

Kenai Peninsula Borough School District

HOMER HIGH SCHOOL 2017-2018



STUDENT HANDBOOK SUPPLEMENT

*600 East Fairview Avenue
Homer, AK 99603*

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Homer High School Mission

Homer High is dedicated to supporting the diverse needs of all students by providing a comprehensive curriculum that is based on local context and state standards within a global framework while promoting high achievement and civic involvement in a safe, respectful and supportive environment.

All of the rules can be summarized with three expectations:

ALL STUDENTS ARE EXPECTED TO BE:

PROMPT – arrive to school on time; arrive to class on time; turn work in on time.

PREPARED – prepared to learn with the necessary supplies and assignments completed.

POLITE – demonstrate a caring, positive attitude.

BUILDING HOURS

HHS is open Monday-Friday at **7:30 A.M.** and closes at **4:15 P.M.** A member of the faculty must supervise any student or group of students remaining in the building after 4:15 p.m. Students not under the direct supervision of a coach, teacher, or advisor will not be allowed to remain in the building after hours and will be directed to leave. Students using the gym or weight room before, during, and after school must have a supervisor present.

GRADING SCALE

Starting in the 2011-2012 school year, the Homer High School Site Council and the Superintendent of KPBSD approved the following grading scale for Homer High School:

A – 4.0 (90-100)

B – 3.0 (80-89)

C – 2.0 (70-79)

F - No credit (0-69)

Academic support beyond the regular school day is provided by:

- 1) Teachers for 30 minutes before/after school. Students should arrange an appointment to ensure availability.
- 2) Study Hall 3 days per week during FOL. **Mandatory for students with missing assignments or failing classes.**
- 3) The Intervention Teacher after school until 4:45 PM on Monday through Thursday. Please arrange an appointment to ensure availability.

HONOR ROLL

The following criterion exists for Honor Roll recognition:

1. **“Mariner Gold”** Honor Roll = 4.0 GPA for the quarter.
2. Honor Roll = 3.5-3.99 for the quarter.
3. Quarter grades will be used. No semester averages.
4. Students must be enrolled in at least 4 classes with grades P and I not counted.
5. Grades computed only for credit classes.
6. In a multiple period class, a maximum of 2 grades will be counted.

STUDENT ABSENCES

If a student is absent, a parent or guardian must call the attendance secretary at **235-4600**, as soon as possible, to explain the absence. Board Policy 5113 explains excused absences as follows:

The following are considered **excused absences**: sickness (medical note needed after 5 absences), doctors appointments, school events, acknowledged religious holidays, prearranged absences and other reasons as approved by the principal. No student excused for religious holiday shall be denied the opportunity to make up a test given on the religious holiday or denied an award or eligibility to compete for an award.

TARDIES

Students are considered tardy if they are not in their scheduled class when the second bell rings. If they are more than 10 minutes tardy, it will be considered an absence. Tardiness to class will be dealt with according to the following procedures:

- A. Tardiness will be excused for the following reasons:
 - 1. Late bus to be verified by office.
 - 2. Illness or medical appointment substantiated by a written excuse from parent, doctor
 - 3. For a school related function
 - 4. Official legal document
 - 5. Circumstances approved by the principal
- B. Consequences for tardies
 - 1. 6-10 cumulative tardies will require a 30 minute detention.
 - 2. 10+ consequences can be, but not limited to:
 - a. Detention
 - b. In-school suspension
 - c. Community service
 - d. Parent meeting

EXCESSIVE ABSENCES and TRUANCY

Absent more than 15 days per semester (in accordance with BP 5121)

When a 9-12 grade student is absent **more than 15 days per semester** or misses over 800 instructional minutes in any course for reasons other than school related programs, the student's attendance, discipline, and academic achievement in all classes shall be reviewed by the school intervention team to determine if the student shall be granted semester credits and/or permitted to participate in co-curricular activities.

A written plan will be provided to the student and parents. Upon receipt of the plan, the student must comply with the I-team's directives or semester credit will be denied and the student will not be permitted to participate in co-curricular activities.

In the event of absence due to unavoidable family decisions, parents or students should arrange in advance for the Principal and teacher(s) to provide direction to student studies while away from school for periods of 3 to 10 consecutive days. Students absent for more than 10 consecutive days shall be dropped from the class rolls.

