating the code of conduct.

Students are expected to know and comply with the Montgomery County Student Code of Conduct. The policies apply to any student who is in or on school property, in a private vehicle on school property, in attendance at a school-sponsored activity (on or off school grounds) including field trips, as well as going to/from school and waiting at bus stops. In addition to these policies, the following general rules of conduct will govern daily behavioral expectations at AHS:

- Maintain regular class attendance, and report to class on time.
- Have the materials and assignments needed for each class every day (this includes dressing out for PE)
- Participate actively in all classes, and ask questions if directions or assignments are not clear; put forth best effort.
- Show respect for staff, and comply with the reasonable requests of any school employee the first time.
- Respect the rights and differences of others.
- Be responsible for personal and school property.
- Take pride in our facility, assume ownership of it, and share responsibility in maintaining and improving it.
- Promote school spirit by supporting and contributing to school-sponsored activities and events.
- Represent our school positively through good sportsmanship and responsible behavior at school-sponsored activities and events.
- Resolve conflicts in a mature, appropriate, and non-violent manner

SENIOR PRIVILEGES
Senior Class members will be afforded a variety of privileges. These privileges may include:
• Seniors may advance in the lunch line ahead of other underclassmen.
• At the teacher’s discretion, seniors can be released 2 minutes early from class before lunch. Teachers should only release seniors who have lunch immediately following their class. Teachers of mixed grade-level classes should release only seniors.
• Senior Class Officers may present other proposed senior privileges to the Site Based Committee for approval.
• Seniors are NOT to be released early from 5th period classes.

ADULT RIGHTS FOR STUDENTS
Students who have not reached the age of eighteen who wish to claim adult rights must do so through the courts and provide evidence of such to the school. All students living with parents or guardians will be required by the school to have parents/guardians provide excuses for absences, sign field trip or other permission forms, and be responsible for their other school related obligations. Students who are eighteen and living on their own (not being supported by their parents) may write their own notes, etc. only after documentation has been provided by the parents/guardians that the student is self-supporting (See additional guidelines for students 18 years of age or older under “Checking Out” and “Field Trips”).

PROHIBITED ACTIVITIES
In addition to the student behaviors addressed by the Code of Conduct, specific activities prohibited at AHS include (but are not limited to) the following:

• Physical aggression of any type will not be tolerated at AHS. Regardless of who initiates a confrontation, all students involved in fighting will be subject to out-of-school suspension. The number of days of OSS depends on many factors, including the circumstances and extent of the fight, past offenses, and the behavior of the student(s) involved after a staff member has intervened.

• Bullying – Bullying is any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict. Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. Students engaging in such activities will receive disciplinary action in accordance with our Bullying Prevention/Intervention Plan and Division Policy 7-3.1.

• Auburn High School will not tolerate vandalism and destruction of property. Students and their parents/guardians may be required to provide restitution to repair or replace damaged property. With everyone’s help and cooperation, AHS can maintain its excellent facility.

• Tampering with the building alarm system, security cameras, or door locks will result in OSS and possible criminal charges.
● Students must properly identify themselves to school personnel immediately upon request. Failure to identify oneself to a staff member (including substitute teachers) is a serious offense that will result in disciplinary action.

● All forms of academic dishonesty, such as cheating during an examination, plagiarism (submitting written work prepared by someone else), forgery of a signature of any other person, making false statements, and impersonating another person on the telephone are prohibited at AHS and will make the student subject to disciplinary action as well as possible academic penalties.

● Students are not permitted to gamble on school grounds. Gambling is defined as playing a game of chance in the pursuit of being rewarded monetarily. The playing of any type of game that is associated with gambling is also prohibited. Any student who is found to be involved in this type of activity will be subject to disciplinary action.

● Students are not permitted to buy, sell, or trade items while on school property. Only the sale of items as part of an approved school fundraiser is permitted. Unauthorized items being sold will be confiscated and may result in disciplinary action. Sharing and borrowing clothes is also discouraged.

● Literature, announcements, posters, bulletins, fliers, pamphlets, or other written communications/materials may not be posted, distributed, or made available on school grounds unless the materials have prior approval from the principal. Non-instructional materials may not be distributed during instructional time. Any materials that have been approved for distribution by students may only be distributed before/after school, during class changes, and during lunch periods. Outside requests for the circulation of materials in schools requires the approval of the superintendent (Division Policy 2-2.3).

Freedom of Expression by Students (Division Policy 7-4.4) – Montgomery County Public School students have the right, consistent with applicable law, to exercise freedom of expression. Along with their right to express themselves, students have a corresponding responsibility to see that their rights do not substantially interfere with the educational program of the Montgomery County Public Schools. The School Board supports the rights of students to express themselves in a fashion consistent with the law and the school division’s educational mission. MCPS students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means, but this right may not interfere with the operations of the school. Student expression may be abridged/restricted in order to prevent the proposed student expression or student material (proposed for distribution) from substantially interfering with or disrupting school operations.

All materials submitted in accordance with this policy shall be reviewed for approved distribution by the school principal. Procedures relevant to the submission, review, and approval of materials proposed for distribution may be found in the MCPS Policy Manual (Division Policy 7-4.4). All material must be approved by the principal and not be in violation of the provisions of this policy.

● Public displays of affection, including inappropriate touching and kissing, is prohibited during the school day. Any affectionate behavior that makes another person feel uncomfortable or awkward must cease upon request. Repeated warnings and blatant disregard for this rule will result in a referral to an
Any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature is considered harassment and is strictly prohibited by the Code of Conduct.

- Any activity that is disruptive or creates an intimidating, hostile or offensive environment will not be tolerated. This includes making derogatory or defamatory statements about other students. Any student engaged in this activity will be subject to disciplinary action in accordance with the Code of Conduct.

- Throwing snowballs and/or bringing snow into the building is strictly prohibited. Students who touch snow are subject to strict disciplinary action.

- Skateboards, rollerblades, and other wheeled devices/vehicles are not permitted in the courtyard area or the tennis courts at any time. There is also no driving or parking on the courtyard.

- Playing ball, hackeysack, or any activity that involves throwing, bouncing, or kicking any item is strictly prohibited in the building except when part of an approved activity.

- Horseplay or reckless behavior anywhere on campus, at any time during the school day, or during any school-sponsored activity, will result in disciplinary action.

- Student use of cameras and other video and/or audio recording devices, other than as part of an approved school activity, requires administrative approval.

SENIOR PRANKS
Auburn High School does not approve of “senior pranks” of any type. All students, regardless of their age or grade-level, who are involved in the carrying out of “pranks” on school grounds, do so fully understanding the risk of disciplinary action and/or criminal charges if their actions are disruptive of instruction, destructive, malicious, or harassing, especially if they target an individual. Any theft of school property will also be prosecuted.

BULLYING PREVENTION PROGRAM (“Take a Stand”)
This school-wide Anti-Bullying campaign was developed by the AHS Bullying Prevention Committee and was implemented at AHS in the 2007-08 school year. All incoming freshmen will receive training in how to take a stand against bullying at school and learn some intervention strategies. Students who have completed the training receive a t-shirts designed to show their commitment and unity. Posters and banners related to bullying have been placed throughout the school. The AHS Bullying Prevention Committee has also developed a protocol for addressing bullying behavior as well as means of empowering victims through the implementation of reporting procedures, support groups and individual assistance plans.

HALL BEHAVIOR
Before and after school as well as during class changes, the halls are busy, crowded areas. Students can help the flow of traffic by making a habit of walking to the right and not congregating in the middle of the hallways. Students are expected to socialize in the halls in an orderly manner. Misconduct may result in a student being asked to identify himself/herself to a supervising staff member. Students are expected to do so promptly and respectfully or face disciplinary action for noncompliance. If a student must be in the hall during a class or
lunch period for any reason, he/she must have a hall pass.

**HALL PASSES**
All students must have a hall pass to be anywhere other than their assigned place. The hall pass must designate their destination and document the time they were given the pass. Any student discovered in the hallway without a pass at any time other than scheduled class changes will be immediately escorted back to class (by any staff member) to determine why he/she does not have one. Students who leave class without permission will be subject to strict disciplinary action. During lunches, students may not leave the dining commons or other designated lunchtime areas without a hall pass or note.

