

# Susan B. English School

Middle School - High School

# Student & Parent Handbook



# 2018 - 2019

In addition to the KPBSD Student-Parent Handbook

## **Susan B. English School Student Handbook**

The Student Handbook is a document that defines policy and procedures for the school organization. It is constantly under review to clarify the rules and expectations. Modifications can/will be made to policies when deemed necessary by using valuable student, staff and community input.

### **Student and Parent/Guardian:**

- Read KPBSD Parent-Student Handbook and Susan B. English School Student Handbook
- Sign the Student Verification Page
- Return to the office: **Tuesday, August 28th**

# Susan B. English School Handbook

# 2018 - 2019

## School Staff

Principal	Josh Hinds
Secretary	Amy Gilson
Head Custodian	Renee Purpura
Custodian	Stacy Owens
Pool Manager	Lisa Stanish
Student Nutrition Services	Bobby Morrison

## Teaching Staff

Elementary K-6	Ms. Karen Bornheimer
Middle School / High School	Ms. Jan Parks
Special Education	Mr. Josh Hinds
Distance Education Supervisory	Mr. Josh Hinds

## Specialists

School Nurse	Sherrie Lyon
Special Services Aide	Ronene Gain
School Counselor	Natali Jones

## Parent Advisory Council / Site Based Decision Making Council

Parent Representative - term ends 10/2018	Will Brun
Parent Representative - term ends 10/2019	Heli Hansen
Parent Representative - term ends 10/2020	Cassidi Cameron
Classified Representative	Renee Purpura
Certified Representative	Karen Bornheimer
Community Representative	Ila Dillon
Principal	Josh Hinds

## Attendance Policy

Students should not arrive before 8:10 am unless attending a supervised school activity. In order for students to benefit from the instructional program, to develop habits of punctuality, self-discipline, and responsibility all students are expected to attend school regularly and arrive to classes prior to the start of each period. Students who have good attendance generally achieve higher grades, enjoy school more, and are more successful in the workplace and/or higher educational settings after graduating from high school. Responsibility for regular attendance lies with the student and their parents/guardians. It is however, the school's obligation to ensure regular student attendance and notify parents of concerns if they arise. Susan B. English School attendance policies and expectations are listed in the next three sections.

### ~ School Attendance Matters ~

A student may be excused from class for the following reasons: illness, unavoidable emergency at home, death in the family, doctor appointments, or a prearranged absence with administration.

#### **If a student is or will be absent:**

- Parent or guardian should notify school staff in the morning on day of illness.
- Students 18 years of age, *not* living with a parent/guardian should call the school the morning of the illness.
- If notification of an absence is not presented upon return to school, the absence will be considered unexcused unless notification is received from the parent/guardian within 24 hours.
- *In advance* of a known absence, parents/guardians should notify school staff directly and provide a return to school date if possible.
- Upon student's return, students/parents are responsible for arranging make-up homework and meeting assignment completion timelines as set by each teacher.

*Parents are requested to check the school calendar and avoid scheduling absences around all testing dates and to minimize time out of the classroom.*

### **Extended Absences**

Although it is not recommended by the school, parents may remove students for extended absences of 3 to 10 consecutive school days. As required by state law, students absent for more than 10 consecutive days shall be dropped from class enrollment and re-enrolled upon student return.

When a high school student accrues a combined total of 15 excused and unexcused absences per semester or misses over 800 instructional minutes in any course for reasons other than school related programs, the student's attendance will be reviewed by the school intervention/assistance team to determine if the student shall be granted semester credits and/or permitted to participate in co-curricular activities (KPBSD Board Policy and Regulation 5121 of the KPBSD Handbook ([www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us))).

In advance of a known extended absence students, parents/guardians, administrator, and teaching staff will work together to provide some direction for student studies while away from the classroom.

## Make-up Work

Students are responsible for arranging make-up homework or for collecting assignments from teachers after an absence or at the discretion of each teacher. A timeline for assignment completion will be included in make-up work arrangements.

### Tardy Policy

If a student is tardy during first period or upon returning from lunch, they must report to the office for a tardy pass. If a student is tardy first period, that student is not eligible for open campus lunch that day. Once a student receives a fourth tardy during first period or after return from open campus they are to report to the principal. Open campus lunch periods are a privilege and are authorized at the discretion of the principal. Teachers track student tardiness during periods 2-6 and report them to the office. KPBSD late & tardy policies are listed below for your reference. If you have questions regarding these policies, please contact Mr. Hinds.