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

PARTICIPATION IN SCHOOL ACTIVITIES

Students not in attendance during the full school day (in all his/her scheduled classes **including FOL**) will not be allowed to attend or participate in school events, practices, or activities during the evening. Exceptions may be made for school field trips, academic requirements, religious holidays, mandated court appointments, or doctor appointments. In order to participate, **the exception must be approved by an administrator.**

Also, students may not be more than 10 minutes tardy to class (this is categorized as an absence) in order to participate in school activities.

PARTIAL WEEK SCHEDULES

During the school year, there are several occasions when in-services or holidays cause a partial school week. Schedules for these shortened weeks will vary and will be posted on the school's web page.

MAKE-UP WORK PROCEDURES

Excused absences - students will have two school days to make up each day missed, but only up to a maximum of five make-up days. This places a large responsibility upon students to make up work immediately upon returning to school. We encourage students to take advantage of study hall offered during FOL. There are three exceptions to this rule:

First: There are certain absolute due dates that are announced far in advance. Even if a student is absent, these major, long-term assignments are due on the assigned date.

Second: If a student misses only the day of a test, or the day a project is due, the test must be made up or the project must be turned in on the day the student returns to school.

For clarity, it is important to emphasize that, when on the block schedule, each class does not meet on one day each week. This does not diminish the student's responsibility to make contact with *all* her/his teachers on the day s/he returns to school. Also, when a student misses class as a result of attendance at a co-curricular activity, the student must complete the missed work on a schedule determined by the teacher.

HOMEWORK POLICY

- Within each teacher's syllabus, the purpose of homework should be made clear.
- Staff agrees to assign no more than 3 hours of homework each week per class; this recognizes that in a single class period a student may not have any homework, but in that same class on another day they may have 1 hour of homework; this also recognizes that a student may have a wealth of homework at the end of the week because of poor time management; this recognizes current research about duration of homework (30 minutes per class, per night).
- All extra-curricular activities must hold a study hall whenever their team or group participates in an overnight event when feasible, recognizing that some trips simply will not allow time for a study hall (it is suggested that the administration provides instruction on how to conduct study halls so that they are productive).

ZERO/LATE WORK PROTOCOL

In order to promote success for all students, we recommend the following protocol for when a student does not complete an assignment that will create a significant threat to them earning credit (this is at the teacher's discretion and takes into account that the protocol should not be in place for any assignment receiving a zero, such as a homework assignment designed as practice)

- Step 1: Record a zero and missing in the gradebook on due date or first opportunity.
- Step 2: Teacher communicates to student that they are missing an assignment and that they need to make it up within the time frame allotted by the HHS policy (it is suggested that once a student turns an assignment in late, they can no longer earn full credit for the assignment).
- Step 3: After the allotted time provided by the HHS policy for excused absences expires, teacher communicates to student that they will assign student to an FOL (either their own or an appropriate study hall) if they do not comply with completing assignment
- Step 4: Teacher assigns FOL (either their own or an appropriate study hall) or other time (lunch, after school study hall, etc.) for student to complete assignment.
- Step 5: Teacher calls home to explain steps implemented, solicit parental support and inform of next step.
- Step 6: Teacher refers student to the office, at which point the administration will determine an appropriate time for the student to complete the assignment.

This protocol seeks to ensure success by minimizing students not completing assignments; however, it does not mandate that a student will do the assignment, or that the student will pass. If these steps do not work, ultimately, the student will not earn credit for the assignment and may potentially not pass the class.

PRE-ARRANGING AN EXCUSED ABSENCE

To obtain a prearranged absence, you must do the following:

1. Bring note from home to the front office.
2. The note will be verified by the attendance secretary and a form will be provided to notify your teachers..
3. Circulate it among teachers whose classes will be missed.
4. Have a school administrator sign the form.
5. Return it to the attendance secretary.

The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in the matters of school attendance for the student or other students. If the request is denied, reasons will be given.

SIGNING OUT OF SCHOOL

For student safety, if a student arrives late, or has to leave the school early during the school day, he/she must sign in and out at the front office. **This includes students who leave during those periods in which they do not have a class.** Students who leave campus without checking out or arrive without checking in through the office will be considered in violation of the school attendance policy. **Students who are 18** are subject to the attendance and excused absence policy as other students and cannot excuse themselves except for those students who are living independently.