**LEAVING CLASS**
A student will be excused from class only when absolutely necessary. He/She is expected to bring all necessary materials to class. Individual teachers may choose to excuse students from class to secure these materials with or without consequence once class has begun. A student may not be given, or choose to take, a “tardy” in order to leave class for this, or any other, purpose. Students will not be allowed to leave a class to make purchases from the vending machines or cafeteria. Students also will not be allowed to leave a class to use the telephone except in the case of an emergency and with teacher approval. Students may only use the library with the permission of the teacher and if prior arrangements have been made with the librarian. Students may not be sent to the computer lab without supervision. A student will not be excused from a class to see another teacher unless prior arrangements have been made and he/she has a written request from that teacher. Students will not be allowed to leave class to secure such a note. Students are not allowed to miss class simply to visit another student, complete a project from another class, or participate in an activity in another class (unless part of an interdisciplinary project/activity).

**DRESS CODE**
We are aware of the current clothing styles, and we have always respected the individuality of each student to dress in a way that makes them comfortable. We also recognize that clothing choices are a very personal matter and a way that our students express themselves, reflect their individual personalities, and exercise their freedom. However, we also must balance individual freedom with maintaining a learning environment that is free from distractions and comfortable for everyone. Though we have adapted to changing styles over the years, there are certain clothing items that are considered distracting or inappropriate attire for school.

In preparation for the “adult world,” we would like for our students to develop an understanding that “appropriate” attire is different for social activities/gatherings, a date, the gym, the beach/pool, work, school, etc. We believe that appropriate attire for school should more closely resemble the “workplace standard.” We are especially concerned about any attire that exposes undergarments, excessive skin, or inappropriate areas of the anatomy, and excessively tight-fitting clothing. A list of such clothing may be found in the Code of Conduct. Specific clothing items prohibited at AHS include (but are not limited to) the following:

- Hats, headbands, bandanas, or other head coverings inside any of the buildings except as provided for under the “Hats” section (boys and girls).
- Sunglasses.
- Torn clothing, “sagging” pants, tank tops (boys and girls), spaghetti straps, sun dresses, midriff tops, halters, short skirts/shorts, etc.
- Exercise or biking spandex pants and other excessively tight-fitting clothing.
- T-shirts, or other clothing, that display messages or symbols that are considered to be inappropriate, offensive, distracting, or in any way disruptive of the educational process.
Clothes, jewelry, other apparel and/or decals that advocate violence, alcohol and other drug use and/or distribution; that represent gang activity and/or membership; that advertise obscenities; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that would cause disruption to the learning environment at any school.

MCPS Policy 7-3.1 also states: “Students shall not at school, on school property, or at school activities wear or have in their possession any written material that is racially divisive. Examples include clothing, articles, material or publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Black Power, Neo-Nazi, or any hate group, or Confederate flags or articles. This list is not intended to be all inclusive.”

Additionally, shoes must be worn at all times in and around the building.

Administrators and teachers have the authority and responsibility to identify and address inappropriate student attire. Students who dress inappropriately will be given the opportunity to change or cover their clothing, and students are expected to respond respectfully. Students failing to respond appropriately to the directives of their teachers will be referred to an administrator for disciplinary action. Refusal to cooperate and/or repeated offenses may result in being sent home and/or other disciplinary action. Having attended one or more classes without being addressed for inappropriate attire does not preclude a student from being referred to an administrator for disciplinary action later in the day. Any confiscated clothing items (i.e. hats, sunglasses, bandanas) may be held at the discretion of an administrator.

**HATS**

Students will be allowed to wear hats in hallways, shop classes, during outside PE activities, while outside and during their lunch period. While in the classroom, the privilege to wear hats will be entirely at the teacher’s discretion. We understand that the shop classes are “work environments” that include students being inside and outside of the building. In the “adult world” hats are typically worn in such environments to keep hair clean and out of machinery, and for protection from the sun. Students are expected to carry their hats to/from these classes as they would any other material for a specific class. Headbands, bandanas, hoods or other head coverings may not be worn at any time during the school day. If at any time a hat becomes a distraction or creates a disruption in the classroom, the hat will be confiscated. Students who wear hats or other head coverings in the school building will have their hats confiscated. Students, who refuse to relinquish their hats upon request, will be subject to further more severe disciplinary action. We trust that our students will respond to this privilege by being courteous and responsible.

**ATHLETIC EVENTS**

Students and their families are encouraged to show their school spirit and support of student athletes by attending AHS sports events. Admission cost is charged for all sports events as established by the District and/or Conference of which we are a member. The Athletic Director may appoint students, parents, and/or community members to serve as Event Staff. Event Staff will assist with set up, ticket collection, and other duties associated with the management of the event. Event Staff will not be charged any admission cost.

Spectators are expected to demonstrate good sportsmanship and behavior that positively reflect on our school and community. Inappropriate gestures, chants, yells, or other comments directed toward players, coaches, fans, or officials are prohibited. Violators are subject to disciplinary action by the VHSL and/or the school administration. Laser pointers are strictly prohibited at athletic events. Students are reminded that the Code of
Conduct applies to all school-sponsored activities and that inappropriate behavior may result in disciplinary action, including removal from the sports event and school grounds.

Students who plan to attend athletic and other school-sponsored events that do not begin immediately after school, must leave the building and grounds and return closer to the event’s start time unless they have pre-arranged plans to be supervised by a staff member. Parents/guardians should pre-arrange transportation for their child to get home after such events.

Any student who has a delinquent or outstanding debt – library fines, charges for lost/damaged books, unpaid fees for uniforms, unresolved accounts for fundraisers, etc. – will not be allowed to participate in athletic events. Any student attending an athletic event while on the debt list will be subject to disciplinary action. See the Delinquent Debts section for further information.

**UNAUTHORIZED AREAS**
Students are not permitted in the following areas of the school when not being used as part of a class, practice, assembly, or other approved activity and **under the direct supervision of a staff member:**

- Teacher Collaboration Offices/Areas (use of phone, vending machines, copy machines, kitchen area not permitted)
- Teacher dining room
- Staff offices
- Student Services (Workroom Area)
- Unoccupied classrooms
- Student Collaboration Areas
- Computer labs
- Auditorium/stage
- Sound/projection booth
- Vocational shops
- Custodial closets/offices
- Loading Dock
- Kitchen
- Mechanical rooms/closets
- Closets/Rooms containing Electrical, Computer (MDF), Telephone and/or Other Building Systems
- Locker rooms other than when scheduled for PE or Athletics (students must be in the designated locker room for the activity)
- Elevators, unless use is authorized due to injury or disability
- Parking lots
- Athletic Facilities/Fields

Students are not permitted to be outside of the building during class changes, or at any other time during the school day, unless required by their class schedule or as part of a supervised class activity. Additionally, students are not allowed to go to the elementary or middle school without permission. Students who are found in an unauthorized area or who leave the building/grounds without permission are subject to disciplinary action.

**FOOD AND BEVERAGES IN CLASSROOMS**
Individual teachers, at their discretion, may allow snacks/drinks in their classrooms. Students will be allowed to eat a “Grab and Go” or “Second Chance” breakfast from our cafeteria in class. If a class activity does not allow for food to be eaten in class (science lab, shop class, computer lab, etc.), the student will be given a few minutes to eat away from the area of concern or may be asked to wait until later in the class period. Students may bring drinks in plastic bottles or cans and snack foods to school or may purchase drinks from vending machines during class changes. Students will not be allowed to leave a class to use the vending machines or obtain food from the cafeteria. Students are not allowed to purchase drinks or snack items from the vending machines in the teacher workroom without permission and the direct supervision of a staff member. Students may not bring glass bottles on campus. Any glass bottles brought to school will be confiscated and will not be returned. Students should be extremely conscientious about placing empty containers in the trashcan and cleaning up any spills. This privilege will be taken if students do not adhere to these rules.

PROHIBITED ITEMS
In general, items that present potential safety concerns, or that create a distraction to other students and disrupt the educational process, should not be brought to school. Specifically, students are not permitted to have lighters/matches, pocket knives of any size, or laser pointers in their possession while on school grounds. Additional items prohibited at school are addressed in the Code of Conduct. These items may be confiscated and held at the discretion of an administrator. Students who refuse to relinquish such items upon request will be subject to further, more severe, disciplinary action. Student use of cameras and other video and/or audio recording devices, other than as part of an approved school activity, requires administrative approval. Please also note that students bring such items to school at their own risk; AHS cannot assume responsibility for any lost, stolen, or damaged personal items.

CELL PHONES
Students are not freely permitted to use or display [cell phones & other portable communication] devices during instructional time. Such devices will be considered to be “in use” if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc. However, students may have such items in their possession for use after school hours, during bus rides to and from school, and during athletic events. Students may utilize such devices during instructional time only for academic purposes and under the direction and supervision of the classroom teacher. Please also note that students bring such items to school at their own risk; AHS cannot assume responsibility for any lost, stolen, or damaged personal items.