Tardy (unexcused) or Late (excused)?	<ul style="list-style-type: none"><li>• At the start of the school day, a tardy will be considered unexcused (T) until there is a valid excuse, then the tardy will be changed to late (L).</li><li>• BP 5113: Tardies may be considered excused when the parent/guardian provides a note or calls the school, is pre-arranged, when the school is contacted by an agency, and with approval from the site Administrator.</li></ul>
When does tardy end and absence begin?	<ul style="list-style-type: none"><li>• At the start of the school day students are considered tardy during a fifteen (15) minute window beginning at the sound of the tardy bell or start of the school day. If the student is more than fifteen (15) minutes late, then the student is considered absent from class. Schools taking attendance twice daily only, will follow the same 15 min window for am and pm attendance.</li><li>• At the Elementary Level: Students arriving after the 15 minute window, arrival time will be entered with a code of partially excused (PE) or partially unexcused (PX).</li><li>• At the Secondary Level: At the start of the class period, with the exception of the first period of the school day, students are considered tardy at the sound of the tardy bell. If the student is more than five (5) minutes late to class, then the student is considered absent from class</li></ul>

## Academic Requirements

<b>A</b>	Excellent
<b>B</b>	Above Average Standards
<b>C</b>	Meets Average Standards
<b>D</b>	Below Average Standards
<b>F</b>	Failure
<b>P</b>	Passing (student aides)
<b>I</b>	Incomplete, does not meet minimum standards and grade will become an F after 10 school days if not resolved.

A student is required to earn twenty-two (22) credits in order to graduate with a high school diploma. Students begin earning credits when they enter their freshman year or register for high school classes as a middle school student.

### Valedictorian / Salutatorian

Determination of Valedictorian and Salutatorian will be at the end of 3rd quarter of senior year.

- \* Valedictorian student has a cumulative G.P.A. of 3.5 or higher. The student with the highest G.P.A. in this category will be awarded the Valedictorian honor.
- \* Salutatorian student has a cumulative G.P.A. of 3.3 or higher. The student the second highest G.P.A. above a 3.3 will be awarded the Salutatorian honor.

### Report Cards

Report cards are issued each nine week grading period. Parent-Teacher conferences will be held at least twice during the school year. Individual meetings with parents and teachers may be arranged if necessary. Check with teachers if you want to learn more about your child's progress or log into your student or parent **PowerSchool** account.

### PowerSchool

Students and parents have access to check academic progress, attendance and lunch account status on PowerSchool (<http://ps.kpbsd.org/public>). See school secretary for assistance with PowerSchool or to receive a link to create a login and profile.

# Student Behavior Expectations & Disciplinary Actions

Our staff believes that in order to promote positive student behavior, teachers, counselors, administrators and parents must practice cooperative discipline procedures which are firm, fair, consistent and caring.

All staff members have the responsibility of demonstrating and encouraging positive student behavior and correcting students' negative actions when necessary. If a student is belligerent and/or disrespectful to the staff person, disciplinary action will be taken.

## Unacceptable Behavior

- Please refer to pages 18 - 19 of the 2017-18 KPBSD Parent/Student Handbook for detailed information regarding behavior expectations for classroom and the general Susan B. English School campus.

## Discipline Procedures

Each teacher will develop and post a set of classroom rules and expectations with a listing of consequences should these rules be broken; consequences will include parental notification. The policy will be distributed in writing to all students and discussed the first day of class. The rules and expectations will be compatible with school district policy.

Teachers may assign detention for infractions of classroom rules. The teacher must inform the student of the specific rule that has been broken and the consequence that has been assigned. The teacher will notify parents if a student's behavior does not improve. Consequences for major violations of school behavior policy will be imposed by the school administrator or his/her designee.

It is required that teachers follow their classroom behavior plan before referring a student to the principal's office.

## Acting Principal

In the absence of the principal, the person designated as the acting principal has the authority to act in the principal's place for any emergency or discipline actions.

## **Dress Code**

Research demonstrates that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities and an educational, not social, setting. Clothing or accessories that tend to be costumes or draw undue attention will not be allowed.

