

AUBURN PUBLIC SCHOOLS
AHS STUDENT HANDBOOK: UPDATES/CHANGES FOR 2023-2024 SY

SCHOOL NAME: Auburn High School

PRINCIPAL: Daniel Delongchamp
Assistant Principal: Melissa LaBeaume

DESCRIPTION	EXPLANATION OF CHANGE
Updated in Section 3: Student Activities & Athletics <ul style="list-style-type: none"> Guidelines for Student Elections (p37) Athletics 	<ul style="list-style-type: none"> - Updating eligibility (include good behavioral standing) - Update wording to reflect MIAA updates & requirements
Updated in Section 4: Student Expectations <ul style="list-style-type: none"> Excessive Unexcused Absences (p51) Tardy Policy (p52-53) Parking Permits (p54) Student Shadowing (p59) Phone Policy (p66) 	<ul style="list-style-type: none"> - Unexcused absence policy/Loss of credit/Credit recovery program -- <i>see policy attached below</i> - Updated to include disposal of purchased beverages upon late arrival to school -- <i>see policy attached below</i> - Change language to reflect: electronic parking registration form, main office has passes instead of AD - Added link to Student Shadow Form - Standardized practice of eliminating phone use during class time across building -- <i>see policy attached below</i>
Updated in Section 5: Progressive Discipline <ul style="list-style-type: none"> Discipline Infractions Chart (p64) & list of General Infractions (p65-71) 	<ul style="list-style-type: none"> - Replaced with new discipline matrix -- <i>see policy attached below</i>
Updated in Section 6: District Policies & Law <ul style="list-style-type: none"> Suspension Procedures (p73-85) Updated the following: <ul style="list-style-type: none"> Animals in School Non-Discrimination Policy Equal Employment Opportunity Equal Educational Opportunities 	<ul style="list-style-type: none"> - Updated to reflect 11/08/22 MGL updates - Included updated district policies

***NEW* AHS ATTENDANCE POLICY: 2023-24**

ATTENDANCE

The Auburn Public Schools expects families to make every reasonable effort to have their student(s) attend school every day. Attending class regularly, doing assigned work, and class participation are directly related to success in school. The basic responsibility for the regular attendance of the student lies with the student and their family. The schools uphold Massachusetts General Law, Chapter 76, Section 4 entitled "School Attendance." This section of the General Laws requires parents/guardians to "cause" their children to regularly attend school.

EXCESSIVE UNEXCUSED ABSENCES

Research shows that attendance is a vital factor in student achievement - attending class regularly, completing assigned work, and participating in class are directly related to success in school. A missed school day is a missed opportunity for students to learn as there is no way to duplicate the classroom experience after a student has been absent. **Students who exceed the absence limit in a class will receive a numerical grade for the trimester but will not be awarded credit for the particular class (please see loss of credit appeal process/credit recovery sections below for more details):**

- For 1 or 2 trimester courses, AHS students that accumulate more than 8 unexcused absences in a trimester will lose credit for that course.
- For full-year courses, AHS students that accumulate more than 15 unexcused absences over the course of the year will lose credit for that course.

Students and families have electronic access to attendance records via PowerSchool (with absences coded as "Unexcused" or "Excused" for clarity's sake) and are encouraged to check attendance records regularly to ensure that students do not exceed the undocumented absence limit.

As a courtesy, notification letters will be sent to families when a student has reached 4 absences in a course, and families will be contacted to meet with administration when a student has reached 5 absences to develop jointly, and with input from other relevant school personnel and officials from relevant state and local agencies, an action plan to improve and ensure the student's attendance. It is the responsibility of the parent and student to then continue to monitor absenteeism and the absence limit.

LOSS OF CREDIT APPEAL PROCESS

1. Once the student exceeds the absence limit in a particular class, the student and their family will receive a [Loss of Credit Letter](#) and will have 5 days from the receipt of the letter to start the appeal process. **Failure to do so within the five-day limit will deem the matter closed.**
2. All appeals must be made in writing (email, fax or paper).
3. Students and/or families may appeal an unexcused absence to administration. After hearing the appeal and reviewing attendance records, administration will make a decision regarding the unexcused absence(s) and loss of credit and will send written notification to the student and their family.
 - a. After hearing the appeal and reviewing attendance records, administration may extend the absence limit for the student if they are satisfied that an unusual circumstance existed with an absence(s), tardy(s), or dismissal(s).
 - b. If the appeal is denied, the credit loss will stand and the student will be eligible for credit recovery