If such items are in use, the device will be confiscated and the student will be assigned a disciplinary action. Students who refuse to relinquish such items upon request will be subject to further, more severe, disciplinary action. Once confiscated, the cell phone will be held in the main office. At the end of the school day, the student can visit the office and pick up the device. If the same student violates the policy a second time, the device will be confiscated, and a parent/guardian will be contacted and may be required to come to the school to pick up the phone; an additional day of ISS will be assigned. Additional offenses may result in further disciplinary action, and a conference with parents/guardians may be requested to discuss the loss of all cell phone privileges at school.

EXCEPTIONS:

(1) AHS students will be permitted to use their cell phones (and other electronic devices) during their lunch break or in the halls during transitions. The following expectations must be met in order to
maintain this privilege:

- Students may continue to use their cell phones in the school before 8:05 AM. We will continue to make a courtesy announcement each morning to remind students to turn off their cell phones.
- **Students may only use their cell phones during their assigned lunch period.** They may be turned on once the exit their classroom and they must be turned off as soon as they enter their next classroom.
- During assigned lunch periods, students may use their cell phones only in the following locations:
  - Dining Commons
  - Designated Outside Lunchtime Area
  - Library (must obtain library pass)
- Headphones/Ear buds must be used for listening to music or any other uses that produce sound.

**Students will still be required to have their cell phones OFF and OUT OF SIGHT at all times in a classroom** (unless a teacher directs them to use their cell phones in class for an instructional purpose).

Cell phone usage, as defined in the MCPS Code of Conduct, at any other time during the school day will result in disciplinary action, as usual.

(2) Under the MCPS “BYOD” (Bring Your Own Device) policy, students may utilize personal Smart Phones and other mobile devices during the school day only for academic/educational purposes in the classroom and under the direction and supervision of the classroom teacher.

**ALCOHOL AND OTHER DRUGS**

The Student Code of Conduct addresses student involvement with alcohol and other drugs while in or on school property or while engaged in or attending any school-sponsored activity/function. This policy applies to imitation controlled substances, drug paraphernalia, or any substance which is represented by or to the student, or which the student believes to be any of the prohibited substances. Additionally, any student in possession of prescription drugs that are not prescribed to that student or the intentional misuse of prescription (or non-prescription) drugs to elicit an intoxicating effect will be subject to disciplinary action in accordance with the guidelines for the possession or being under the influence of alcohol and other drugs, as stated in MCPS Policy 7-3.1. Sharing, borrowing, distributing, manufacturing or selling any medication (both prescription and non-prescription “over-the-counter” medications) is prohibited and may result in a recommendation of expulsion. Under state law, students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials (see complete Alcohol and Other Drugs Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

**TOBACCO PRODUCTS**

State law makes it illegal for those under 18 years of age to purchase, possess, or use tobacco products. Per MCPS Policy (7-3.1), “Students shall not possess, use, and/or distribute tobacco and/or tobacco products on school property, on school buses, or during activities on or off school property. This includes but may not be limited to any product intentionally inhaled in order to elicit an intoxicating effect such as smokeless tobacco, electronic cigarettes, inhalant products such as vapor cigarettes, liquid tobacco, or hookah pipes.”

Failure to comply with the above violates both the Student Code of Conduct, as well as the law, and will result
in civil and/or disciplinary action under the Alcohol, Tobacco and Other Drugs Policy. Students who are in possession, use, tobacco in any form and/or tobacco products at AHS (including waiting at school bus stops, while riding on school buses, and while at any school-sponsored activity/function) are subject to disciplinary action up to and including a three (3)-day suspension for a first offense and may be legally charged if under the age of 18. Sharing, borrowing, distributing, manufacturing or selling any tobacco products or tobacco paraphernalia and repeated offenses may result in up to and including a ten (10)-day suspension, and may result in a recommendation of long-term suspension or expulsion; the student will also be legally charged if under the age of 18. Paraphernalia includes, but is not limited to, lighters/matches, rolling papers, pipes, electronic cigarettes, vapor cigarettes, and liquid tobacco.

**Smoking, chewing, or any other use of any tobacco product by staff, students, patrons and visitors shall be prohibited on Montgomery County School Board property as defined in School Board policy 5-3.2 and 2-4.4.**

For the purposes of this policy, the following definitions shall apply:

“School property” shall mean all property owned, leased, rented, or otherwise used by a school including, but not limited to, the following:

a. All interior portions of any building or structure used for instruction, administration, support services, maintenance or storage, as well as outdoor bleachers; and
b. All vehicles used by the division for transporting students, staff, visitors, or other persons.

“Tobacco” shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both. “Tobacco” shall include cloves or any other product packaged for smoking.

“Use” shall mean lighting, chewing, inhaling, or smoking any tobacco product.

**At AHS, students will be suspended from school and criminally charged for any possession and/or use of tobacco products on school grounds.**

**ELECTRONIC CIGARETTES**

Electronic cigarettes, or “E-cigarettes”, are battery-operated devices with cartridges filled with nicotine, flavor, and other chemicals that closely resemble and purposefully mimic the act of smoking by having users inhale a vapor that may appear similar to the smoke emitted by traditional tobacco products. This vapor may contain undetermined and potentially harmful substances. Nicotine levels in e-cigarettes vary from very high to very low doses, regardless of labeling. The American Cancer Society, American Heart Association, the Campaign for Tobacco-free Kids, and the American Lung Association all recommend that smoke-free laws and policies prohibit the use of e-cigarettes. The U.S. Food and Drug Administration suggests that these products should be regulated as drug-delivery devices and not as tobacco products.

**E-cigarettes and other inhalant products such as vapor cigarettes, liquid tobacco, hookah pipes, or any**
similar items are strictly prohibited at AHS. Students will be suspended from school for any possession and/or use of such items on school grounds. Depending on the content of the vapor, possession and/or use of E-cigarettes may be considered a violation of the MCPS Alcohol and Other Drugs Policy.

WEAPONS POLICY
Possession and/or use of weapons while in or on school property or while engaged in or attending any school-sponsored activity/function violates the law and the Student Code of Conduct. Students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth (see complete Weapons Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

**Look-alike weapons** – Any devices or articles that by appearance or representation might lead a reasonable person to believe that they are weapons capable of inflicting bodily harm and/or intimidating other persons will result in disciplinary action under the Weapons policy. Look-alike weapons are not to be confused with obvious toys or trinkets that are not representative of weapons and/or used in an intimidating or threatening manner.

SCHOOL BUS CONDUCT
Students are expected to cooperate with their bus driver and to follow the posted rules on the bus. Misconduct on a school bus interferes with the orderly transportation of children and jeopardizes the safety of everyone on the bus.

The school bus driver is the authority on the bus. Bus drivers are authorized to assign seats. Failure to comply with bus rules and directions of drivers will result in a loss of bus privileges. Cases of misconduct by students while on the bus or at school bus stops, which cannot be corrected by the bus driver, will be referred for disciplinary action immediately to an administrator of the school the child attends. Video recording equipment may be used on school buses for the purpose of monitoring and documenting student behavior. Video recordings are the property of MCPS and may be used by administrative personnel as support for disciplinary action.

Disciplinary action may include any of the corrective actions in the Code of Conduct as well as temporary loss of bus riding privileges. Even though a student has his/her bus privilege suspended, he/she is still required to attend school. Repeated bus referrals may result in additional suspension of bus riding privileges and could result in denial of such privileges for the remainder of the school year. In such cases, students and their parents/guardians will be responsible for working out alternative transportation.

CIVIL RIGHTS POLICY
The Montgomery County Public Schools’ educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin, disability, or on any other basis prohibited by law. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Home and classroom work shall be judged by ordinary academic standards of substance and relevance and other legitimate pedagogical concerns identified by the school. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. The School Board encourages
school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct.

In furtherance of this policy, the School Board shall (i) provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons; (ii) provide a free, appropriate education, including non-academic and extracurricular services, to qualified disabled persons; (iii) not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or vocational programs; and (iv) not discriminate against qualified disabled persons in the provision of health, welfare or social services.

GRIEVANCE PROCEDURE FOR STUDENTS WITH COMPLAINTS OF DISCRIMINATION
Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. Any student, employee, parent, or other person who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to the building principal. If it is not possible to resolve the matter within 5 business days, then the building principal will forward the report to one of the compliance officers designated in this policy. The complaint and identity of the complainant and alleged perpetrator shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

The Montgomery County School Board has designated the Directors of Elementary and Secondary Education, 750 Imperial Street SE, Christiansburg, VA 24073 (540)382-5100, as the Compliance Officers responsible for identifying, preventing, and remediing prohibited discrimination.