- ⇒ Winter/outdoor gear, clothing and accessories are to be kept in school locker while in the building.
- ⇒ Shirts worn must cover all skin neck to shoulders and over the belly button and pants or tucked into the pants. Tube tops, spaghetti straps, tank tops and shirts showing any part of the belly and/or torso are prohibited.
- ⇒ Skirts and dresses must be of modest length as determined by staff and referred to principal as needed.
- ⇒ No undergarments are to be showing.
- ⇒ Hats and hoodies are allowed according to teacher discretion.

The appropriateness of dress is at the discretion of staff. T-shirts or clothing that carry a profane, drug/alcohol/tobacco related, sexually suggestive, or otherwise objectionable slogans or pictures are not permitted. Repeated violations of dress code will result in consequences for insubordination.

## **Extra Curricular Activities**

### **Eligibility for Extra Curricular Activities**

In addition to the eligibility requirements found in the Kenai Peninsula School Activities Association Handbook (see: [http://www.kpbsd.k12.ak.us/students\\_parents/kpsaa.htm](http://www.kpbsd.k12.ak.us/students_parents/kpsaa.htm)), students of Susan B. English School must also comply with the following eligibility guidelines:

- ◇ Students who participate in out-of-school events as an extension of the classroom work/course expectations are exempt from District's eligibility rules.
- ◇ Participation in a school sponsored activity requires each student attend all classes on the day of the school activity. Weekend school activities require each student to attend all classes on the last regular day of the week, unless otherwise excused by the school.
- ◇ All students must attend practice the day before travel.
- ◇ Any emergency situation that deviates from the above policy will be taken into consideration by the principal.
- ◇ Online eligibility, KPBSD Distance Ed and Jumpstart, will be based on semester grades.
- ◇ Weekly grade checks will occur every Monday.



## Athletic and Travel Policies

The purpose of this policy is to ensure the protection of all students under our care and yet provide a reasonable policy that takes into consideration the unique situations that may arise from living in a remote town.

All students traveling for extra curricular events must review and adhere to the attendance policy regarding absences.

- In the event that a single student is involved in a traveling activity, a waiver may be made providing parent, student and faculty involved agree to the supervision situation.
- Each coach, sponsor, chaperone shall be responsible for all students assigned to travel with them at all times.
- Students will stay with the team until all school activities/events are completed. Exceptions may be made by the principal under the following conditions:
  - \* Arrangements made with the principal prior to team departure, the individual receiving the student accepts full responsibility for overseeing the student and seeing that they are safely returned to Seldovia.
  - \* The school will not be responsible for return fare unless the student is returning with the group.
  - \* All details must be in writing, including: responsible party for student, address, contact numbers and times pick up/drop off.
- Saturday-Sunday Travel: Students will return to parent/guardian/grandparent care upon arrival at the airport, harbor or school. Students are expected to be in school the Monday following extracurricular travel and homework completed as assigned.
- During school days the school will transport students to the school when they return. Students returning from school trips on a regular school day are required to return immediately to scheduled classes. If a special situation arises where a student cannot return to class after a given trip he/she must get permission from the principal to be late for class.
- Each student traveling in a vehicle while on a school sponsored activity shall be required to wear a seat belt.
- For activity trips between *October 1st and April 30th* all students must have in their possession the following items or appropriate alternatives:

winter hat	long pants
heavy winter coat	warm socks and boots
gloves / mittens	sleeping bag / bed roll

Coaches/sponsors are responsible for checking that each student has these items in possession prior to leaving the school's parking lot. If a student cannot obtain these items before departure time, he/she will not be allowed to travel

## Uniform Use and Returns

Coaches will issue uniforms to each student. It is the student's responsibility to replace any lost items or pay to have the school replace them. If item is found, a refund will be issued if item returned in the same condition as it was issued.

Uniforms and other equipment will be collected by the coach during the last game.

### Admission Prices for Extra Curricular Activities

Adults	\$ 4.00
Students	\$ 2.00
Preschool *	FREE
Family	\$10.00
Senior Citizens	FREE
Parents	\$1.00**

Susan B. English will admit, without charge, all competitors, cheerleaders in uniform, coaches and managers of the visiting school.

\*\*must be accompanied by adult

\*\*per parent, per game for home team players

(Prices are subject to change w/o notice)

## **Dances**

It is the goal of Susan B. English School to provide dances that are well planned.