CREDIT RECOVERY FOR EXCESSIVE ABSENCES

When a student exceeds the absence limit in a class and loses credit for a trimester, they will be directed to make an appointment to see their guidance counselor. The school counselor will review the two options to recover credit for the trimester. Students will declare their intentions on a [Credit Recovery Contract](#), have their family sign off on their form and submit it to their counselor. The following Credit Recovery Options will be offered to students:

1. **After School/Saturday School:** Students with less than 15 absences will be required to schedule and attend after school help sessions with the classroom teacher to complete assignments missed during their absence or enrichment activities. The number of sessions will be based on the number of unexcused absences (30 min after school for each absence). Students with 15 or more unexcused absences will be required to attend Saturday school to complete online instructional program modules that align with the curriculum of the class. Students must achieve a score of 65 or better to receive credit.
2. **Summer School:** Retake the course during summer school. If summer school is not offered in Auburn, students may attend a summer school program at a local accredited school. Students must achieve a score of 65 or better to receive credit.

Please note: Students that receive a passing grade for a course but lose credit due to excessive absences will not be eligible to retake the course in the same academic year. Additionally, if a student fails a course and exceeds the absence limit in the course, the student will need to attend Summer School (if academically eligible) or retake the course the following academic year to regain credit.

TARDY TO SCHOOL

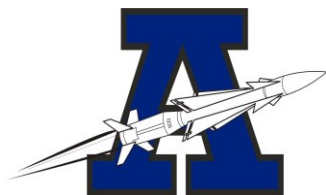
Students are expected to arrive to school on time each day

- A student is considered tardy if they are not in their 1st period classroom by 7:25am (*Please note: Being in the school building by that time is not the same as being in class by that time*)
- Tardy students are required to report to check in with the main office upon arrival
- Tardy students will be required to dispose of any purchased coffee/morning beverages upon arrival -- if a student refuses to dispose of their beverage immediately, they will be issued a 2 Hour Saturday detention
- Students that are chronically tardy to school (more than 3 times in a trimester) will be subject to progressive disciplinary action:
 - 3rd tardy = Warning notification sent to student & their family via email
 - 4th tardy = 1 Hour Office Detention* & family notified
 - 5th tardy = 2 Hour Saturday Detention* & family notified
 - 6th+ tardy = 3 Hour Saturday Detention* & family notified

**If a student skips an Office Detention, they will be issued a 2 Hour Saturday Detention. If they skip a Saturday Detention, a conference will be scheduled with the student's family to address the matter and determine a path forward*

TARDY TO CLASS

If a student is tardy to a class other than the first period class, the classroom teacher will address the situation with the student accordingly. A student who is tardy for more than ½ of a class period will be considered absent from the class and marked accordingly by the classroom teacher in PowerSchool.



Auburn High School

"Community. Academics. Respect."

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Daniel Delongchamp, M.Ed., Principal
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Tess Jarvis, CAGs., Director of Guidance
Heidi Tatum, M.S., Director of Athletics

{insert date}

{address}

Dear {family/guardian},

The purpose of this letter is to inform you that your student, {student name} has lost credit for one or more classes this trimester due to excessive unexcused absences. "Excessive absences" is defined as more than eight (8) unexcused absences in a trimester. Please review your student's Attendance Report (attached) for more specific details regarding individual absences.

Your student may recover the lost credits through participation in the school's Credit Recovery Program. This program offers students two options to recover lost credit:

1. **After School/Saturday School:** Students with less than 15 absences will be required to schedule and attend after school help sessions with the classroom teacher to complete assignments missed during their absence. The number of sessions will be based on the number of unexcused absences (30 min after school for each absence). Students with 15 or more unexcused absences will be required to attend Saturday school to complete online instructional program modules that align with the curriculum of the class. Students must achieve a score of 65 or better to receive credit.
2. **Summer School:** Retake the course during summer school. If summer school is not offered in Auburn, students may attend a summer school program at a local accredited school. Students must achieve a score of 65 or better to receive credit.

The school counselor will review these recovery options to recover credit for the trimester with your student and complete a Credit Recovery Contract, which will be sent home for you to review and sign as well. Should your student not fulfill the responsibilities outlined in the contract, they will have to repeat the class(es) in future academic years.