The entire written policy and grievance procedure (7-1.1) is available at http://www.boarddocs.com/vsba/mcps/Board.nsf/goto?open&id=8TVKYG542627

SEXUAL HARASSMENT
It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive learning environment; or (3) submission to the conduct is made either explicitly or implicitly a term or condition of the student’s participation in school programs.

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located in the AHS library, in county libraries, and at www.mcps.org. Generally, students are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student should contact the Superintendent.

DISCIPLINE PROGRAM & PROCEDURES
The faculty and administration work cooperatively to establish and communicate clear, positive expectations for
student conduct and endeavor to be respectful, fair, and consistent with all students. The administrative team supports the position that all students should enjoy school and be free to learn in a safe and orderly environment. The staff is committed to maintaining an environment in which students are not subjected to harassment, ridicule, threats, or intimidation. Any behavior that disrupts the learning environment is not tolerated. In order to maintain a safe and orderly learning environment at Auburn High School, high standards are set for student behavior. Students are expected to report to class on time, be prepared for class, participate with their best efforts, and behave as responsible young adults. Those students who choose to be tardy, disrupt the classroom environment, and attend class unprepared will be subject to disciplinary action.

Along with many of the rules in this handbook, we have included our rationale for having them. We hope this helps everyone to better understand what we believe are sound reasons for the rules that are in place at AHS. We believe that rules do not inherently jeopardize the positive environment and “culture” at our school. The manner in which rules are enforced is what makes the difference. We promise to apply common sense, reasonableness, and the “spirit of the rule” in the application of all rules and policies. The faculty and administration are also committed to balancing fairness, equity, and consistency while allowing for individual circumstances in the enforcement of consequences for violations of rules/policies. We are fortunate to have a small school where we enjoy a strong sense of community and a close relationship between faculty and students. We rely on this relationship when we must address students regarding misconduct and violations of rules, and strive to do so in a mutually respectful and positive manner.

Student self-discipline is a key factor in making school a cooperative learning environment, and it is something that we strive to instill and develop in all AHS students. Discipline is an integral part of this teaching/learning process. The goal of school discipline is to teach students how to behave appropriately and act responsibly as part of the school team and member of the community. You will also notice a number of privileges for students and rewards for positive behavior. We trust that our students will demonstrate maturity and responsibility by using their freedom and independence in high school wisely.

Teachers are responsible for establishing clear rules and expectations for classroom conduct as well as addressing student misbehavior. Classroom rules will be established during the first week of school. Once these expectations are established, students are held accountable for following them. Teachers continually monitor classroom conduct and work with students to minimize disruptions. Teachers will work with students and parents to resolve problems such as not having proper classroom materials (paper, pencils, books, failure to dress-out for PE, etc.). However, when a student is unresponsive to correction/redirection or other intervention strategies attempted by the classroom teacher, he/she will be removed from the class and will be referred to an administrator for disciplinary action. The administrator will investigate all incidents referred to the office, notify the student(s) of the accusations made against them, give the student(s) an opportunity to explain the circumstances of the alleged misconduct from their perspective, and make a decision based upon the evidence.

Typically, the administration deals with misconduct that is more serious in nature or misconduct that occurs in common areas such as the halls, dining commons, and outside of the buildings. Appropriate corrective and disciplinary action for students who violate any of the provisions of the Code of Conduct is determined by an administrator based on the individual circumstances involved in each case. Consequences for misconduct may include the following: CHOICES, Lunch Detention, Loss of School Privileges/“Good Standing” Status, In-School Supervision (ISS), Saturday School, Out-of-School Suspension (OSS), or other action deemed appropriate by the teacher and/or administration (see Student Code of Conduct, MCPS Policy 7-3.1 for other available corrective measures). In cases of Lunch Detention, ISS, and Saturday School, parents will be notified
by phone. In cases of OSS, parents will be notified by phone and will receive a letter documenting the incident and consequences. If a student’s behavior necessitates sending him/her home during the school day, an administrator will call the parent/guardian to make the necessary arrangements.

Students have the right to procedural due process including receiving a notice of the charges against them, an explanation of the facts as known by school personnel, and an opportunity to present their version of the incident. Any disciplinary action may be appealed. However, corrective action will not be delayed while an appeal is pending.

Students involved in multiple incidents of disruption, fighting, and/or other repeated violations of the Student Code of Conduct will be considered for recommendation to the School Board for long-term suspension or expulsion. This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

**CHOICES DISCIPLINE PROGRAM**

The CHOICES Discipline Program is designed to emphasize student responsibility in making choices about their own behavior.

If a student feels that he/she cannot control his/her own behavior in a particular class, he/she may elect to go to CHOICES during that class period. However, a student may not elect to go to CHOICES in order to avoid a class activity or compliance with a teacher’s directive, or as a means to leave the classroom for some other purpose after permission has been denied. If a student misuses CHOICES in this way, or if his/her use of CHOICES becomes a chronic occurrence, the teacher will send the student to an administrator instead of CHOICES for disciplinary action.

If in the teacher’s estimation, a student should go to CHOICES in an attempt to prevent a developing problem in the classroom, the student can be sent to CHOICES with no disciplinary action. If a student’s behavior warrants further disciplinary action, the student will be sent to the main office with a completed Discipline Referral form to see an administrator rather than being sent or allowed to go to CHOICES.

When a student is sent or elects to go to the CHOICES room, the teacher must send a completed CHOICES Referral form, documenting the time sent to CHOICES and the reason/circumstances for the student leaving the classroom. The student will give the coordinator the referral form and must remain in the CHOICES room for the duration of that class period. Students who go to CHOICES are responsible for all work assigned and due during the class period(s) that they miss during their time in CHOICES.

The primary purpose of CHOICES is to assist the student in managing their own behavior. CHOICES provides students with the opportunity to address and resolve the issues related to their behavior in a particular class and resume their regular school day without further consequence. A CHOICES coordinator will be available to assist these students, including making a phone call to a parent/guardian, or making a referral to an administrator or school counselor, if necessary. This staff member will also assess the responsiveness of the student to attempts at intervention, and report any problems or pattern of misconduct to an administrator for further disciplinary action. The CHOICES coordinator may contact a parent/guardian to discuss the reason for their child’s removal from the classroom. At the end of the period, the student is encouraged to move to his/her next class and be on time. The CHOICES coordinator will refer the student to an administrator if that student is unresponsive to intervention and is unable to return to his/her next class. If a student is sent to the CHOICES room twice in the same day, he/she will be referred to an administrator for further disciplinary action.
LUNCH DETENTION
When a student has been referred to an administrator for relatively minor infractions of school rules, a detention hall may be assigned as a consequence. The student will schedule a lunch detention within two days of the offense. Lunch detention will be served during each student’s regularly-assigned lunch period. If purchasing a school lunch, students must go to the front of the lunch line to purchase their lunch and report to the ISS room within the first 5 minutes of the lunch period. If not purchasing a school lunch, students must report immediately to the ISS room within the first 5 minutes of the lunch period. It is recommended that students bring enough schoolwork or reading materials to lunch detention in order to remain quietly busy the entire time; sleeping, talking, and use of cell phone/other electronic devices will not be allowed during lunch detention. If a student does not have schoolwork, the supervising staff member may provide assignments. Requests to change the date for a lunch detention will be considered only under extenuating circumstances. Changes must be requested by a parent/guardian and approved by an administrator in advance. Parents/Guardians will be called to verify any reason for a request made by a student. If a student is late or fails to report to lunch detention on the assigned date, or if a student is uncooperative during lunch detention, he/she will be referred to an administrator for further disciplinary action. Parents/Guardians also may be called to schedule a conference.

IN-SCHOOL SUPERVISION (ISS)
ISS is assigned for more serious and chronic offenses. Students who serve ISS will come to school and be counted present. However, they will be kept apart from regular classes and will have specific rules to follow. A staff member will provide supervision at all times and regular classroom work will be assigned. Completion of all work will be expected or additional time in ISS will be assigned to complete unfinished work. It is recommended that students bring additional schoolwork or reading materials to ISS in order to remain quietly busy the entire time; sleeping, talking, and use of cell phone/other electronic devices will not be allowed during ISS. Failure to follow ISS rules may result in OSS. If ISS is interrupted by OSS, the student must complete the ISS upon returning to school.

