

out procedures must be followed before leaving. Leaving campus without properly checking out will result in assignment to In-School-Suspension and loss of privileges as deemed appropriate by school administration. On a second offense, a student's parking permit is forfeited. Students must leave campus within ten minutes after the end of their last class unless they are participating in a faculty supervised activity.

Lockers

Students cannot share lockers. P.E. lockers are for athletic equipment only and are not accessible during class time. Students cannot go to lockers during lunch waves.

Make Up Work

Credit cannot be given for make-up of missed assignments or tests until the absence is excused. Absences must be excused within 3 days of returning to school. Students with absences have five school days in a semester upon returning to make up any missed work. Makeup work does not have to be the same work given to students in attendance. Makeup work should be done before or after school. Participation in school-sponsored activities and events is not counted as an absence, but the policy for makeup work applies in these cases also.

Medications

Students needing to take over-the-counter or prescription medication during the school day must follow the guidelines outlined in the Pupil Progression Plan on pages 52-53 and turn in any necessary forms. Students may not be in possession of unauthorized medications during the school day.

Moment of Silence and Pledge

State law requires a moment of silence and the Pledge of Allegiance. Students are required to respect the dignity of these activities and not be disruptive.

Parent Teacher Conferences

Parent Teacher conferences may be arranged with individual teachers or through the counseling office.

Posters, Signs, and Announcements

All signs, bulletins, posters, and announcements must be attached to the cork announcement strips in each hallway, and should have prior administrative approval.

Prohibited Areas

Other school campuses are off limits to AHS students during regular school hours. Teacher workrooms, athletic fields, tennis courts, parking lots, and the areas adjacent to the baseball field are off limits during the school day except for the classes or teams using these areas at the direction of a teacher. The tennis courts and adjoining property by the school system central office are school property, and all school rules apply in these areas. These areas are off limits to students during school hours. Students cannot leave campus without permission from the office. Students may not go into classroom buildings, breezeways, the courtyard, or gyms during lunch period.

Prohibited Articles

A student will not have any of the listed items in his/her possession, in lockers, or automobiles while on

campus or at school activities. The items will be taken from the student by administrators or faculty members, and appropriate disciplinary measures will be taken. Items will be returned only to parents or guardians. The school will not be responsible for any items not picked up within 30 days. Illegal items will be given to the appropriate law enforcement officials.

Prohibited articles include, but are not limited to, the following:

1. Alcoholic beverages and/or containers (opened, unopened, full, partially empty or empty.)
2. Tobacco products and related items such as lighters.
3. Any illegal drug or drug paraphernalia, or prescription or over-the-counter drug.
4. Any type of weapon or instrument to be used as a weapon. This includes, but is not limited to firearms, knives, brass knuckles, razor blades, utility knives, and ammunition.
5. Any article such as a water pistol, dart gun, replica of a weapon, taser, mace or pepper spray. All pyrotechnic devices, including, but not limited to fireworks, smoke or odor bombs/capsules and chemical sprays.
6. Cards, gaming and/or gambling equipment.
7. Spray paint, paint balls, paint ball guns.
8. Using skates, skateboards, and scooters.

Residency

All students are required to furnish proof of residency within the school district annually prior to the start of the school year. Students will not be allowed to attend Auburn High until this information is provided. (See *The Pupil Progression Plan* for details on proof of residency.)

Schedule Changes/Course Drop Policy

Schedule changes are made only with the approval of a counselor or administrator. If a student transfers into a new class because of a schedule change, the absences, tardies and grades recorded in the previous class will transfer with the student to the new class. Schedules will not be changed for students who have received an FX in a class.

Search and Seizure

The faculty and staff reserve the right to search or request appropriate authorities to search any student, locker, desk, automobile, or student possession based upon reasonable grounds for believing that something contrary to school rules or detrimental to the student or others is present. Prohibited items will be confiscated as evidence of rules violations.

Sexual Harassment

Sexual harassment is illegal and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature, which creates an intimidating, hostile or otherwise offensive environment in the school. A student who believes he or she is being subjected to any form of sexual harassment should immediately report the matter to Mr. Morrissey, Mrs. Raville, or Mr. Sinclair who will conduct an official investigation. Results of

The following types of violations are examples and are not intended to be all-inclusive:

Type I Violations:

1. Tardiness
2. Academic Dishonesty
3. Minor disruption in the classroom or during school activities
4. Unauthorized absence from class or school (skipping)
5. Failure to serve a school-based disciplinary assignment
6. Verbal abuse of another person
7. Nondirected use of profane or obscene communication (verbal and/or written gestures)
8. Unauthorized student fundraising
9. Vehicular violations
10. Chronic failure to bring supplies to class
11. Failure to complete and/or return required school forms
12. Inappropriate affectionate behavior
13. Non-conformity to dress code
14. Minor disruption on school bus
15. Failure to obey directions in hallways, assemblies, etc.
16. Displaying unsportsmanlike conduct at school events
17. Unauthorized use of school property or personal property
18. Littering school property
19. Inappropriate or unauthorized use of any electronic resources
20. Improperly restricting or inhibiting other users from using electronic communication devices
21. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Type II Violations:

1. Repeated and/or excessive Type I offenses
2. Use of obscene or profane communication (verbal and/or written gestures) directed toward another person
3. Fighting
4. Intentionally touching or striking another student against his/her will
5. Horseplay which may lead to a physical/verbal altercation
6. Attempting to incite a fight or confrontation
7. Stealing – Larceny - Petty Theft
8. Possession of fireworks or other pyrotechnic devices
9. Vandalism or the intentional damage to property
10. Offensive touching of another student
11. Cheating
12. Trespassing
13. Insubordination to or disrespect toward a school employee
14. Providing false information to a Board of Education employee
15. Intimidation, harassment, or bullying
16. Possession of stolen property with the knowledge that it is stolen
17. Possession, use of electronic smoking devices
18. Possession, use, sale and/or distribution of tobacco products
19. Possession and/or use of matches or lighter