If, after receiving and reviewing this letter and attached Attendance Report, you and/or student wish to appeal the loss of credit, you must submit a written appeal (email, fax, or paper) to school administration within five (5) days of receipt of this letter. After reviewing the appeal and attendance records, administration will make a decision regarding the unexcused absence(s) and loss of credit and will send written notification to the student and their family.

Sincerely,

Dan Delongchamp
Principal

AHS Credit Recovery Contract

Student Name: _____

Grade: _____

Trimester: _____

Number of Unexcused Absences: _____

Credit Recovery Options:

1. After School/Saturday School:

- Students with less than 15 absences will be required to schedule and attend after school help sessions with the classroom teacher to complete assignments missed during their absence or enrichment activities. The number of sessions will be based on the number of unexcused absences (30 min after school for each absence).
- Students with 15 or more unexcused absences will be required to attend Saturday school to complete online instructional program modules that align with the curriculum of the class. Students must achieve a score of 65 or better to receive credit for their work.

- 2. Summer School:** Retake the course during summer school. If summer school is not offered in Auburn, students may attend a summer school program at a local accredited school. Students must achieve a score of 65 or better to receive credit for their work.

Course(s) with Credit Loss:

Course	Teacher	# Recovery Hours	Recovery Pathway
			<ul style="list-style-type: none">• After School/Saturday• Summer School
			<ul style="list-style-type: none">• After School/Saturday• Summer School
			<ul style="list-style-type: none">• After School/Saturday• Summer School
			<ul style="list-style-type: none">• After School/Saturday• Summer School
			<ul style="list-style-type: none">• After School/Saturday• Summer School

By signing below, I acknowledge that I am entering a contract to recover credits lost due to excessive unexcused absences. I understand that it is my responsibility to fulfill the required hours and completion of work in order to receive credit and that failure to do so will result in the need to repeat the class(es) in future academic years.

Student Signature

Date

Parent/Guardian Signature

Date

School Counselor Signature

Date

FORMER AHS ATTENDANCE POLICY: 2022-23

Attendance Policy

The Auburn Public School District believes that a student's presence, as well as his/her active participation in class, is critical to academic success. Regular school attendance is linked to higher graduation rates and lower drop-out rates. Students need to be in the classroom to benefit from teacher instruction and from interactions and exchanges of ideas with peers. Parents/guardians have a legal responsibility to ensure that their child is in attendance each day school is in session. According to Massachusetts General Law Chapter 76, Sec. 1, every child is required to attend school on a regular daily basis. Families do not have the option of keeping a student out of school for other than the excusable reasons.

While there is no substitute for the direct instruction that students miss as a result of not being in attendance during the school day, the district understands that sometimes it is necessary for a family/guardian to take their child out of school due to unavoidable circumstances. **Families are required to call the attendance office no later than 8:00 a.m. to notify the school their child will not be attending school. The attendance office can be reached by calling the school at (508) 832-7711. If further information needs to be shared with our nurses they can be reached at ext. 1106.**

Excessive/Maximum Unexcused Absences

Auburn High School defines excessive as more than five (5) unexcused absences per trimester. Families and students can view daily and yearly attendance via PowerSchool, with absences coded as "Unexcused" or "Excused" for clarity's sake.

Students who accumulate more than five (5) unexcused absences in a trimester will have their **final trimester grade for that course reduced by 5 points to reflect the course participation time missed during their absences.**

Upon 15 unexcused absences in one trimester, students will lose credit for the course.

Students that are absent more than five (5) days with a non-contagious disease are required to return with a note/letter from the family physician.

The AHS Administration strongly discourages families from planning vacations that conflict with the regular school calendar.

Tardiness

When a student arrives late for school, regardless of time, they are required to report to the main office for a tardy slip. If a student is tardy to a class other than the first period class, the classroom teacher

will discipline the student (a student not in their classroom at the start of class is considered tardy). A student who is tardy for more than ½ of a class will be considered absent from the class and marked accordingly by the classroom teacher.

Consequences for unexcused tardies:

1. Once a student has reached three (3) unexcused tardies in a trimester, they will be contacted by administration and their families will be notified as well.
2. Once a student has reached four (4) unexcused tardies in a trimester, a one-hour detention will be assigned.
3. Upon the fifth (5th) tardy, a two-hour detention will be assigned, which may take place on a Saturday.
4. Upon the sixth (6th) tardy, a three-hour Saturday detention will be assigned (8-11am) and the family will be notified.
5. After 6 tardies, the family will be asked to come to the school to meet with administration to address the issue.

