

# Susan B. English School

## Middle School - High School

# Student & Parent Handbook



# 2021 - 2022

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. This input will be finalized for the 2022-2023 Handbook.

### **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: **Friday, August 20th, 2021**

# Susan B. English School Handbook

# 2021 - 2022

## School Staff

Principal	Scott Jonsson
Secretary	Amy Gilson
Head Custodian	Renee Purpura
Custodian	Harold Yuth
Pool Manager	Lisa Stanish
Student Nutrition Services	Open

## Teaching Staff

Elementary (grades K - 2)	Ms. Karen Bornheimer
Elementary (grades 3 - 6)	Ms. Allison Miller
Middle & High School (grades 7 - 12)	Ms. Megan Smith
Special Education (Itinerant)	Ms. Diane Huzieff

## Specialists

School Nurse (Itinerant)	various roving subs, until hire
Special Services Aide	Ronene Gain
School Counselor (Itinerant)	Natali Jones

## Parent Advisory Council / Site Based Decision Making Council

Parent Representative - term ends 10/2021	Heidi Geagel
Parent Representative - term ends 10/2022	Paula Elvsaas
Parent Representative - term ends 10/2021	Janel Harris
Classified Representative	Renee Purpura
Certified Representative	Karen Bornheimer
Community Representative	Ila Dillon
Principal	Scott Jonsson

## **Attendance & Tardy Policy**

**Student attendance is taken in the morning and after lunch.**

**Morning:** Students should arrive between 8:10-8:25am. Students are to be sitting in their assigned seat, ready to begin learning activities at 8:30am.

Students arriving between 8:31 - 8:45am will be marked tardy (T) or late (L).

The mark of (T) is consider unexcused. The mark of (L) is considered excused.

Students arriving after 8:45am or not arriving at all, will be marked absent (A);

and this mark will change to (E) or (X) no later than the end of the next school day.

The mark of (X) is considered unexcused. The mark of (L) is considered excused.

**After lunch:** Some students are granted the privilege of leaving campus during lunch. The marking system for documenting attendance is the same as documenting attendance in the morning.

Students arriving between 1:01 - 1:15pm will be marked tardy (T) or late (L)

Students arriving after 1:15pm or not arriving at all, will be marked (A);

and this mark will change to (E) or (X) no later than the end of the next school day.

### **Excused vs. Unexcused Absences**

The Principal may excuse student absences for health reasons, family emergencies, or other reasons the Principal determines constitute good cause. Attendance records are kept to ensure that all children residing within school boundaries are receiving appropriate educational services as required by law. To assist in this endeavor, thank you for abiding by the following directives:

1. Parents, please contact school, in the morning, before 8:30am on each day of the illness or family emergency.
2. Students who are not living with their parents and are at least 18 years of age may call on their own behalf.
3. If parents are unable to contact the school on the day of the absence, then the absence will be unexcused unless notification is received by 8:30am the following day.
4. Parents, please pre-arrange anticipated absences with the secretary or principal, providing a return date whenever possible.
5. Please consult the school calendar and avoid scheduling absences around all testing dates.

### **Truancy Laws for the State of Alaska (AS 14.30.020)**

A person who knowing fails to comply with AS 14.30.010 is guilty of a violation. Each five days of unlawful absence under AS 14.30.010 is a separate violation.

## **Make-up Work**

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

### **Extended Absences (3-10 consecutive days)**

An extended absence is an absence of 3-10 consecutive days. Extended absences should be pre-arranged with the secretary or principal. Although it is not recommended by the school, parents may remove students for extended absences. 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. (KPBSD Board Policy 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, attitude, behavior, and achievement in all classes shall be reviewed by the school intervention/assistance team to determine if the student shall be granted semester credits and/or permitted to participate in cocurricular activities. (KPBSD Board Policy and 5121)

According to Board Policy 5121, "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 3-10 consecutive days." This means, parents or students must initiate the discussion to request direction from school staff before leaving. The more the advance notice, the better. Also, the directions provided by school staff are not necessarily classroom lesson plans, but rather a general outline of what your student would have accomplished in school, during the absence, as well as a recommendation for how these accomplishments might be achieved before the end of the grading period.

