

# Soldotna High School Student Handbook 2022-2023

## Welcome:

The administration and staff would like to take this opportunity to welcome you to Soldotna High School. The information in this folder has been carefully prepared to help you succeed at SoHi. This information is in compliance with Board of Education policies, copies of which are available in the Principal's office. The support staff, teachers, counselors and administrators are all here to assist you with your education.

## Academics:

Soldotna High School is committed to academic excellence. Students should choose those classes and programs that enable them to reach their potential. The National Honor Society (NHS) recognizes those students who have reached the highest possible level of achievement and leadership in academics. Membership in NHS is based on those students who have a cumulative GPA of 3.6 or higher and have completed two advanced classes. The selection criterion for Valedictorian/Salutatorian is based on the student's cumulative GPA for the four-year high school curriculum and participation in a minimum of four advanced classes. See Counseling/Guidance at the end of the section under academics for a list of these courses.

**Withdrawal or transfer from school:** Parent or guardian must notify the office via a written letter 2 days in advance of the student moving or transferring.

**Add/Drop Procedure:** Students may add/drop classes for 5 school days following the start of any semester. Students must complete add/drop form sent to them via KPBSD gmail from the Counseling office. Requests will be granted depending on enrollment numbers, individual student academic requirements, and completion of prerequisites.

**\*\*Online Course Attendance:** It is the expectation that students attend classes in person at Soldotna High School. Students who are enrolled in online classes may apply for an exception to this policy on a quarterly basis. In order to be granted an in-person attendance waiver for online classes, students must:

1. Not be subject to an Attendance Contract.
2. Have a C average or higher in the online course(s) in which they are enrolled.
3. Have admin approval BEFORE they can begin missing the in-person component.
4. Understand that the waiver may be revoked at any time by SOHI administration.

**Incompletes:** In order to accommodate students in extenuating circumstances, teachers may assign a grade of "incomplete". Any incompletes not made up within 2 weeks automatically become "Fs". Exceptions will be made with "504 Accommodation Plans". Any grade changes after the two-week period will require an administrator's signature.

## Graduation Requirements:

**H.S. Diploma:** 22 credits for students scheduled to graduate in the year 2006-2007 school year and subsequent years.

English	4 credits	Practical/Creative Arts	3 credits
Social Studies	3 credits	Physical Education	1 credit
Math	3 credits	Health	.5 credits
Science	3 credits	Electives	4.5 credits

**\*\*Credit Denial due to excessive absenteeism:** When a student violates the attendance expectation of Soldotna High School, it is policy to deny credit in courses in which the child has exceeded the allowed number of unexcused absences, regardless of grade in that class. Parents/guardians will receive written notice that their child will not be receiving credit.

If the parent/guardian and student agree to enter an attendance contract, this will serve as a documented intervention, and if all parties fulfill their obligations, will allow SOHI to grant credit for classes in which the student has earned passing grades.

## Attendance Policy:

**When an absence occurs:** Parents or guardians must either call the office at 260-7000 between 7:30 and 8:30am or send a note the day the student returns to school to excuse the absence.

\*\*Items denoted with two asterisks have been approved by SOHI administration and will be presented to Site Based Council for final approval before formal adoption into the handbook.

**All absences must be excused within 24 hours of the student's return to school.** If absences are not excused by the next day, the student may be suspended and the absence will be listed as an unexcused absence or truancy.

**Cutting Class/Skipping School:** Administration will determine the consequences of students cutting class. Initial consequences result in detention. Further incidents are subject to progressive disciplinary consequences.

**Home Release Eligibility:** Home release is only available to 11<sup>th</sup>/12<sup>th</sup> graders. Eligible students must have parental consent on file. Home Release may be revoked by SOHI administration if students reflect failing grades in their courses.

**According to Alaska State Law,** a student missing 10 consecutive days can automatically be withdrawn. Attendance at school is an integral part of the learning process and the high school experience of each student. Earning credits in each course is dependent upon both the quality of work submitted and attendance in class.

In an effort to underscore the importance of attendance, Soldotna High School will enact the following attendance policy for **each semester** of the school year:

- When a student reaches 5 absences in a class period for reasons unrelated to school programs, school administration will require a parent conference. In this conference, pertinent staff will review current performance in the class, graduation plan progress, and create a plan to improve attendance moving forward.
- When a student reaches 10 absences in a class period for reasons unrelated to school programs, the student will be placed on an attendance contract. This will serve as formal warning of the possibility that credit will not be achieved unless the agreed upon plan is implemented with fidelity. The student, his/her parent or guardian, school counselor, teacher of class in question, and school administration will sign the contract to make every party aware of the dangers of continued Unexcused Absences, up to and including denial of credit for the course.
- When a student reaches 15 absences in a class period for reasons unrelated to school programs, credit for the course will be denied by Soldotna High School. The members of the team on the student's attendance contract will develop a plan for recovery of the credit, if necessary.