CELL PHONES

Cell phones must not be used or left on during class time. Students should have phones turned off and in their locker. Phones are available for student use at school. Cell phones may be used with permission from the classroom teacher for instructional purposes. The cell phone policy is as follows:

- ✓ The first time a cell phone is used inappropriately, the teacher will confiscate it and return it to the student at the end of the class period.
- ✓ The second time this happens, the cell phone is delivered to the office and parents may be called to have it returned to the student or to the parent.
- ✓ The third time this happens, the student may lose cell phone privileges for the rest of the year and it is returned to the parents.

The administration will make the final determination regarding the use of student cell phones.

CLASS CHANGES

Choosing classes is a very important responsibility of each student and once classes are scheduled there should be few, if any, changes to a student's class schedule. The period of time for consideration of change requests will be up to ten school days into 1st semester, and 5 days following the beginning of second semester, unless approved by an administrator, counselor, and teacher. Due to cuts in programs, we will not be able to accommodate changes for teacher preferences.

Students will receive quarter and semester grades for any course in which they are enrolled past the 15th school day of the semester:

- Dropping a class after the 15th day requires administrative approval and will result in the receipt of an "F" for the course.
- Students who wish to change levels within a subject (e.g., AP Biology to Advanced Biology) after the 15th day must wait until the end of the quarter and will have their quarter grade transferred toward their semester grade in the new class.
- Students who wish to enroll in a course after the 15th day of a semester must complete the 1st quarter curriculum via a distanced education course then transfer into the HHS class at the beginning of the 2nd quarter.

COMPUTER USE

Internet/computer use guidelines for the library and/or computer labs:

1. **Academic pursuit only:** computer use must be related to a school assignment.
2. **No chat rooms or video streamed graphics** are allowed because they use up too much bandwidth and slow down the entire user group.
3. Non academic games or inappropriate internet sites are not allowed.
4. Printing of non-school related material is not allowed
5. **Audio recording is not allowed.** This includes MP3's, CDs, tapes, or internet resources unless approved in advance by a teacher for a classroom assignment.

Consequences for violating school guidelines may include up to a full school year of restricted or no access to the district computers or the network.

DISTANCE EDUCATION CLASSES

- 10th grade students may only enroll in a distance ed. class if their HHS schedule accommodates "HHS Online Lab", a consistent class period in which they would work on a computer under the direct supervision of an HHS staff member.
- 11th and 12th grade students taking distance ed. classes are highly recommended to take a concurrent HHS Online Lab.

Administrator approval is necessary for 11th and 12th grade student to opt out of HHS Online Lab.

COURSE LOAD

Students will be required to take 6 classes per semester until they have earned 12 credits. There are limited circumstances where a student will take fewer classes upon administrative approval.

Seniors must be enrolled a minimum of 4 classes at Homer High for the second semester in order to be eligible to walk with their classmates at graduation commencement exercises.

FREE PERIODS

To be considered for a free period, students must provide documentation that they meet the following criteria:

1. 11th grader with 12 credits (14.5 credits for spring semester)
2. 12th grader with 17 credits (19.5 credits for spring semester)
3. Cumulative GPA 3.0
4. On track to qualify for APS
5. No discipline issues or failed classes from previous semester

***Special consideration for free periods are typically afforded to juniors and seniors who need the time for things like an AP Class, a JumpStart college class or a Work Co-op class. If your request for a free period is for a reason other than the ones listed you will need to request permission from the principal.**

SERVICE LEARNING

Starting with the Class of 2019 all seniors will be required to complete 40 hours of community service in order to graduate at Homer High School. 9th and 10th graders will be allowed to complete 10 hours of community service each year. All community service must be preapproved by the school Community Service Coordinator and a one page service project report must be submitted at completion of your service project. (Please see the HHS website for more details.)

The Class of 2018 will need to complete 30 hours of community service.

ATHLETIC ELIGIBILITY

1) Students must maintain a 2.0 grade point average (GPA) in ALL classes in order to remain eligible.