### **Earning Open Campus Privilege**

Open Campus is a privilege whereby students (grades 7-12) are permitted to leave school grounds during their lunch period. This privilege can be revoked by the principal for any reason.

A student who is tardy or late in the morning will have open campus privilege suspended on that same day.

A student who is tardy or late after lunch will have open campus privilege suspend the following school day.

If a student is tardy or late in the morning or after lunch, they must report to the office for a tardy pass.

After the student has accumulated **four** tardy (T) or late (L) marks, the student will report to the principal, whereupon, open campus privilege will be temporarily or permanently suspend, and a plan will be developed to help the student develop the habit of punctuality.

As with any of the policies in this handbook, please feel free to communicate with the principal if you have questions, concerns, or need clarification.

## Academic Reporting & Diploma 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.

Students begin earning credits when they enter their freshman year or register for high school classes as a middle school student. Each semester that student earns a 'D' or higher, constitutes 0.5 credit.

In order to earn a high school diploma, students need to earn...

4.0 Language Arts credits	3.0 Mathematics credits	3.0 Social Studies credits
3.0 Science credits,	1.0 Physical Education credit	0.5 Health credit
3.0 Practical/Creative Arts credits,	4.5 Elective credits.	(22.0 credits total)

### 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.

### Communication about Academic Progress (Grades 7-12)

Report cards are issued each quarter. Parent-Teacher conferences will be held twice during the school year. Please view PowerSchool often, to get updated information on academic performance, as your child matriculates through each quarter. PowerSchool constitutes weekly (if not daily) communication with parents about academic progress. Individual meetings with parents and teachers may be arranged as needed.

### PowerSchool

Your child's teacher updates the gradebook frequently to create an accurate, current picture of academic progress; and these updates are available for you to view online, 24/7, through PowerSchool (with the exception of rare events when PowerSchool is down due to maintenance). Although staff may contact you by phone or email, the updated information on PowerSchool constitutes communication with parents about grades and attendance

Consider viewing PowerSchool on a weekly basis to develop focused questions for your child. For example, instead of asking, "How are you doing in school?", you could ask, "Why are you currently getting a 'D' in language arts?" When parents view PowerSchool on a weekly basis, parents see what the teacher sees; and this information enhances your discussion with staff, whenever you choose to reach out to staff with questions or concerns.

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

## **Behavior Management Plan for Susan B. English (Grades 7-12)**

Historically, students at Susan B. English have been very well behaved and respectful. This is because students have paid attention to the two school-wide rules.

BE COMMUNITY MINDED.

NO CELL PHONE USE (unless directed by a teacher) (7th-12th Grade)

If a student's behavior goes against these two rules, but does not jeopardize the health, safety, and welfare of other students, then the teacher will take the following steps:

1. The teacher asks, "What are you doing?"
2. If the student responds accurately, the teacher asks, "What are you supposed to be doing?"
3. If the student responds accurately, the teacher asks, "Why aren't you doing that?"
4. If, after these three questions, the student has not successfully redirected their own behavior, then the teacher documents the event as an observation on PowerSchool, which notifies the principal.
5. Either the teacher or the principal will deliver a message to the parent by phone or by email, before the end of the day.  
1<sup>st</sup> infraction: Message to parent.
6. If a parent is contacted twice in a semester, concerning the failure of the student to be redirected about the same type of misbehavior, then the school will administer progressive discipline:  
2<sup>nd</sup> infraction: Message to parent, followed-up by work duty or detention.  
3<sup>rd</sup> infraction: Message to parent, followed-up by in-school or out-of-school suspension  
4<sup>th</sup> infraction: Message to parent, followed-up by a meeting with the intervention team to investigate the causes behind the student's unwillingness or incapacity for redirect their own behavior. Either a behavioral plan will be developed with a set of consequences (specific to the student's needs), or plans will be made for the student to continue their education in an environment better suited to meet their learning needs.