**Prearranged Absences** are excused absences arranged in advance. To obtain a prearranged absence the student must do the following:

- 1. Bring a note from home to the attendance office and pick up a form.
- 2. Circulate form among teachers whose classes will be missed and collect homework.
- 3. Return form to the attendance office. Prearranged absences may affect a student's grade and will count toward the 15-day attendance policy.

## Make-Up Policy:

- **Excused absence:** Students who miss class time must assume responsibility for obtaining make-up work. Students have two days for each excused day they are absent up to a maximum of 5 days. There are three exceptions: First, there are absolute due dates that are announced far in advance. Even if absent, these assignments/projects 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. Third, if a student is found truant he/she will not be permitted to make up the work missed. Make-up work will be done outside of the regular class period so that the student will not be behind in his/her present class responsibilities.
- **Prearranged Absences:** (including school related) Students have the responsibility to get assignments before leaving. Work for prearranged absence is due upon return to class.

## Student Tardiness to Class

Prompt arrival to class helps to minimize classroom disruptions and maximize instructional time. For this reason, tardiness is discouraged by the staff at Soldotna High School. In an effort to communicate this priority to the students, the following tardy policy will be implemented for **each quarter** of the school year:

- Students who reach a cumulative total of 10 tardies across all classes will be assigned after-school detention. Additional detentions will be assigned for a cumulative tardy total up to fourteen.
- Students who accumulate 15 tardies across all classes will be placed on the “No Fly List” meaning that they are not allowed to leave a class during class time without a staff escort and are subject to appropriate disciplinary action including Parent Shadowing and Community Service or others as decided by school administration. Student athletes who have reached this level will not be allowed to participate in practices on days they receive a tardy.
- Students who accumulate a total of 20+ tardies across all classes in a Quarter will be subject to further disciplinary actions including In-School Suspension, Class-to-Class Staff Escort, and more as deemed appropriate by school administration.

**Students arriving at school after the tardy bell must sign in at the office and obtain an admit slip to class.** Students may not attend any dance or other after school extra-curricular activity if they were not in attendance on the day of the activity.

**Hall Passes:** During class time students should not be in the hall without a pass from the office or a teacher. Passes will be periodically checked in the hall by the staff. The pass should show the time the student left and destination.

**Daily sign out pass:** If students need to leave the building, they must have written or oral permission from parents or the school nurse to obtain a pass from the attendance office and sign out. Upon returning to school, students must check back in at the office with the pass. Students who are 18 years old or older may check themselves out if the proper form has been filed in the front office. Please see the Attendance Secretary for a copy of the form.

**AWOL Policy (Away Without Leave):** In order to ensure the highest levels of safety on campus, Soldotna High School students are provided with scheduled classes and directed to remain in supervised areas at all times. If a student chooses to deviate from their regularly scheduled classes/activities, to access unsupervised areas, or to leave the campus without prior clearance, that student is deemed AWOL (Away Without Leave).

Because student health and safety are the top priority of the administration and staff of SOHI, being AWOL is a behavior that is subject to disciplinary action. The following is a list of consequences on a graduated scale to encourage students to change their behavior early on.

- **1<sup>st</sup> offense**—Parent Contact and After School Detention
- **2<sup>nd</sup> offense**—Parent Contact, 2 days of After School Detention, and referral to iTEAM or IEP Addressed (if applicable)
- **3<sup>rd</sup> offense**—Parent Meeting with Administration and Community Service
- **4<sup>th</sup> offense**—Out of school suspension or PASS Class
- **Any further offense**—Consequence to be determined by Administration Team of SOHI

#### **Discipline:**

The school district conducts an instructional program for the benefit of pupils living in the school district. It is desirable to have all pupils remain in school until they have graduated from senior high school. Every resource available to the school district and the parents shall be used to achieve this purpose.

Students are expected to be reasonably diligent in carrying out their school obligations. Failure to be diligent in study or in adhering to school regulations means that a student is guilty of misconduct and may lose the privilege of attending school. Students will be given every opportunity to achieve scholastic success, but those who persist in creating behavioral problems will be subject to disciplinary action and/or suspension. District policies will be closely followed in disciplinary situations involving any substance use.