IN-SCHOOL SUPERVISION at Montgomery Central (MCISS)
MCISS is assigned for serious and chronic offenses. Students who serve MCISS will arrive at Montgomery Central in one of two ways which will be determined by administration. Students will either come to AHS on their bus or to be dropped off by their parent after which students will board a bus at 8:05 which will take them to Montgomery Central and will return the student to AHS by 2:50 in the afternoon or students will have their parent or guardian drive them directly to Montgomery Central and will be picked up at the conclusion of the school day at Montgomery Central by 2:30PM. Students must arrive at Montgomery Central by 8:30AM in order to be counted present. Students who arrive to AHS before leaving to go to Montgomery Central will need to remain in the main office until they board the bus and when they return to AHS until the bell rings at 2:50. Completion of all work will be expected, teachers will send work to Montgomery Central for students to complete. It is recommended that students bring additional schoolwork or reading materials to MCISS in order to remain quietly busy the entire time; sleeping, talking, and use of cell phone/other electronic devices will not be allowed during MCISS. Failure to follow MCISS rules may result in OSS.

SATURDAY SCHOOL
Saturday School may be offered as an alternative to ISS in circumstances deemed appropriate by a school administrator. Saturday School is typically scheduled for one Saturday each month for 3 hours (9:00 AM-12:00 PM) and will be served in the ISS room at AHS. A staff member will provide supervision at all times. It is
recommended that students bring enough schoolwork or reading materials to Saturday School in order to remain quietly busy the entire time; sleeping, talking, and use of cell phone/other electronic devices will not be allowed during Saturday School. If a student does not have schoolwork, the supervising staff member may provide assignments. Failure to follow Saturday School rules may result in ISS and/or OSS as well as a loss of the Saturday School option in the future. Requests to change an assignment to Saturday School will be considered only under extenuating circumstances. Changes must be requested by a parent/guardian and approved by an administrator in advance. Parents/Guardians will be called to verify any reason for a request made by a student. If a student is late or fails to report to Saturday School on the assigned date, or if a student is uncooperative during Saturday School, he/she will be referred to an administrator for further disciplinary action. Parents/Guardians also may be called to schedule a conference.

OUT-OF SCHOOL SUSPENSION (OSS)

Students will not be allowed on school grounds during OSS. Absences from class and from school due to OSS will contribute to the total absences allowed by the division attendance policy. However, make-up work will be provided during this time upon the request of the student and/or parent/guardian. All other guidelines regarding make-up work will also apply (Division Policy 7-2.3).

Students may be eligible to attend the Montgomery County Schools Montgomery Central while suspended for 3 or more consecutive days. Further information about this program is available from an administrator. While attending Montgomery Central, students will be **not** be counted absent from school. Participation in school-related athletic or any other extracurricular activity is not allowed by students serving OSS (even if attending Montgomery Central).

INvolvement of law enforcement

The faculty and staff work cooperatively with local law enforcement to maintain a school environment in which our students are safe. We are fortunate to have a School Resource Officer in our school daily. This officer will be available to advise, teach, and mentor students, parents/guardians, and staff as well as assist the administration in enforcing state and local laws. She will act as a liaison between the county sheriff’s department and our school.

Throughout the school year, other local law enforcement officials may visit our school in an effort to foster positive interactions with our students. Periodically, officers and specially trained canines may also visit our school. During such visits, lockers, halls, classrooms, student vehicles, and backpacks are “sniffed” to help ensure that our school remains drug-free.

Per Division Policy 2-3.4, “When it becomes necessary for any law enforcement officer to interview a student on Montgomery County Public School premises, the principal shall be contacted immediately. The principal or his/her designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or his/her designee shall be present throughout the interview. All such interviews shall be conducted in accordance with Policy 7-3.1. However, the Montgomery County School Board encourages law enforcement officers, when possible, to make all reasonable attempts to conduct such interviews during non-school hours and off school premises to avoid disrupting the school operations and to avoid removing students from class.” The Montgomery County School Board also encourages servers of legal process on students to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they shall be served at the principal's office of the school at which the student is in attendance.
Division policy 2-3.4 and the MCPS Student Code of Conduct also provides for the notification of law enforcement in the event of certain violations. We appreciate the support of local law enforcement whenever their assistance is needed.

**SUSPECTED CHILD ABUSE**
All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such cases to the child abuse coordinator of the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see a school counselor.

**SCHOOL SAFETY HOTLINE**
To assist us in our efforts to maintain a safe school, the Montgomery County School Board, in cooperation with the Sheriff’s Department, has established a toll-free school safety hotline for the exclusive use by students in our school division. The program, known as **SAFE-VA-1**, operates a 24-hour hotline service to provide another avenue for students to confidentially report safety concerns in their school. The motto, “It’s Your School – Keep it Safe,” lets students know that they share the responsibility of protecting themselves, their friends, and their school.

The toll-free number for our school division is: **1-866-SAFE-VA-1 (1-866-723-3821)**
APPENDIX
AHS HONOR CODE
PLAGIARISM

Plagiarism: To steal and pass off as one's own the ideas or words of another, to use without Crediting the source, to present as new and original an idea or product derived from an existing source, to commit literary theft. (Webster's Third International Dictionary)

AHS English teachers will define the meaning and consequences of plagiarism and review the AHS Honor Code with their students as part of their curriculum.

Plagiarism
(Level II Honor Code Violations)

Language
Using the exact wording and/or phraseology of another author without clearly and specifically crediting the source. When exact wording and/or phraseology of another author is used, the words/phrases must be put in quotation marks with Credit to the source acknowledged by footnoting or identifying the source in the text of the paper.

Thoughts and ideas
Stating an opinion, idea, or conclusion that is not one's own without clearly and specifically crediting the source. If a student has extensive knowledge in a particular field that enables him/her to state an opinion, idea, or conclusion, or if information is considered to be "common knowledge", no citation of a source is necessary. However, restating an opinion idea, or conclusion from a critic or other authority must be accompanied by a clear and specific citation of the source.

Procured Written Work
The use of syndicated research papers, essays, work copied from any electronic or other source.

Failure to Follow Teacher's Requirements/Expectations
(Teacher Established Consequences)

In teaching about how to write research papers, AHS English teachers will emphasize proper attribution of sources used and the difference between paraphrasing, summarizing, and directly quoting from a source. The AHS English department will instruct students in the use of the most current MLA format for citations/documentation and bibliography. Expectations for the number and types of sources as well as the desired format for citations/documentation and bibliography may vary among the different teachers in other departments.

Documentation Style/Format
Individual teachers will establish the requirements for research-based written work assigned in their class.

Requirements and expectations must be made clear to students (in writing) for the following:

- Number and types of sources required
- The desired format for citations/documentation and bibliography when directly quoting from a source (i.e. internal citations, footnotes, etc.)
- Specific expectations for how students are to identify thoughts and ideas that are paraphrased or summarized, and what facts require documentation (i.e. "common knowledge" vs. researched fact).

Other Requirements/Expectations

Any other requirements/expectations such as length of paper, font size/style, due dates, etc. must be made clear to students (in writing). Any rubric that will be used to grade the assignment must also be provided to students.

1,2,3 New River Community College and Virginia Tech
Example of Teacher's Requirements/Expectations

ECOLOGY RESEARCH PROJECT

INTERNAL DOCUMENTATION

Whenever you quote or paraphrase information from a source, you must give credit to the Source INSIDE THE DOCUMENT

Examples:

Direct Quote
"Magma may harden slowly or quickly. The rate of cooling and the texture of the rock that forms depends on where the cooling occurs. Magma trapped deep in the Earth's Crust hardens very slowly to form intrusive igneous rocks. . . intrusive rocks have a coarse texture because the magma from which they formed cooled very slowly. The particles within rapidly cooling magma have little time to move around. Crystals have such a short time to form that extrusive rocks may have only microscopic crystals or no Crystals at all. Extrusive rocks with tiny Crystals have a fine-grained texture." (Spaulding 8. Namowitz, 2003)

Paraphrase
The texture of the rock depends upon the rate of cooling of the magma. If the magma cools slowly underground, the texture is coarse. If the magma cools quickly above ground, the magma will be fine-grained. (Spaulding & Namowitz, 2003)

BIBLIOGRAPHY

Sources cited throughout your paper must be listed in alphabetical order by author's last name at the end of your paper.

Examples:


Auburn High School

School Dance/Prom Guest Registration

Auburn High School student dances/proms are designed primarily for AHS students. However, AHS students are permitted to invite non-AHS students as their guests as long as they meet the established requirements. This Guest Registration form must be completed by the guest and returned to AHS for administrative approval prior to the dance/prom. This form may be obtained from the Main Office or copied from the Appendix of the AHS Student Handbook. Only those guests who have been pre-registered and approved will be admitted to the dance/prom. A list of approved guests will be available at the entrance to the dance/prom.