If a student's behavior goes against these two rules, but actually does jeopardize the health, safety, and welfare of other students, then the teacher will decide amongst any or all of the following options:

1. The teacher asks the three questions.
2. The teacher notifies the principal or another staff member to intervene.
3. The teacher calls the police.
4. The teacher uses physical force in a way that is not greater than necessary to control the misconduct or dangerous situation. (BP 5144)

After the health, safety, and welfare of other students is secured, an attempt will be made to contact parents by phone before the end of the day. If parent contact is not possible, a message will be sent.

### **Criminal activity**

Any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. (BP 5144)

### **For more details about the specifics on discipline...**

- Please refer to pages 19-21 of the 2021-22 KPBSD Parent/Student Handbook for detailed information regarding behavior expectations: <https://www.kpbsd.k12.ak.us/WorkArea/DownloadAsset.aspx?id=30607&ItemId=30607>

### **Acting Principal**

In the absence of the principal, the most senior teacher present is designated as the acting principal, having 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.
- ⇒ No undergarments are to be showing.
- ⇒ Hats are allowed at each teacher's discretion, and hoods need to be down while indoors.

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.

## Co-Curricular Activities

### Eligibility for Co-Curricular Activities

The Kenai Peninsula School Activities Association does not use the term 'extra-curricular'. The term 'co-curricular' applies to all "activities for which a supervisor is provided a specific salary to supervise a specific activity" and "co-curricular activities are divided into (1) athletic-related co-curricular activities and (2) non-athletic co-curricular activities." (KPBSD High School Handbook SY 2021-2022: Co-curricular Activities Guidelines Adopted June 2021, p.6)

Eligibility guidelines for co-curricular activities are nuanced and frequently updated. To see the most current eligibility guidelines, please follow this path:

1. Click on <https://www.kpbsd.k12.ak.us> Click on "Sitemap" (one of the white tabs, below the yellow tabs).
2. Scroll down to "Students/Parents", and look for "KPSAA" under "Student/Parents". Click on "KPSAA".
3. You'll see three links: Elementary, Middle School, and High School. Click on the appropriate link.

The documents are quite long, but here a few salient points:

- ◇ Students who participate in out-of-school activities as an extension of the classroom work & course expectations are not participating in co-curricular events, and are thereby exempt from KPSAA eligibility rules (but students are still accountable to the teacher's eligibility requirements).
- ◇ 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.
- ◇ If a student is taking KPBSD Distance Ed or Jumpstart, then eligibility is based on semester grades.
- ◇ Weekly grade checks will occur every Monday.
- ◇ All students must maintain at least an overall 2.0 GPA during current semester to remain eligible; and GPA for quarter 4 affects in previous school year affects eligibility for following school year.



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 who are not in school the Monday following extracurricular travel and/or do not have homework completed as assigned are not allowed to travel for the next co-curricular event, entailing travel.
- 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, then he/she will not be allowed to travel with the team.**

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.

<b>Admission Prices for Extra Curricular Activities</b>		Susan B. English will admit, without charge, all competitors, cheerleaders in uniform, coaches and managers of the visiting school.
Adults	\$ 4.00	Prices are subject to change without notice.
Students	\$ 2.00	
Preschool	FREE with adult	<b>6th grade students and younger are not admitted, without an adult.</b>
Family	\$10.00	
Senior Citizens	FREE	
Parents	\$1.00	

## **Dances**

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

The following rules apply:

1. A completed and approved Activity Request Form must be on file in the office, before advertising any dance.
  - \* The Activity Request Form must be completed by a sponsoring organization recognized by the school.
  - \* The Activity Request Form must be approved by the principal three days prior to the dance.
2. With the exception of Prom, dances are open to 7-12 graders only.
3. Regular middle school and high school behavior policies apply to all school dances.
  - Any misbehavior may result in being banned from future dances.
4. Students wishing to invite guests must submit a guest list for approval to the principal by noon the Thursday before the dance. Guest must be 18 years of age or under. 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 police, 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, who has an obligation to report criminal activity to the police.
10. Once a person leaves the dance they may not return.