A copy of the district’s handbook has been provided to each student. Students are responsible for knowing the contents. A discipline code has been established by the Kenai Peninsula Borough School District. The school \*\*Items denoted with two asterisks have been approved by SOHI administration and will be presented to Site Based Council for final approval before formal adoption into the handbook.

administration or staff will address questions about this code. District policy and due process will be closely adhered to in all discipline issues.

**Detention:** Infractions or violations of the rules may result in a detention assignment. Detention is held after school on Monday through Thursdays from 2:30pm to 3:30pm. Failure to report will result in an interaction for insubordination and 3 hours of community service. The following rules govern the expected conduct in detention:

1. Students are to bring sufficient schoolwork for the entire detention session.
2. Students will be assigned seats determined by the supervisor.
3. No talking, eating, drinking, or sleeping will be allowed.
4. **No electronics are allowed (cell phones, wireless headphones, etc).**
5. Students will not be allowed to leave the room.
6. Absences from or schedule changes to a student’s detention must be approved by an administrator in advance of the scheduled detention.

**Suspension:** Soldotna High School uses both a detention program and out-of-school suspension. All students are provided a copy of the discipline policies. Students who are disciplined are required to fulfill the assigned discipline before readmission to the regular school program. Parent meetings will be held when needed to resolve discipline issues.

**Alcohol and Drug Policy:** Refer to KPBSD Policy Manual BP5131.6

#### **Dress Code:**

##### Allowable Dress:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirt and dresses must have fabric in the front, back and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabrics covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies, hats, and other headwear must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

##### Non-allowable Dress:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or advertise pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing may not include gang identifiers and must not threaten the health or safety of any other student or staff member.
- If the student’s attire threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- If a student’s attire causes a disruption to the educational environment, SOHI administration will address the student and/or contact parents.

**Computer/Technology:** Computers and technology have become an integral component of education. Students are given the opportunity to work and use computers on a daily basis. Students who abuse, vandalize, steal or access or manipulate inappropriate material, will be handled according to district disciplinary codes. Students may be suspended and/or have the privilege of using computers revoked due to inappropriate use. Students should refrain from altering desktops, systems configurations, and other hard drive set-ups without prior permission from school staff. Students will be referred to local law enforcement agencies should it be deemed necessary. Computer misuse can be considered a felony offense and district officials will take each offense very seriously and evaluate it based upon investigation results. Soldotna

High School is working hard to develop a comprehensive technology program. Students can access this plan at our school web site ([www.kpbsd.k12.ak.us/sohi/](http://www.kpbsd.k12.ak.us/sohi/)).

**Electronic Devices:** The use of personal electronic devices (including cell phones, smartwatches, wireless headphones, etc.) and/or any other electronic device is deemed inappropriate for most classroom situations. Electronics will not be allowed in the classroom unless specifically permitted by the instructor. Violations of this policy will be dealt with on a graduated consequence system.

- First offense: warning from teacher and the student is allowed to put it away. Parent contact will be made by the teacher.
- Second offense: teacher collects the device and turns it in to the administration. Student is allowed to collect the device at the end of the day. Parent conference with administration required.
- Third and every subsequent offense: teacher collects the device and it must be picked up by the parent. Device will not be returned directly to the student.

**Athletics:** A good program of interscholastic competition is available to Soldotna High School students. We encourage you to participate. To be eligible to participate in any sport, a student must meet scholastic requirements established by the district and the state and have parental consent coupled with a current physical. Remember, participation in athletics is a privilege not a right. Students should see the Athletic Director for further information.

**Assemblies:** Assembly programs are held in the auditorium/gymnasium. Programs are presented for the interest or entertainment of the student body. Students are expected to conduct themselves properly and in accordance with the purpose of the occasion. Respect for the speakers and/or a performer is expected.

**Dances:** School dances are sponsored by various Soldotna High classes & clubs. Proceeds go directly to those organizations. All attendees must be in high school. Non-Soldotna High School students must be accompanied by a Soldotna High student. Guests must be in good standing according to school officials. Students will be required to Dance “Face to Face” and “Leave a space at all SoHi dances. Guests must be signed up with the Assistant Principal prior to the dance. Once students leave the dance they are not permitted to return to the dance unless accompanied by a school chaperone. The school dress code is in effect at all dances. Prom is the only dance that non-high school age guests may attend. These guests must be 20 years or younger. Dances are held from 7:00-10:00 pm in the school Commons.

**Counseling/Guidance Services:** Guidance services are available for every student in school. Counselors provide a number of services for students and parents. Whether it is in the area of post high school plans, personal concerns, or academic decisions, the counselors are here to help.