**GUEST REQUIREMENTS:**

- Guests must be high school students or of general high school age. Elementary and Middle school students will not be admitted to high school dances/proms.
- Guests must be pre-registered by an AHS student and return this completed form prior to the dance/prom.
- Guests must submit a photocopy of their ID with this completed form verifying their age/birth date.
- Guests must be accompanied by the AHS student who pre-registered them, and they must present their photo ID at the door to gain admittance to the dance/prom.
- Guests must have their high school administrator's approval to attend the AHS dance/prom, if applicable.

**AHS STUDENT/PARENT INFORMATION:**

Name: ____________________________________________
Parent/Guardian Names: ____________________________
Parent/Guardian Phone: ____________________________
Name of Guest: ____________________________________

**AHS STUDENT/PARENT AGREEMENTS:**

As an AHS student, I understand that I am responsible for my guest while in attendance at the AHS dance/prom. I also understand all of the guidelines printed on the back of this form and agree to abide by them. I further understand that failure to comply will result in dismissal from the event as well as possible disciplinary actions against me.

AHS Student Signature: ____________________________ Date: _______________

As parent/guardian of the above-named AHS student. I give my permission for the above-named guest to accompany my child to the AHS dance/prom. I also understand all of the guidelines printed on the back of this form and agree to support them.

Parent/Guardian Signature: ________________________ Date: _______________

**GUEST INFORMATION:**

Name: ____________________________________________
Address: __________________________________________
Home Phone: ________________________ Cell Phone: ________________________
Age: ________ Date of Birth: ____________ Driver's License/ID #: ____________________
Parent/Guardian Names: ____________________________ Parent/Guardian Phone: ________________________
School Attended (if applicable): ________________________ School Phone: ________________________

**GUEST AGREEMENT:**

As a guest attending an AHS dance/prom, I agree to follow the policies and procedures of AHS, and I understand that any failure to comply will result in dismissal from the event as well as possible legal actions against me.

Guest Signature: ____________________________ Date: __________________

**SCHOOL ADMINISTRATOR VERIFICATION** (if applicable):

As an administrator of the above-named school. I verify that the guest listed above is a student in good standing.

School Administrator Signature: ____________________________ Date: __________________
The following guidelines apply to AHS school dances, proms, and other school-sponsored social events:

- Students and their guests must remain in the building and under adult supervision once they enter for an activity. AHS students must remain with their guests throughout the activity.

- Adult sponsors have the right to refuse admittance to anyone.

- Possession or use of alcohol, drugs or tobacco products are not permitted at any school activity.

- After an activity has ended, students and their guests should leave the building and grounds as quickly as possible.

- Students and their guests are expected to dance appropriately. While the administration recognizes that dancing does involve physical contact, the school is concerned about contact that represents inappropriate public display of affection or sexual acts. Some examples of inappropriate dancing are: (A) crotch to crotch dancing, (B) prone positions, (C) grinding, (D) sandwich dancing.

- The Student Code of Conduct as well as all other MCPS policies and AHS rules apply to all school activities and inappropriate behavior may result in disciplinary action in addition to removal from the event and School grounds.

- The Auburn High School administration reserves the right to remove anyone from any event for inappropriate behavior without refund of admission cost.
Montgomery County Public Schools

Administrative Procedures for Administering Medications to Students

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff. The first dose of any newly prescribed medication should always be given at home. You are responsible for notifying the school of any changes in the child's health or medication. For the safety of our students, the following procedures will be followed:

1. If prescription medications are to be given at school, The Montgomery County Medication Permission Form must be provided and signed by the doctor, or other licensed prescriber. The medication permission form must specify the name of the medication, dosage, and the time to be given. The medication permission form must also be signed by the parent or guardian of the student. A separate medication permission form must be completed for each medication.

2. If non-prescription medications are to be given at School, the medication permission form must be completed and signed by the parent or guardian and give the name of the medication, dosage, time to be given and the reason for administration. Non-prescription medication can be given no longer than three (3) days in a row, after which time a completed medication permission form from a doctor or other licensed prescriber must be provided.

3. All medication is to be brought to school by the parent or guardian in the Original, properly labeled container. The information on the container must match the information on the medication permission form. Any change in the prescription requires a new permission form.

4. If a parent/guardian is unable to deliver the medication to the school, he or she MUST CALL THE SCHOOL to report that the medication is being delivered by the student. Be sure to send the medication permission form as well.

5. Children in grades 9-12 may self-administer non-prescription medication only with a completed medication form from the parent. This form must be on file with the school. The student may only carry the dosage to be used at School that day, in the original container.

6. Students with emergency medications, such as inhalers, epi-pens, or insulin, may carry and self-administer these medications only if written permission of a licensed prescriber and the parent is on file with the school. Parents of children needing such emergency medications are advised to contact the School nurse so a care plan can be developed.

7. Parents must provide refills of medication. Parent requests to withhold or discontinue medication may be reported to the prescribing doctor.

8. Medication not picked up by the last day of school will be destroyed or donated to a free clinic.

9. If your child requires medication on a field trip, the medication (in its original container) must be given to the school nurse, no later than 3 School days before the trip.

10. **SHARING AND DISTRIBUTING MEDICATION WITH OTHERS MAY RESULT IN A RECOMMENDATION OF EXPULSION.**
STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, or students if they are 18 years of age or older ("eligible students"), have the following rights:

The right to inspect and review the student's education records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the relevant school principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Several exceptions exist to the rule requiring consent before release of personally identifiable information. One exception permits disclosure to school officials with legitimate educational interests in the information. For the purposes of this exception, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A second notable exception to the consent rule relates to the disclosure of education records to officials of another school district in which a student seeks or intends to enroll. The Montgomery County Public Schools disclose such records without prior consent. A third exception to the consent rule relates to the disclosure of "directory information." Please see the discussion below regarding Montgomery County Public Schools’ policy regarding directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202–46052
DIRECTORY INFORMATION

As is discussed above, FERPA requires the Montgomery County Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated “directory information” without written consent, unless you have advised the school district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications, such as: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets (e.g., for wrestling events, and which show weight and height of team members).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts that receive federal money under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with information from three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. The Montgomery County Public Schools receive assistance under ESEA.

The School Board has designated the following categories of information as "directory information" subject to disclosure without parental consent: the student’s name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade in school and program of study. School officials may release this information without the consent of the parents or student. The Montgomery County Public Schools release student information related to awards and participation in activities for recognition purposes, consistent with FERPA's requirements. The school district also releases names and addresses of students to permit students to receive educational and occupational information.

Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or eligible student does not want released. If no objection is received, directory information may be released until the beginning of the next school year. The Montgomery County School Board has adopted a written policy regarding rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's Office, in the principal's office at each school, and in your local public library.

For additional information regarding the student records policy, contact either the principal of the School your child attends or the Superintendent at 382-5104.
SOL Information and Student Impact

Elementary School
Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in grades 3, 4, and 5. Students in grades 3, 4, and 5 take SOL assessments in English Reading and Mathematics. Students in grades 3 and 5 also take assessments in History and Science, while grade 5 students also take English Writing. The scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced.* Students who do not pass an SOL assessment may be considered for remediation programs and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention.

*Subject to change by the Virginia State Board of Education

Middle School
Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in middle school. In Montgomery County the SOL assessments are given in the spring of each year in grades 6, 7, and 8. Students in grade 6 take English Reading, Mathematics, and US History I. Students in grade 7 take English Reading, Mathematics, and US History II. Students in grade 8 take SOL assessments in English Reading, English Writing, Mathematics, Civics and Economics, and Science. The scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced.* Students who do not pass an SOL may be considered for remediation programs and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention. Students who fail the English Reading and/or Mathematics SOL assessments in grade 8 will have an opportunity to retake the test the following year.

Additionally, students who enroll in a high school credit-bearing course with an accompanying SOL assessment, such as Algebra I and Geometry, must take the SOL assessment upon conclusion of the course. Students who do not pass one of the SOL assessments at the high school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.