Unexcused tardies may include, but are not limited to: oversleeping/late start; car trouble; missed school bus; ride failed to show up; traffic; went out for breakfast; other as determined by assistant principal or principal.

An excused tardy, with proper documentation, would follow the same guidelines as excused absences as listed in the preceding section.

***NEW* AHS PHONE/ELECTRONIC DEVICE POLICY: 2023-24**

PHONE/ELECTRONIC

DEVICE

POLICY

We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on phones or other electronic devices when it

is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, we have instituted the following phone /electronic devices policy:

- **The use of phones and earbuds/headphones/airpods is prohibited during class periods, unless an accommodation is written into a student's IEP or 504 plan**
- **Upon entering the classroom, all students are required to place personal phones/electronic devices in the phone holder provided by the classroom teacher where they will remain until the end of the class period.**
- **If a student leaves the classroom (i.e., restroom use), the devices are to remain in the classroom holder. If a student signs out to guidance or the nurse, the device is to remain in the classroom until the student (or a staff member) returns to retrieve their belongings**
- Use of a phone or electronic device during an assessment will be deemed cheating/academic dishonesty and treated as such
- Students are permitted to use their phones and earbuds/headphones/airpods during Activity Period and lunch. Phones may not be brought into the cafeteria restroom. Instead they should be left at the sign in table.
- Phones and other devices are not permitted to be used in restrooms or locker rooms at any time. Students observed with a phone in a restroom/locker room will have their phone immediately confiscated and brought to administration and may be subject to additional disciplinary action, up to and including suspension.
- If a student has an emergency and needs to make a phone call, they should report to the office to use the office phone
- As AHS is a 1:1 school, students are expected to bring their charged iPads with them to school each day. **Should they not have their iPad (or the battery be dead), they may not use their phone/device as a replacement, and may be unable to complete class assignments.** It is the teacher's discretion to allow students to make up such assignments.
- The school will not be responsible for any lost, misplaced, or stolen phones or electronic devices.

Please note: *Parents who wish to contact their child during the instructional day in emergency situations may do so by calling the school. We will be sure to notify your student.*

VIOLATION OF PHONE/ELECTRONIC DEVICE POLICY:

Students who violate this policy will be subject to progressive disciplinary action.

- **1st Offense:** The phone will be held by the classroom teacher and returned to the student at the end of the class period. The incident will be reported to administration through PowerSchool and the teacher will notify the student's family
- **2nd Offense:** The phone will be confiscated and turned in to administration. The family will be notified and the device will be returned to the student at the end of the school day. The incident will be reported by administration through PowerSchool and the family will be made aware that the next infraction will result in them having to retrieve the confiscated item from the school.
- **3rd Offense:** The phone will be confiscated and turned in to the Assistant Principal. The family will be notified, must retrieve the confiscated item from the school, and meet with administration. The student may lose their privilege to use personal electronic devices in school.

Please Note:

- Any student who fails to turn over an item to a teacher, paraprofessional, administrator, or other staff member will be subject to disciplinary action.

- The use of electronic devices during the school day is a privilege granted by the school. The Principal may suspend these privileges at any time for any reason he deems necessary.

FORMER AHS PHONE/ELECTRONIC DEVICE POLICY: 2022-23

Electronic Devices/Cell phone use in building

The use of electronic devices is prohibited during class time (unless being used to perform a classroom activity with permission by the teacher). Students may be allowed to listen to music or use cell phones during activity periods if the student is not involved in a scheduled activity.

- Each Offense: *Minimum 1 hour detention, up to 3 hours*

***NEW* AHS DISCIPLINE POLICY: 2023-24**

Philosophy on School Climate

Auburn High School is committed to creating a safe, positive , and supportive environment for all students and staff members. We prioritize the building of relationships within the school community to increase student engagement and accountability in order to promote positive behavior.

Progressive Discipline & Restorative Practices

Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. The goal of progressive discipline is prevention of a

recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Understand the impact their behaviors have on others
- Take responsibility for their actions
- Be given the opportunity to learn strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior recurs

AHS Discipline Matrix: 2023-2024

The table below serves as a guide for the potential range of consequences for different student infractions. AHS seeks to first utilize educational and restorative practices whenever possible, but understands that the safety of students, staff and the school community is of utmost importance.