The following rules apply:

1. Regular middle school and high school behavior policies apply to all school dances. Any misbehavior may result in being banned from future dances.
2. Dances must be sponsored by a recognized school organization and a student activity form must be filled out in advance.
3. Dances must be approved three days prior by the administrator.
4. Students wishing to invite guests must submit a guest list for approval to the principal by noon the day before the dance. The principal retains the right to refuse admission to any guest.
5. All dances must have at least one certified staff member and one additional sponsor of the opposite sex. Parents are encouraged to attend.
6. No one will be admitted after 9:30 pm and dances will end promptly at 11:00 pm for junior high and 12:00 am for high school.
7. Sponsors will be in charge of all dances and students will follow their direction at all times. Violations of acceptable standards of behavior will be addressed by the principal and/or local authorities as needed.
8. Clean-up is the responsibility of the sponsoring organization. If that responsibility is not met a custodial charge of \$35.00 an hour will be made.
9. Any student/guest suspected of consuming alcohol or using drugs will be removed from the dance and reported to the principal.
10. Once a person leaves the dance they may not return.

## **Health and Safety**

### **School Entrance**

For the safety of students and staff the front entrance doors are the only doors opened during the school day. Parents and visitors must sign-in at the office upon entrance. If you have questions, please contact the school principal or Dave Jones, KPBSD Assistant Superintendent.

### **Health Services**

An itinerant school nurse is available to all students of Susan B. English School on an every other week basis or via email/phone. Please check with the office if a need arises. Students who wish to talk with the nurse about a health or personal problem may obtain a pass to be dismissed from class.

### **Earthquakes**

In case of an earthquake, do not rush out of the building. Get under a desk or a table, if possible. Protect your head and facial areas from falling objects or shattered glass. Wait for instructions before leaving your room. If you are instructed to exit the building, follow the fire drill procedures, being careful to avoid downed power lines and poles.

### **Fire Drills & ALICE**

Fire drills will be held once each month during school hours. These drills ensure our students, staff and teachers are prepared in case of a real emergency and provide life saving skills practice. Follow your teacher's instructions and be on

your best behavior during any building evacuation drill. The proper procedure for leaving a room is posted in each room. ALICE drills will be held at least two times a year; parents will be notified the week of the drill.

### **False Alarms - Fire Extinguishers**

Setting off a false alarm and tampering with fire extinguishers is not only illegal but is also potentially hazardous and extremely dangerous; students/parents could be fined.

### **Public Displays of Affection**

Hugging, kissing, holding hands and other forms of public displays of affection will not be permitted during school, during school activities, travel, or on school grounds. (see: District Handbook: Discipline Guide)

### **Student Interviews**

Individual students may only be interviewed by non-district entities with the approval of the principal and the parent's consent. When interviews are conducted by police, court officials, or social service agencies, the principal and the parent, as law permits, shall be present (KPBSD board policy manual).

### **Property Damage / Personal Property**

Any student responsible for destroying property belonging to the KPBSD must pay for such acts of vandalism. We expect students to respect and take care for school property, the building, grounds, equipment, and technology as if it were their own. The school is not responsible in any way for personal property if lost, damaged, or stolen.

## **Student Use**

### **Internet Use**

Online services are for the purpose of supporting and supplementing the educational goals of the school program. Inappropriate material or use of internet, including social media, will result in disciplinary action which may include student/parent conference with the principal. Wireless connectivity points are located throughout the building and are expensive to replace; any devices broken or tampered with will become the responsibility of the student to replace.

### **Gym Use**

Our gym floor needs your help if it is to stay in top shape. No street shoes allowed on the gym floor unless a protective cover is in place. Gym shoes that have never been used outside or which have been completely cleaned (groves scrubbed clean, free of pebbles, washed) must be used. Hanging on any basketball hoop is not acceptable.

### **Tennis Court / Basketball Court**

The lights on the tennis courts have been activated. Please use the lights only until 10 pm on weeknights and midnight on the weekends. Make every effort to clean up the area and remember to turn off the lights when you leave.

## **Student Use - continued**

### **Lockers**

Lockers will be assigned to students at the beginning of school. The school assumes no responsibility over items left in lockers. Lockers are the property of the school district and are under direct control of the administration. If your locker does not open or close properly, do not kick it. Please report it immediately to the office. All personal belongings should be inside your locker; if you need another locker, please contact the office.

- Lockers will be your responsibility to clean at the end of the year.
- Marking on lockers is prohibited.
- Lockers are subject to searches by administrator within the building. Disciplinary actions will be take place when lockers are not taken care of.
- Combination locks are available through the office for lockers (including gym). A \$5.00 deposit is required for each lock checked out. At the end of the year the deposit will be returned when lock is returned.
- Do not use locks other than those issued by the office.