*Subject to change by the Virginia State Board of Education

High School
Virginia Department of Education regulations require students to take and pass Standards of Learning (SOL) assessments in order to graduate from high school with a Standard Diploma or an Advanced Studies Diploma. When students pass a high school course and pass the SOL assessment associated with that course, the student earns a verified credit. Verified credits can be earned in the following courses:

<table>
<thead>
<tr>
<th>English: Reading/Literature/Research</th>
<th>World History/Geography to 1500 AD</th>
</tr>
</thead>
<tbody>
<tr>
<td>English: Writing</td>
<td>World History/Geography from 1500 AD</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Earth Science</td>
</tr>
<tr>
<td>Geometry</td>
<td>Biology</td>
</tr>
<tr>
<td>Algebra II</td>
<td>Chemistry</td>
</tr>
<tr>
<td>US &amp; Virginia History</td>
<td></td>
</tr>
</tbody>
</table>
**Class of 2020 and 2021**

To earn a Standard Diploma, students must earn six verified credits. These verified credits are as follows:

- 2 in English (Reading & Writing)
- 1 in History/Social Science
- 1 in Mathematics
- 1 in Science
- 1 other of the student's choosing

To earn an Advanced Studies Diploma, students must earn nine verified credits. These verified credits are as follows:

- 2 in English (Reading & Writing)
- 2 in History/Social Science
- 2 in Mathematics
- 2 in Science
- 1 other of the student's choosing

**Class of 2022 and 2023**

To earn a Standard Diploma or Advanced Studies Diploma, students must earn five verified credits. These verified credits are as follows:

- 2 in English (Reading & Writing)
- 1 in History/Social Science
- 1 in Mathematics
- 1 in Science

Students with an Individualized Educational Plan (IEP) pursuing the Modified Standard Diploma must meet Literacy and Numeracy requirements. To meet the Literacy requirements students must meet the cut score on the grade 8 English Reading SOL assessment. To meet the Numeracy requirements, students must meet the cut score on either the grade 8 Mathematics, Algebra I, Geometry, or Algebra II SOL assessment.

Students who do not pass one of the SOL assessments at the high-school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.
The responsible use of computers and computer networks is a powerful tool in support of the instructional program. The Montgomery County Public Schools' computer network is a wide-area network linking the schools and the administrative office to the Internet.

Liability

The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division shall not be responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of this policy.

Internet Privacy Statement - Montgomery County Public Schools

The Montgomery County School Board maintains and operates a Web site for the dissemination of information about the School division. The School Board does not collect any information from persons who access its Web site, including personally identifiable information. The School Board Web site does not automatically place a computer file - commonly known as a "cookie" - on any person's computer who accesses the Web site.

Acceptable Internet Use and Internet Safety Policy

Generally

The Montgomery County School Board adopts this Acceptable Use Policy, which outlines appropriate uses, ethics and protocol for the School Board’s computer network.

1. The division superintendent or his/her designee shall select and operate technology that protects against, filters or blocks access through school division computers to visual depictions that are -
   a. child pornography, as set out in Virginia Code S 18.2-374.1:1 or as defined in 18 U.S.C. S 2256;
   b. obscenity, as defined in Virginia Code S 18.2-372 or 18 U.S.C. S 1460, and
   c. material that Montgomery County Public Schools deems to be harmful to juveniles, as defined in Virginia Code S 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. S. 254(h)(7)(G), and material that is otherwise inappropriate for minors.

2. The technology protection measure shall be utilized and enforced during any use of the division's computers by minors.

3. The school administration shall monitor online activities of minors.

4. The division superintendent or his/her designee shall select and operate technology and take administrative measures to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

5. The division superintendent or his/her designee shall ensure that the Montgomery County Public Schools include a component on Internet safety for students that is integrated in the division's instructional program and that is consistent with the guidelines for instructional programs related to Internet Safety issued by the Superintendent of Public Instruction.

The failure of any student, teacher or administrator to follow the terms of this Policy may result in the loss of Montgomery Public Schools' computer network privileges, disciplinary action and/or appropriate legal action.
POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT

Positive Behavioral Interventions and Supports (PBIS) is a nationally-recognized approach to support positive academic and behavioral outcomes for all students. **In Virginia schools, PBIS is the behavioral component of the Virginia Tiered Systems of Supports (VTSS).**

Ultimately, it is a **positive, proactive approach to discipline**

The Virginia Tiered Systems of Supports (VTSS) is a data-driven decision making framework for establishing the academic, behavioral and social-emotional supports needed for a school to be an effective learning environment for all students.

The VTSS systemic approach allows divisions, schools and communities to provide multiple levels of supports to students in a more effective and efficient, clearly defined process. Implementing the VTSS framework requires the use of evidence-based, system-wide practices with fidelity to provide a quick response to academic, behavioral, social and emotional needs. The practices are progress-monitored frequently to enable educators to make sound, data-based instructional decisions for students.

VTSS functions under the anchor process of integrating data, practices and systems to affect outcomes. The essential elements of an effective VTSS framework are:

- Data Informed Decision-Making
- Evidence-Based Practices
- Family, School and Community Partnerships
- Monitoring Student Progress (including universal screening)
- Evaluation (outcomes and fidelity)

For more information regarding PBIS please click on the following links:

http://www.mcps.org/departments/student_services/virginia_tiered_systems_of_supports_in_mcps

https://www.pbis.org/school

http://www.doe.virginia.gov/support/virginia_tiered_system_supports/positive_behavior/index.shtml
Student Assistance Programming (SAP) Parent Notification

Our school has a Student Assistance Programming (SAP) Team that helps students who are struggling with their academics, behavior, attendance, and/or emotional wellness by working together with YOU.

You are the expert on the needs of your child and your voice matters. If your child is referred, you will be notified and invited to participate in this ongoing process.

The SAP Team will gather, review, and document information important to your child’s learning and monitor his/her progress. The following activities may be completed as part of the SAP Team process:

<table>
<thead>
<tr>
<th>Vision Screening</th>
<th>Classroom Observations</th>
<th>Academic Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Screening</td>
<td>Develop/Review Intervention Plan</td>
<td>Work with School Counselor</td>
</tr>
<tr>
<td>Record(s) Review</td>
<td>Anecdotal/Written Notes</td>
<td>Other necessary information</td>
</tr>
</tbody>
</table>

If you have any questions regarding the Student Assistance Programming Team process, please contact your school’s administrator.
## AUBURN HIGH SCHOOL BELL SCHEDULE

### Regular Day

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:05 - 8:50 AM</td>
<td>45 Min</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:55 - 10:25 AM</td>
<td>90 Min</td>
</tr>
<tr>
<td>3rd Period</td>
<td>CLASS A 10:30 AM - 12:00 PM</td>
<td>90 Min</td>
</tr>
<tr>
<td></td>
<td>LUNCH B 12:00PM - 12:25 PM</td>
<td>25 Min</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Period</td>
<td>LUNCH A 10:25AM - 10:50 AM</td>
<td>25 Min</td>
</tr>
<tr>
<td></td>
<td>CLASS B 10:55 AM - 12:25 PM</td>
<td>90 Min</td>
</tr>
<tr>
<td>4th Period</td>
<td>12:30 - 2:00 PM</td>
<td>90 Min</td>
</tr>
<tr>
<td>5th Period</td>
<td>2:05 - 2:50 PM</td>
<td>45 Min</td>
</tr>
</tbody>
</table>
# CHS Vocational Travel

<table>
<thead>
<tr>
<th>Time</th>
<th>AHS Leave</th>
<th>CHS Block II (8:55-10:25)</th>
<th>Leave CHS</th>
<th>AHS Arrive</th>
<th>AHS 3\textsuperscript{rd} Period</th>
<th>AHS 4\textsuperscript{th} Period</th>
<th>AHS 5\textsuperscript{th} Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25</td>
<td>8:05-8:50</td>
<td>Auto Tech I</td>
<td></td>
<td>10:30</td>
<td>10:50 (Pick up Lunch)</td>
<td>12:30-2:00</td>
<td>2:05-2:50</td>
</tr>
<tr>
<td></td>
<td>AHS 1\textsuperscript{st} Period</td>
<td>Auto Tech II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DE Welding I (Fall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DE Welding II (Spring)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:05-8:50</td>
<td>8:55-10:25</td>
<td>Class A 10:30-12:00</td>
<td></td>
<td>12:00</td>
<td></td>
<td></td>
<td>Precision Mach. I Auto Tech III</td>
</tr>
</tbody>
</table>

# BHS Vocational Travel

<table>
<thead>
<tr>
<th>Time</th>
<th>AHS Leave</th>
<th>BHS Block II (9:40-11:10) Leave BHS</th>
<th>BHS Block III (11:15-12:45) Leave BHS</th>
<th>Lunch</th>
<th>AHS 4\textsuperscript{th} Period</th>
<th>AHS 5\textsuperscript{th} Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:05-8:50</td>
<td>8:55</td>
<td>Cosmetology I Cinema &amp; Photography I SI Cinema &amp; Photography II S1 and S2 (A &amp; B Days) 11:15</td>
<td>11:45</td>
<td>Lunch B 12:00-12:25</td>
<td>12:30-2:00</td>
<td>2:05-2:50</td>
</tr>
</tbody>
</table>