According to the grading scale approved by the HHS Site Council, the grade of D has been eliminated (A,B,C,F). Students who do not maintain a 2.0 GPA (70 average) in ALL classes may regain eligibility during the current semester by achieving and maintaining a 2.0 GPA **at the next grade check**. The eligibility check dates are:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
(E1) September 15, 2017 (Q1)**October 20, 2017	(E2) November 20, 2017 (S2)**December 22, 2017	(E3) February 5, 2018 (Q3) **March 9, 2018	(E4) April 16, 2018 (S2) **May 23, 2018

****End of quarter**

2) All freshmen, sophomores, and juniors must be properly registered and enrolled in at least five (5) semester classes or their equivalent, in an Alaska School Activities Association member school within the district. Seniors who are **on track** to graduate must take at least four (4) semester units of credit, or the equivalent, to be eligible. A senior is on track to graduate if they have earned 18 credits before the start of the 1st semester of senior year and 20 credits before the start of the 2nd semester of senior year. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible.

3) A student attending KPBSD approved correspondence, alternative or charter program during the first semester of ninth grade and a student transferring from out-of-district who attends one of the above KPBSD approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first

semester freshman, who transfers to a KPBSD approved correspondence, alternative or charter programs from another school within the district will be the member school from which the student transferred.

ASAA/KPSAA/HHS TAD & PROXIMITY POLICY

Any athlete who is under the influence, in possession of, or in proximity of the illegal use of alcohol, drugs or tobacco products will be suspended from practice and competition per ASAA/KPSAA policies. Additionally, Homer High School student athletes with a first TAD violation must sit out half of the remainder of the season or three (3) weeks of competition, whichever is longer. Any TAD violation after the first will end the student athlete's participation for that season.

LUNCH

FRESHMEN MAY NOT LEAVE CAMPUS. Students in grades 10, 11 and 12 may leave for lunch. In order to preserve the privilege of open campus during lunch and promote a positive image of HHS, students are expected to follow all of the same rules and regulations that are enforced at school, including arriving to their afternoon classes on time. Students found in violation of these rules may have their open campus privileges revoked.

PARKING PRIVILEGE

Students are not allowed to park in these areas: pool parking, visitor parking, and top tier parking. The school does reserve the right to search vehicles on campus (BP 5145.12). All students must register and place a parking sticker in the lower passenger side windshield of each vehicle that is parked at school. Stickers are free and can be picked up at the office.

Dangerous driving of any kind with any type of vehicle will be referred to the police. Violations of these rules will result in suspension and /or loss of parking privileges. The speed limit in the HHS parking lot is 10 MPH. Students who violate the speed limit, stop signs or the one-way traffic pattern will lose their driving privileges.

STUDENT AIDES

Students may apply to become a student aide for one or more class periods. A student will receive an elective pass/fail grade for one student aide placement. There will be no grade for additional placements. Students must obtain the signature of a counselor, the principal and teacher before they can enroll as an aide.

Student Aides:

- May not leave campus during their assigned aide class
- Will be required to be on-time and engaged in their aide responsibilities for the entire class period
- Must carry an aide pass
- Must be supervised by teacher unless on a teacher-directed errand
- Must bring a note to the office describing particular duties such as type and number of photocopies

DISCIPLINE

Teachers are responsible for handling minor classroom misbehavior through their own policies, procedures and consequences. These teacher designed policies are to be outlined in writing, posted in the classroom and explained to all of their students. Students who fail to follow teacher directions are considered insubordinate and subject to office referral and discipline sanctions.

Consequences such as Lunch Detention, Community Service, In School Suspension and Out of School Suspension are assigned by administration. Community Service will be served during the Focus on Learning time, before school, or after school.

FOL

All students with a full day schedule (1, 2, 3, 4, 5, 6) at Homer High School are required to attend Focus On Learning periods. Students failing one or more classes or with missing assignments are required to attend study hall FOL. Students who are required to attend FOL but fail to do so without permission will be considered truant. FOL truancy impacts eligibility for participation in activities and is subject to regular attendance consequences.

Juniors, seniors and part-time students may apply to leave campus during FOL which must be approved by parent/guardian and administration. Please see the front office staff for the request form. Administration may choose to excuse students on an individual basis for FOL attendance. These students and those not required to attend FOL will be required to sign out and leave the school and not return to campus until their next scheduled class or their involvement in extra-curricular activities.