**Building Hours:** Normal building hours are from 7:00 AM – 2:45 PM SoHi will be locking the Parking lot entrance Door during the following hours: 7:40 am to 11:55 pm & 12:25 pm to 2:15 pm. During school hours the only open door will be the Front Entrance Commons/Flag Pole doors. Students should not open locked doors for people to enter. The above is to improve our overall school security. Any student not under the direct supervision of a teacher, coach, or administrator should not be in the building after 2:35pm.

**Closed Campus:** All students are expected to remain on campus throughout the day. This is the official policy of Soldotna High School. If a student leaves campus during the school day, regardless of the reason, without obtaining permission from the office, the student is considered truant and may be suspended from school.

**Open Campus:** The Principal reserves the right to cancel “Open Campus” because of weather and/or unusual circumstances. Students in grades 11 & 12 that meet eligibility requirements will be eligible for Open Campus.

1. Open campus is a privilege extended to Juniors and Seniors. It is not a right.
2. Open campus privileges are for lunchtime only.
3. **All students leaving at lunchtime must have a signed Open Campus Policy Agreement on file.** Students who do not have this form signed who leave at lunch will be considered truant.

Students will be given a badge they must show in order to exit the building for lunch. No student will be permitted to leave campus without this badge.

4. Open Campus privileges permit you and ONLY YOU to leave campus at lunchtime. Soldotna High School is not responsible for monitoring if students walk, drive, or ride with another student during the Open Campus period. Soldotna High School is also not responsible for a student’s destination during Open Campus. **Parents, please discuss your expectations with your child regarding whether or not they have permission to ride with anyone or provide rides.**
5. In order to be eligible for Open Campus, a parent or legal guardian must read and sign this document.
6. Poor student behavior away from SOHI reflects poorly on everyone associated with the school. Students who behave or drive in an unacceptable manner during lunchtime may lose their Open Campus privileges.
7. Not adhering to the rules of Open Campus may result in disciplinary action or community service as well as having these privileges revoked.
8. Students who return late (1-4 minutes) from Open Campus will immediately turn in their badge to the front office and lose their Open Campus privileges. If a student is 5 or more minutes late from lunch they are considered truant and will lose their open campus privileges according to the table below as well as being disciplined for the truancy.
  - a. First offense=1 week
  - b. Second offense=1 month
  - c. 3rd offense=1 quarter (9 weeks)
  - d. 4th Offense=1 semester (18 weeks)
  - e. 5th offense=Loss of Open Campus for the remainder of the year

Parents can electively revoke Open Campus privileges at any time by notifying administration.

**Lockers:** Each student is assigned a locker in the school. Lockers are the property of the school district and are under the direct control and supervision of the administration of the district. Marking on lockers is prohibited. The school administration reserves the right to inspect lockers, desks, and other storage areas and their contents to protect the health, safety, and general welfare of every person in the school community. Locker combinations are given to students at the beginning of the year. It is the student’s responsibility to maintain the security of that combination. Combinations will be changed for a \$5.00 fee. Money or other valuables (such as electronics) should not be left in school lockers, desks, or storage areas. Neither the school nor the district is responsible for losses. Students are not to share lockers, i.e. only one student per locker.

**Media Center:** The library hours will be posted at the beginning of the school year. During class time, a student must have a pass from a teacher to go to the library and sign in when they get there. Books are checked out for 3 weeks. The library does not charge late fees however, all items are loaned with the agreement that they will be returned on or before the due date. The cost of lost, damaged, or non-returned items will be charged to the students. Students can also check out chromebooks from the library.

**Commons:** All people who eat in the commons are expected to exhibit proper manners. Each student is responsible for cleaning his/her individual dining area. Please make every effort to keep our school clean so we may be proud of it. Food is not allowed in the hallways.

**Parking:** Staff and visitor parking will be located in the first row. Students may park in the second row and beyond. Students are not allowed to park on the flagpole side parking area. **PARKING PERMITS** will be issued to students upon vehicle registration during the school year. All vehicles must be registered in the office. Students may have their parking privileges revoked for reckless driving, parking improperly, or other careless acts. Please drive carefully!

**District Policy:** All school district policies can be reviewed via the school district web site. School district policy manuals are also available in the school office. Administration welcomes questions and will be happy to meet with interested parties to discuss specific questions.