Behavior	Classroom Response	School-Based Response	In-School Suspension	Short Term Out-of-School Suspension	Long Term Out-of-School Suspension	Exclusion or Expulsion
Academic Dishonesty/ Plagiarism	✓	✓				
Tobacco & non-THC Vapes Possession		✓	✓			
<i>Use on School Grounds</i>		✓	✓	✓		
<i>Distribution</i>		✓	✓	✓	✓	
Assault of Student or Staff				✓	✓	✓
Destruction of School Property		✓	✓	✓		
Discrimination	✓	✓	✓	✓	✓	✓
Disrespect of/Inappropriate Language Toward Student or Staff	✓	✓				
<i>Non-Aggressive</i>						
<i>Aggressive</i>	✓	✓	✓	✓		
Disruption of School Assembly		✓	✓	✓	✓	✓

Alcohol & Controlled or Illegal Substances Possession			✓	✓	✓	✓
<i>Use on School Grounds</i>			✓	✓	✓	✓
<i>Distribution</i>			✓	✓	✓	✓
Dress Code Violation		✓				
Fighting/Physical Aggression				✓	✓	✓
Forgery		✓	✓			
Gambling		✓	✓			
Inappropriate Physical Contact/Excessive Horseplay	✓	✓	✓	✓		
Inappropriate Sexual Conduct		✓	✓	✓	✓	✓
Insubordination	✓	✓	✓			
Malicious Harassment, Bullying or Hazing		✓	✓	✓	✓	✓
Phone/Personal Tech Use Violation	✓	✓				
Possession of an Incendiary Device or Combustibles		✓	✓	✓	✓	✓
Possession of a Toy Weapon		✓	✓	✓	✓	✓
Possession of a Dangerous Weapon					✓	✓
Recording Students or Staff Without Their Consent		✓	✓	✓		
Theft		✓	✓	✓		
Threat/Intimidation (Verbal or Electronic)		✓	✓	✓	✓	✓
Threat to School Community		✓	✓	✓	✓	✓
Truancy/Leaving School		✓	✓			

Grounds Without Permission						
Unauthorized Sale of Items		✓				
Violation of Acceptable Use Policy		✓				

Classroom Responses May Include:

- Conference with student
- Teacher detention - family notified
- Conference with student and family
- Referral to school counselor
- *Repeated classroom infractions for the same behavior may result in an Office Referral or loss of classroom privileges*

School-Based Responses May Include:

- Conference with student and family
- Referral to school counselor
- Restorative practices
- Education
- Office detention
- Saturday detention
- Community/school service
- Loss of school privileges
- Probation from athletic teams (*per MIAA regulations*) or clubs/activities (*per group charter/constitution*)
- Social suspension (*student prohibited from participating in or attending athletic/extracurricular activities and school events*)

In-School Suspension:

- Family is notified, along with school counselor and support staff
- Student is removed from their daily schedule (may range from one class period to multiple school days)
- Student reports to the main office to check in with administration & turns in all personal electronic devices to staff
- Student works in a predetermined building space and is monitored by staff
- Student will have access to their schoolwork and curriculum (Massachusetts General Law)
- Student will continue to receive services per their IEP/504, as appropriate
- Student may also engage in reflective/restorative practices and/or preventative education during this time
- Student will eat lunch in the ISS space
- Student and their family may be required to attend a re-entry meeting at the culmination of their suspension and a safety/support plan may be implemented as needed

Short-Term Out-of-School Suspension:

- Family is notified, along with school counselor and support staff

- Student is removed from school building (duration determined after discipline hearing, but may range from 1-10 days)
- Student is prohibited from accessing school grounds or school-sponsored activities for the duration of the suspension
- Student will have access to their schoolwork and curriculum via Schoology or email (Massachusetts General Law)
- Student will continue to receive services per their IEP/504, as appropriate
- Student may be required to engage in reflective/restorative practices and/or preventative education before returning to school
- Student and their family will be required to attend a re-entry meeting at the culmination of the suspension and a safety/support plan will be implemented as appropriate

Long-Term Out-of-School Suspension:

- Family is notified, along with school counselor and support staff
- Student is removed from school building (duration determined after discipline hearing, will be more than 10 days)
- Student is prohibited from accessing school grounds or school-sponsored activities for the duration of the suspension
- Student will receive an Educational Services Plan to provide support them for the duration of the suspension (Massachusetts General Law)
- Student will continue to receive services per their IEP/504, as appropriate
- Student may be required to engage in reflective/restorative practices and/or preventative education before returning to school
- Student and their family will be required to attend a re-entry meeting at the culmination of the suspension and a safety/support plan will be implemented as appropriate