DRESS CODE

Student attire should not jeopardize physical health or safety and it should not be distracting, inappropriate, or have a disruptive effect on the educational process.

Guidelines for Dress and Grooming:

The appropriateness of student dress will be determined based on customary standards of decency, neatness, cleanliness, and suitability for school. Administrators and staff will enforce the following guidelines:

1. Revealing clothing is not allowed including but not limited to the following:
 - Any shirt or top that ends above the waistband
 - Shirts with low necklines
 - Clothing worn so as to expose undergarments
2. Shirts, tops, tank tops and dresses may leave the shoulder bare as long as all undergarments are covered, and all straps must be at least 1 inch in width.
3. Any skirts, shorts or dresses worn without opaque tights or leggings underneath must be no shorter than 3 inches above the knee.
4. Clothing that advertises or suggests the use of alcoholic beverages, illegal drugs, or tobacco is not permitted **(Example: Salty Dawg sweatshirts and hoodies are not allowed)**.
5. Objectionable or obscene messages and words are not allowed on clothing worn to school.
6. Chains of any type are potentially dangerous and are not permitted at school. Types of chains that are not allowed include, but are not limited to, dog chains and pocket chains.
7. Shoes must be worn at all times in school.
8. Students who are lacking acceptable hygiene will be sent to the nurse for guidance.
9. For safety reasons and because of space limitations in classrooms, backpacks must be kept in lockers during class time.

All the above guidelines apply at all school functions, including athletic events and dances.

Violations of the dress code will be dealt with by administration or teachers. Parents will be contacted for assistance in correcting dress code violations. **Students wearing inappropriate clothing will not be allowed to attend classes until the inappropriate clothing is changed.** Continued or repeated violations will be considered a violation of school behavior policies. Final decisions on appropriateness of dress for school will be made by the school administration.

LIBRARY USE

During a class period, students are allowed to come to the library accompanied by their classroom teacher or with an appropriate pass. The library is for research, quiet study, word processing, and reading. **Students who choose to use the library during a free period or through Connections must sign in and stay through the entire class period.**

Checkout - students may checkout up to 4 books for 3 weeks and may renew books twice. Electronic Readers may have additional requirements. Reference books are available for checkout with special permission by the librarian only. Charges - Students will be charged for lost or damaged books. Food and drinks are not allowed in the library. If using computers in library, refer to internet/computer rules above.

HOMER HIGH STUDENTS WITH 5 COURSES OR LESS

Providing a safe learning environment for our students is a priority. Therefore, students must be supervised by certified staff while on the Homer High campus. While we encourage students to take six (6) classes, there are circumstances where a student will take fewer classes. We will first make every effort to provide an academic class or the opportunity for a student to be an aide for a teacher. On-line classes are also available for students should they want to consider other class offerings. After all of these options are explored, if a student decides not to take a full load of classes, a student must meet the requirements listed below:

The student will arrive on campus no earlier than the time scheduled for the beginning of passing time between classes.

The student will exit the campus building and grounds within five minutes of dismissal, unless s/he is dismissed at lunch time and then s/he may remain on-campus to have lunch. At the conclusion of lunch she/he must exit the facility and grounds.

A student who exits the campus prior to lunch and does not have classes after that must remain off campus until the beginning his/her next class or may come to campus and remain on campus for lunch if his/her next class begins at the end of lunch.

A student who takes two classes or less will attend class(es) and will then exit the building and grounds.

A student who takes five classes or less, who comes to school using school district transportation, will be allowed on campus to either get on or off the bus and must follow all the other procedures listed here. Example: (A student has a 5th period class and rides the bus to school in the morning. This student would be required, after getting off the bus in the morning to exit the facilities and campus and not return until five minutes prior to 5th period and then exit the campus and facilities until 3:45 pm at which time she/he would be allowed on campus to get on the bus for the ride home.

Connections and Homer Flex students who attend Homer High on a part-time basis are expected to comply with all other policies and procedures that apply to full time students at the school.

HAVE A FANTASTIC SCHOOL YEAR!

GO MARINERS!