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**Soldotna High School  
Discipline Schedule 2022-2023**

BEHAVIOR	1st TIME	FURTHER CONSEQUENCES
Arson	Contact parent, 11-45 day suspension; referral to police department.	Contact parent, 11 to 45 Day suspension; possible expulsion; referral to police department.
Bullying	Contact parent, detention; PASS; up to 45 day suspension.	Contact parent, up to 45 day suspension; possible expulsion.
Cut Class/Skip School/AWOL	Contact parent, PASS, possible parent shadow.	Contact parent, PASS, possible suspension 1-5, required parent shadow.
Excessive Tardies	Contact parent, detention, PASS.	Contact parent, detention, PASS, suspension, possible tardy contract/alternate passing time.
False Fire Alarm	Contact parent, referral to law enforcement, 11 - 45 day suspension.	Contact parent, referral to police department, 11 to 45 day suspension; possible expulsion.
Forgery/Cheating/Academic Dishonesty/Misrepresentation	Contact parent, teacher's discretion; failing grade on assignment or test, detention; PASS.	Contact parent, teacher's discretion; failing grade on assignment or test, detention; PASS, up to 3 day
Gambling/Gaming	Contact parent, detention; PASS.	Contact parent, PASS; possible suspension.
Gang-like Behavior or Apparel	Contact parent, detention; PASS, suspension	Contact parent, PASS, suspension; referral to police
Harassment/Intimidation/Hazing/Threatened Assault/Extortion	Contact parent, detention; PASS; up to 45 day suspension, referral to police department.	Contact parent, detention; PASS; up to 45 day suspension, possible expulsion, referral to police department.
Inappropriate Dress	Contact parent, clothing change;	Contact parent, clothing change; PASS, possible suspension.
Instigating a Fight; Fighting	Contact parent, PASS, up to 45 day suspension, possible referral to police department.	Contact parent, PASS, up to 45 day suspension, possible referral to police department.
Insubordination	Contact parent, detention; PASS; possible suspension.	Contact parent, PASS; up to 5 day suspension.
Lighters in School	Contact parent, PASS, 1 day suspension.	Contact parent, PASS, up to 5 day suspension.
Lunchroom Misbehavior	Contact parent, lunchroom cleanup, lunch detention.	Contact parent, detention, possible PASS and/or suspension.
Major/Chronic Disruption	Contact parent, PASS, up to 45 day suspension.	Contact parent, PASS, up to 45 day suspension.
Misuse of Restroom Facilities (loitering, dining, multiple occupants of one stall, etc)	Warning, contact parent, reprimand	Contact parent, PASS, possible suspension
Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	Contact parent, PASS, up to 45 Day suspension; expulsion; referral to police department.	Contact parent, expulsion referral to police department.
Possession/distribution of alcohol/other drugs or look-alikes	Contact parent, PASS, up to 45 day suspension (See District Policy 5131.6 possible expulsion) referral to police department	Contact parent, PASS, up to 45 day suspension (See District Policy 5131.6 possible expulsion) referral to police department
Possession/Use of Tobacco or Tobacco Look-alikes	Contact parent, PASS, 3 to 30 day suspension; referral to police department.	Contact parent, PASS, 3 to 30 day suspension; referral to police department.
Profanity/Vulgarity	Contact parent, detention; possible PASS.	Contact parent, PASS; possible suspension.
Public Display of Affection	Contact parent, office referral; warning.	Contact parent, PASS; up to 3 day suspension.
Refusal or Fleeing a Search	Contact parent, PASS, up to 45 Day suspension; possible	Contact parent, up to 45 Day suspension; possible expulsion.
Rowdiness/"MESSING AROUND"	Contact parent, warning; detention.	Contact parent, PASS; possible alternate passing time, up to 3 day suspension.
Sexual Abuse	Contact parent, up to 45 day suspension; possible expulsion; referral to police department.	Contact parent, up to 45 day suspension; possible expulsion; referral to police department.
Sexual Harassment	Contact parent, sexual harassment education; detention; PASS possible referral to police department	Contact parent, PASS, up to 45 day suspension: possible referral to police department.
Spitting	Contact parent, detention; possible PASS and/or	Contact parent, up to 5 day suspension.
Substitute Teacher Harassment/Abuse	Contact parent, detention; PASS; possible suspension.	Contact parent, up to 5 day suspension.
Theft	Contact parent, restitution; PASS; up to 3 day suspension; possible referral to police department.	Contact parent, restitution; up to 9 day suspension; referral to police department.
Threat of Physical Harm/ Assault	Contact parent, 11 - 45 day suspension, possible expulsion, referral to police department.	Contact parent, 11 - 45 day suspension, possible expulsion, referral to police department.
Unexcused Absence	Contact parent.	Contact parent, PASS, possible suspension.
Vandalism	Contact parent, building trespass, restitution; PASS; up to 3 day suspension; possible referral to police department.	Contact parent, building trespass, restitution; up to 9 day suspension; referral to police department.

*In any situation the school administration will make the decisions regarding consequences to behaviors. Circumstances may result in consequences other than those above.*

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