Exclusion or Expulsion:

- Family is notified, along with school counselor and support staff
- Student is excluded/expelled from school building
- Student is prohibited from accessing school grounds or school-sponsored activities for the duration of the exclusion/expulsion
- Student will receive an Educational Services Plan (Massachusetts General Law)

Progressive Discipline

Conduct expectations are based on a system of progressive discipline, meaning that administration has the discretion to increase penalties in the cases of second and subsequent offenses. In determining the level of consequence, the assistant principals and principal will consider all relevant factors, including but not limited to the following:

- The student's previous disciplinary record,
- The severity of disruption of the educational process,
- The degree of danger to self, others, and the school in general,
- The degree to which the student is willing to change his/her inappropriate behavior

FORMER AHS DISCIPLINE POLICY: 2022-23

Discipline Infractions

Level	Infraction	Range of Consequences
A	<ul style="list-style-type: none">• Violating teacher/classroom rules• Disruptive behavior in classroom or school-at-large• Violation of dress code• Excessive tardiness• Skipping teacher detention• Academic dishonesty• Disrespectful behavior toward a staff member• Phone/iPad infraction• Violation of Acceptable Use Policy -- Password Theft/Misuse• Sale of personal items	<ul style="list-style-type: none">• Teacher detention w/ communication home• Office referral by faculty member• Verbal warning• Office detention• In-school suspension• Out-of-school suspension• Community service

	<ul style="list-style-type: none"> • Trurancy/Skipping class • Possession of prohibited items • Violation of Code of Conduct 	
B	<ul style="list-style-type: none"> • Threats • Forgery • Insubordination • Hate speech • Violation of Acceptable Use Policy -- Other • Violation of parking regulations • Foul language/gestures • Leaving school grounds w/o permission • Consistent disruption of classroom/school • Defacement of school property • Repeated violation of Code of Conduct 	<ul style="list-style-type: none"> • Office detention • Loss of technology privileges • Suspension of privileges • Social suspension • Education program • Referral (i.e. social service, police) • In-school suspension • Out-of-school suspension
C C	<ul style="list-style-type: none"> • Smoking/vaping/possession of nicotine products • Possession of controlled substance* • Possession of alcohol • Harassment/bullying/hazing • Sexual harassment • Civil rights violation* • Chronic disruption of classroom/school • Fighting • Destruction of school property • Theft • Aggravated threats • Threat to a staff member (verbal or other) • Assault of a student • Assault of staff member* • Bomb or mass violence threat* • False fire alarm* • Possession of incendiary devices (i.e. lighter, matches, fireworks, bomb)* • Possession of firearm, knife or dangerous weapon* • Felony conviction* • School-related felony complaint** • Repetition of Level B/C behaviors • Habitual School Offender 	<ul style="list-style-type: none"> • Social suspension • In-school suspension • Out-of-school suspension • Complaint <i>(to police)</i> • Criminal prosecution** • Exclusion • Expulsion* <i>(subject to hearing)</i>

General Infractions

Plagiarism & Academic Integrity

Plagiarism represents a serious form of dishonesty. It is important for you to know what plagiarism is so that you will be able to avoid it in your schoolwork. Plagiarism is the copying and/or using of the ideas, the opinions, the information, and the words of another person without acknowledging that the material is not your own. Plagiarism is deception because it leads others to believe that what you have written is your own. It is also stealing because it is using the product of someone else's work without giving the writer credit for the work.

- Each Offense: *The student will receive a zero for the plagiarized work with no opportunity for making up the work or extra credit to offset the zero, and risk eligibility or dismissal from the National Honor Society if appropriate. In addition to receiving no credit for the assignment the student is subject to school disciplinary action.*

Misconduct/Horseplay

Applies to incidents taking place anywhere on AHS Campus or while attending an APS field trip or event

- Each Offense: *Minimum 1 hour detention, up to 3 hour Saturday detention*

Teacher Disrespect or Inappropriate Language (not directed at teacher or staff member)

- Each Offense: *Minimum 1 hour detention, up to 3 hour Saturday detention*

Skiping Class

"Class" is defined as: class period, homebase, activity/advisory, assembly/school activity, teacher detention, leaving class without permission, being in an unauthorized area/not in assigned classroom, etc.