## **Health and Safety**

### **School Entrance**

For the safety of students, staff, and visitors, the front entrance doors are locked. Please ring the doorbell to gain admittance. Parents and visitors must sign-in at the office upon entrance and all visitors ages two and up must wear a mask while in the building. If you have questions, please contact the school principal or Kari Dendurent, KPBSD Assistant Superintendent.

### **Health Services**

An itinerant school nurse is available to all students of Susan B. English School on a daily basis or via zoom, email, or 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. The principal will give a heads-up beforehand by making a statement in the monthly newsletter.

## **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.

## **Phones and other personal electronic devices**

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

**Students are required to turn cell phones and other personal electronic devices over to school personnel when requested.** *Students who refuse to do so are subject to disciplinary action.* The principal retains discretion on who will custody the cell phone or personal electronic after confiscation. In some cases, custody will go back to the student. In other cases, custody will go back to the parent. In rare cases, custody will go to the police or school district officials.

Bringing phones and personal electronic equipment to school and/or connecting devices to the District network is done at the student's own risk, and neither the school nor the district is responsible for theft, damage, or loss of data.

Please view Board Policy 5138 for more details about phones and other personal electronic devices.

Also, please view Administrative Regulation 6161.4 Acceptable Use Policy –Internet Safety Policy.

## **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.

## **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 locker room). 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 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. 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. Computers may not be taken home without written permission from the principal, and signed acknowledgment by parent.

## **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.

## **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.

To avoid traffic congestion, when using a vehicle to pick up children at 3:10pm, parents with at least one child in the K-2nd grade cohort should use the parking lot in the front of the school. Parents with no children in the K-2nd grade cohort (but at least one child in the 3-6th grade cohort), should use the side parking lot, near the tennis courts. Parents with no children in K-6th grade, picking-up middle/high school students, should line their cars up along the fence between the field and the school, or along English Drive Rd.

## Public User Guidelines

### Notices / Posters

KPBSD and legal regulations prohibit the display of certain materials in the school building. Permission from the District office is required before posting or displaying any materials; email PDF versions of any postings to Natalie Bates [nbates@kpbsd.k12.ak.us](mailto:nbates@kpbsd.k12.ak.us) to begin the approval process.

### Volunteers

Kenai Peninsula Borough School District has a screening process, involving a background check for school volunteers to ensure all students will be as safe as possible. At the beginning of each school year, volunteers need 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.

### 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 appears on the grounds, it is your responsibility to clean up after them and to call parents to come get them.

### When should I have my child bring a cold lunch from home?

Whenever the school does not have a Food Services Manager to collect and prepare meals, students should bring a cold lunch from home. As we begin the school year, the Food Services Manager position is vacant. So, until the Food Services Manager position is filled, your child should bring a cold lunch from home. This cold lunch must not have any items that need to be heated.

Also, you are always welcome to have your child come to school with a cold lunch, instead of having your child eat the meal provided by Student Nutritional Services.

## 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, who have completed an annual background check to be a school volunteer, 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	\$5.00

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)

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# 2021-22 Middle School & High School

## Susan B. English Student Handbook

### Student Verification

I \_\_\_\_\_, verify that the 2021-22 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.

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Student Signature:

Date:

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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 regardless of parent consent.

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

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Parent / Guardian Signature:

Date:

**Return to office by: Friday, August 20th**

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