# AUBURN HIGH SCHOOL BELL SCHEDULE
## 1-Hour Delay

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>9:05 - 9:50 AM</td>
<td>45 Min</td>
</tr>
<tr>
<td>2nd</td>
<td>9:55 - 11:05 AM</td>
<td>70 Min</td>
</tr>
<tr>
<td>3rd</td>
<td>CLASS A 11:10 AM - 12:20 PM</td>
<td>70 Min</td>
</tr>
<tr>
<td></td>
<td>LUNCH B 12:20 - 12:45 PM</td>
<td>25 Min</td>
</tr>
<tr>
<td>OR</td>
<td>LUNCH A 11:05 - 11:30 AM</td>
<td>25 Min</td>
</tr>
<tr>
<td></td>
<td>CLASS B 11:35 AM - 12:45 PM</td>
<td>70 Min</td>
</tr>
<tr>
<td>4th</td>
<td>12:50 - 2:00 PM</td>
<td>70 Min</td>
</tr>
<tr>
<td>5th</td>
<td>2:05 - 2:50 PM</td>
<td>45 Min</td>
</tr>
</tbody>
</table>

## AUBURN HIGH SCHOOL BELL SCHEDULE

### 2-Hour Delay

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>10:05 - 10:35 AM</td>
<td>30 Min</td>
</tr>
<tr>
<td>2nd</td>
<td>10:40 - 11:40 AM</td>
<td>60 Min</td>
</tr>
<tr>
<td>3rd</td>
<td>CLASS A 11:45 AM - 12:45 PM</td>
<td>60 Min</td>
</tr>
<tr>
<td></td>
<td>LUNCH B 12:45 - 1:10 PM</td>
<td>25 Min</td>
</tr>
<tr>
<td>OR</td>
<td>LUNCH A 11:40 AM - 12:05 PM</td>
<td>25 Min</td>
</tr>
<tr>
<td></td>
<td>CLASS B 12:10 - 1:10 PM</td>
<td>60 Min</td>
</tr>
<tr>
<td>4th</td>
<td>1:15 - 2:15 PM</td>
<td>60 Min</td>
</tr>
<tr>
<td>5th</td>
<td>2:20 - 2:50 PM</td>
<td>30 Min</td>
</tr>
</tbody>
</table>

### Early Release

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:05 - 8:35 AM</td>
<td>30 Min</td>
</tr>
<tr>
<td>2nd</td>
<td>8:40 – 9:30 AM</td>
<td>50 Min</td>
</tr>
<tr>
<td>3rd</td>
<td>CLASS A 9:35 - 10:25 AM</td>
<td>50 Min</td>
</tr>
<tr>
<td></td>
<td>LUNCH B 10:25 - 10:50 AM</td>
<td>25 Min</td>
</tr>
<tr>
<td>OR</td>
<td>LUNCH A 9:30 - 9:55 AM</td>
<td>25 Min</td>
</tr>
<tr>
<td></td>
<td>CLASS B 10:00 - 10:50 AM</td>
<td>50 Min</td>
</tr>
<tr>
<td>4th</td>
<td>10:55 - 11:45 AM</td>
<td>50 Min</td>
</tr>
<tr>
<td>5th</td>
<td>11:50 AM - 12:20 PM</td>
<td>30 Min</td>
</tr>
</tbody>
</table>
# AUBURN HIGH SCHOOL BELL SCHEDULE

## SOAR Day

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:05 - 8:50 AM</td>
<td>45 Min</td>
</tr>
<tr>
<td>2nd Block</td>
<td>8:55-10:05AM</td>
<td>70 Min</td>
</tr>
<tr>
<td>SOAR</td>
<td>10:10 - 10:55 AM</td>
<td>45 Min</td>
</tr>
<tr>
<td>3rd Block</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS A</td>
<td>11:00 – 12:15 AM</td>
<td>75 Min</td>
</tr>
<tr>
<td>LUNCH B</td>
<td>12:15 AM – 12:40PM</td>
<td>25 Min</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Block</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LUNCH A</td>
<td>10:55 - 10:20 AM</td>
<td>25 Min</td>
</tr>
<tr>
<td>CLASS B</td>
<td>10:25 - 12:40 AM</td>
<td>75 Min</td>
</tr>
<tr>
<td>4th Block</td>
<td>12:45 - 2:00 PM</td>
<td>75 Min</td>
</tr>
<tr>
<td>5th Period</td>
<td>2:05 - 2:50 PM</td>
<td>45 Min</td>
</tr>
</tbody>
</table>
Montgomery County Public Schools
MEDICATION PERMISSION FORM

We appreciate your help in avoiding the administration of medication during school hours. Whenever possible please have medication given at home, before or after school. Please complete a separate form for each medication to be given during school hours, on field trips, and/or after school activities.

<table>
<thead>
<tr>
<th>Name of Student (Last, First, MI):</th>
<th>Student’s Date of Birth (M/D/Y):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School:  
Grade:  
Teacher:  

Allergies:

Medication:

Dosage:  
Form/Route of Administration:  
Time(s) of Administration:

If medication to be given “when needed” describe indications and how often it can be repeated:

List significant side effects/adverse reactions to be reported to doctor:

Student is able to self-administer medication:  (circle one)  YES  NO

(Emergency medications and/or grades 9-12 ONLY. See #5 & #6 of Administrative Procedures for Administering Medications to Students)

Start Date:  
End Date:  
In addition, this medication must be taken on:  (circle)

Field trip  
After school activity  
Overnight field trip

For morning medications: who will administer medication in case of a school delay?  (please circle)

1-hour delay:  Parent  School Staff  
2-hour delay:  Parent  School Staff

A licensed prescriber’s signature is required for all prescription medications to be given at school.

Date:  
Physician/Licensed Prescriber Signature:  

Phone:  
Address:  

I request that authorized school personnel assist my child in taking the medication described above while at school. I have read and accept the medication guideline for MCPS. I authorize a representative of the school to share information regarding this medication with the licensed prescriber signing above. I understand that MCPS Board and its employees are not responsible for the effects of the medication administered.

Date:  
Parent/Guardian Signature:  

Home Phone:  
Work Phone  
Emergency Phone:  

Revised 6.11.2018
MCPS ADMINISTRATIVE PROCEDURES FOR ADMINISTERING MEDICATIONS TO STUDENTS

Administration of medications will be permitted on school property only when medically necessary and under direct supervision of appropriate staff. The first dose of any newly prescribed medication should always be given at home. You are responsible for notifying the school of any changes in the child’s health or medication. For the safety of our students, the following procedures will be followed:

1. If **prescription medications** are to be given at school, the MCPS Medication Permission Form must be provided and signed by a licensed prescriber and must specify the name of the medication, dosage, and the time to be given. The medication permission form must also be signed by the parent/guardian of the student. A separate medication permission form must be completed for each medication. Any change in the prescription requires a new permission form.

2. If **non-prescription medications** are to be given at school, the Medication Permission Form must be completed and signed by the parent/guardian and specify the name of the medication, dosage, time to be given, and the reason for administration. A separate medication permission form must be completed for each medication. Non-prescription medication can be given **no longer than 3 days in a row**; after this, a completed Medication Permission Form from a licensed prescriber must be provided.

3. All medication is to be **brought to school by the parent/guardian or other authorized adult** in the **original, properly labeled container**. If the parent/guardian is unable to deliver the medication to the school, s/he **MUST CALL** the school to report that the medication is being delivered by the student.

4. The information on the container must match the information on the Medication Permission Form.

5. Students in **grades 9-12** may self-administer non-prescription medication only with a completed medication form from the parent on file at school. The student may only carry the dosage to be used at school that day, in the original container.

6. Students with **emergency medications**, such as inhalers, epipens or insulin, may carry and self-administer these medications only if written permission of a licensed prescriber and the parent is on file with the school. Parents of children needing such emergency medications are advised to contact the school nurse so a care plan can be developed.

7. Parents must provide refills of medication. Per state law, any request to withhold, discontinue or change the dose or schedule of a medication will be reported to the prescribing doctor.

8. Parents are responsible for picking up any unused medication. Any medication not picked up by the last day of school will be destroyed.

9. If your child requires **medication on a field trip**, the medication (in its original container) must be given to the school nurse **no less than 3 school days before the field trip**.

10. **SHARING OR DISTRIBUTING MEDICATION WITH OTHERS MAY RESULT IN A RECOMMENDATION OF EXPULSION.**

Revised 6.11.2018