- Each Offense: *Minimum 1 hour detention, up to 3 hours*

Truancy/Leaving campus without permission during school day

- Each Offense: *Minimum 1 day internal suspension and family conference*

Electronic Devices/Cell phone use in building

The use of electronic devices is prohibited during class time (unless being used to perform a classroom activity with permission by the teacher). Students may be allowed to listen to music or use cell phones during activity periods if the student is not involved in a scheduled activity.

- Each Offense: *Minimum 1 hour detention, up to 3 hours*

Gambling

Students are reminded that any unsanctioned game of chance involving an exchange of money/property shall be considered inappropriate behavior. Since gambling is regulated by law, and is a violation of the statutes of the Commonwealth, it cannot be condoned in a public educational institution). Students should be aware

- Each Offense: *Minimum 1 day suspension up to 5 day suspension*

Inappropriate Language (swearing) towards Teacher or Staff member

- Each Offense: *Minimum 3 day suspension up to exclusion*

Vandalism

Vandalism is defined as intentional, willful destruction of school or another student's property

- Each Offense: *Minimum 3 hour Saturday detention up to exclusion*

Theft

- Each Offense: *Minimum 3 day suspension up to exclusion*

Pulling Fire Alarms or Tampering w/ Fire Equipment (Alarm Covers, Extinguishers, etc.)

- Each Offense: *Minimum 5 day suspension up to exclusion*

Setting Fires

- Each Offense: *Minimum 10 day suspension up to exclusion*

Fighting

- Each Offense: *Minimum 3 day suspension up to exclusion*

Bomb/Mass Violence Threats

No student shall communicate or cause to communicate any information in any form whatsoever that a bomb or any type of explosive device is located in or on any building or property under the control of the Auburn Public school or is at any sponsored event, including but not limited to transportation provided by the Auburn Public Schools either directly or by contracted services.

- Each Offense: *Minimum 10 day suspension and expulsion hearing*

Horseplay/endangerment to others

- Each Offense: *Minimum 1 day suspension up to exclusion*

Assault on Student

- Each Offense: *Minimum 3 day suspension up to exclusion
(depending on severity of incident)*

Assault on School Personnel

- Each Offense: *Minimum 5 days suspension up to exclusion*

Weapons (Possession of any object that could be used to injure another and has no school-related purpose)

- Each Offense: *Minimum 10 day suspension up to exclusion*

Hazing (Any activities viewed as initiation or rite of passage, which is potentially dangerous or abusive, will not be tolerated)

- Each Offense: *Minimum 3 day suspension up to exclusion*

Hate Speech/Discrimination (Incidents against others for their race, color, sex, religion, national origin, sexual orientation and disability)

- Each Offense: *Minimum 3 day suspension up to exclusion*

Harassment

Oral, written, graphic, electronic, or physical conduct on school property or at school-related activities relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability, that is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the high school's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational or work environment. Typically a pattern of behavior constitutes harassment: however a single event, depending on severity, may create a hostile environment.

- Each Offense: *Minimum 1 day suspension up to exclusion*

Smoking, Tobacco Use, or Possession of Tobacco products (e-cigarettes, vapes, jules, playing with lighters, etc) * excludes Marijuana

Applies to incidents taking place anywhere on AHS campus or while attending an APS field trip or event

- Each Offense: *Minimum 3 day suspension*

Substance Abuse of Marijuana or Possession of Marijuana Paraphernalia/ Ingredients

Includes possession, being under the influence, distribution, sale, or intent to distribute or sell anywhere on AHS campus or while attending an APS field trip or event

- Each Offense: *Minimum 5 day suspension*

Substance Abuse of Alcohol

Includes possession, being under the influence, distribution, sale, or intent to distribute or sell anywhere on AHS campus or while attending an APS field trip or event

- Each Offense: *Minimum 5 day suspension*

Substance Abuse of Other Illegal Drugs

Possession, being under the influence, sale or distribution of illegal or prescription medications at school or at school-related activities.

- Each Offense: *Minimum 10 day suspension and expulsion hearing with the principal.*

General Disruption/Disrupting a School Assembly

Any activity that disrupts school assembly including, but not limited to, any verbal or written abuse of student, teacher, administrator, or other school personnel, and is not listed in the Code of Conduct may be punished with detentions up to exclusion at the discretion of the principal or his designee.