### **Laptop Computers, Headphones, and Other Issued Technology**

Each student will be assigned a specific laptop computer and headphones for the year. It is each student's responsibility to care for their assigned items. Students may be assessed for damages incurred beyond reasonable wear and tear from daily use. Students will be issued one pair of headphones to use for the entire year, it is each students responsibility to make certain they remain intact for the whole year. Student login and passwords are not to be shared or KPBSD internet server access given to another student or community member. If appropriate, a temporary guest account may be issued on a case-by-case basis.

### **Books**

Charges for replacing a damaged book starts at \$75.00 Students will be responsible for any outstanding book charges prior to graduation. Please respect and take care of your books.

### **Cell Phones and Personal Electronics**

No smartphone or personal electronics use is allowed during class time, unless instructed by a teacher for specific educational reasons.

### **Driving / Parking**

Driving a vehicle to school by a student is a privilege. Students are expected to exercise good driving habits on school grounds, whether they are driving a car, ATV, or motorcycle. Non-compliance will result in loss of this privilege as well as a report to the police. Students are to avoid driving on the road adjacent to the tennis courts during school day. Designated ATV parking is located in the southeast corner of the parking lot, within the first two parking spaces. No parking on sidewalks or in front of either entrances to the building, main entrance or gym entrance.

## Public User Guidelines

### Notices / Posters

KPBSD and legal regulations prohibit the display of certain materials in the school building. Permission from the office is required before posting or displaying any materials.

### Volunteers

Kenai Peninsula Borough School District has a yearly volunteer screening program to ensure all students will be as safe as possible. Volunteers have to complete an online form and agree to a background check; only criminal activity will be checked. All information will be kept confidential and information can only be accessed by a few members of the Human Resources department. To complete the screening process, visit the District's web page at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us) and click on Employment, => Volunteer, => Volunteer All Vacancies and find the location where you wish to volunteer. Click the Apply button that corresponds to that location, follow the instructions. Please contact the Human Resources department at 907-714-8888 if you have questions.

### Visitors

All parents and visitors must sign-in to the office on arrival and sign-out on departure. Please bring items for drop-off to the office for distribution. Parents of enrolled students are always welcome to visit the school.

### Lost and Found

Items should be reported to the office. If you find items around the school please turn them in. Lost and found items will be displayed during parent/teacher conferences to be claimed. All items not claimed by the end of the year will be donated.

### Pets

Pets are not allowed in school or on school grounds unless they are to be used as part of the instructional program. Permission must be obtained from the office to bring pets into the classrooms. If your dog follows you to school or appear on the grounds it is your responsibility to clean up after them and to call parents to come get them.

## Student Nutritional Services

Student lunch accounts can be paid online under the

Student/Parent menu on KPBSD website:

<http://www.kpbsd.k12.ak.us>

Checks need to be made out to Student Nutrition Services and turned in to the office in the morning in order to be on account for that day. Parents/Guardians are welcomed to join their child for lunch. Please notify the office by 10:00 am the day you plan having lunch with your child if you want to purchase a lunch, this will ensure enough food will be prepared.

Lunch

Elementary \$3.00

Middle School / High School \$3.50

Adults \$4.50

Lunch menus are available to download on KPBSD website:

[http://www.kpbsd.k12.ak.us/students\\_parents/lunch\\_menus.htm](http://www.kpbsd.k12.ak.us/students_parents/lunch_menus.htm)

# 2018-19 Middle School & High School

## Susan B. English Student Handbook

### Student Verification

I \_\_\_\_\_, verify that the 2018-19 Susan B. English, Student Handbook has been reviewed by myself and/or with my parent or guardian. We are aware of the contents, policies, rules and regulations.

---

Student Signature:

Date:

---

Parent / Guardian Signature:

Date:

#### Open Campus

Open campus is a privilege given to 7th - 12th grade students. In order to leave school grounds during lunch, a student must have the signed release form on file in the office. This privilege may be revoked at the principal's discretion. Please be aware, that if a student is late to school, they will not be eligible for open campus lunch that day.

\_\_\_\_\_ has my permission to leave campus during the designated lunch hour.

---

Parent / Guardian Signature:

Date:

**Return to office by: Tuesday, August 28th**

Handbook may be changed at any time by administration/PAC/SBDMC