

Susan B. English School

Middle School - High School

Student & Parent Handbook



2022 - 2023

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 no later than: **Friday, August 26th.**

Susan B. English School Handbook

2022 - 2023

School Staff

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

Teaching Staff

Elementary (grades K - 2)	Mrs. Robin Beckett
Elementary (grades 3 - 5) & Middle School	Ms. Karen Bornheimer
Middle & High School (grades 6 - 12)	Mr. Gabe Swiderski
Middle & High School (grades 6 - 12)	Mr. Scott Jonsson
Special Education (Itinerant)	Ms. Robanne Stading

Specialists

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

Parent Advisory Council / Site Based Decision Making Council

Parent Representative - term ends 10/2024	Heidi Geagel
Parent Representative - term ends 10/2022	Paula Elvsaaas
Parent Representative - term ends 10/2023	Cassidi Cameron
Classified Representative	Lisa Stanish
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 8:10-8:25 am. Students are to be sitting in their assigned seat, ready to begin learning activities at 8:30 am.

Students arriving between 8:31 - 8:45 am 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 8:45 am 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 (E) 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 - 1:15 pm will be marked tardy (T) or late (L)

Students arriving after 1:15 pm 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 8:30 am 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 8:30 am 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 arrangements.

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 co-curricular 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.

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

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Failure
P	Passing (student aides)
I	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 6 - 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 progresses through each quarter. PowerSchool updates 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 6-12) - updated 12/16/2022

Teachers will post classroom behavior expectations and discuss them with students. However, students are expected to comply with all directives, given by the teacher.

Students who need a re-direction to ensure compliance will be assigned a 30-minute detention after school, from 3:15-3:45pm. Even though detentions may be assigned any day of the week, actual detentions will be served on Tuesdays and Thursdays. During detentions, students will be allowed to read and study in silence; but no use of any electronic devices will be permitted. Also, food and drink will not be permitted.

Students who succeed in serving their detention, without violating these expectations, will be permitted to attend after-school activities that day; but students who are not able to behave during detention will be removed from detention, assigned two more detentions, and will be banned from after-school activities that day. Students with unserved detentions are not permitted to attend after-school activities.

Students who continue to resist re-direction, after having been assigned a detention, will meet with the principal or another staff member, outside of class, to determine the reason for non-compliance. Parents will be contacted, and a suspension may be assigned.

Students who accumulate six, unserved detentions will be suspended with the expectation school detentions will be served promptly, when the suspension ends. Of course, students may be suspended for other reasons, besides unserved detentions.

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 20 - 21 of the 2022-23 KPBSD Parent/Student Handbook for detailed information regarding behavior expectations: <https://kpbsd.org/students-parents/parent-student-handbook/>

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 in an educational, not social setting.
- ⇒ Clothing or accessories that tend to be costumes or draw undue attention will not be allowed.
 - ⇒ Hats are allowed at each teacher's 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.

Co-Curricular Activities

Eligibility for Co-Curricular Activities

Co-curricular activities are divided into (1) athletic-related co-curricular activities and (2) non-athletic co-curricular activities.

To see the most current eligibility guidelines, please follow this path:

1. Click on <https://www.kpbsd.k12.ak.us>
2. Select KPSAA - Sports & Activities from the Students & Parents menu.
3. You'll see three links: Elementary, Middle School, and High School. Click on the appropriate link for your child.

The documents are quite long, but here a few main 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.
- ◇ Eligibility grade checks will occur weekly.
- ◇ All students must maintain at least an overall 2.0 GPA with no failing grades 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 co-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 once released to a family or approved party.
 - * **All details must be listed on the SBE student release form**, including: responsible party for student, address, contact numbers, times pick up/drop off, and signatures.
- 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.

Admission Prices for
Co-Curricular Activities

Adults	\$ 5.00
Students K-12	\$ 2.00
Preschool	FREE with adult
Family	\$15.00 with adult
Senior Citizens 65+	FREE
Parents of Home Team	\$2.00

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

Prices are subject to change without notice.

Elementary aged students and younger must be accompanied by a responsible adult 18 years or older.

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 6-12 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.
5. 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.
6. All dances must have at least one certified staff member and one additional sponsor of the opposite sex. Parents are encouraged to attend.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 during the school day. Please ring the doorbell to gain admittance. Parents and visitors must sign-in at the office upon entrance.

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.

Health and Safety (continued)

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 four 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

As per KPBSD Parent/Student Handbook public displays of affection will not be permitted during school, during school activities, travel, or on school grounds.

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 keep 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 (grooves scrubbed clean, free of pebbles, washed) must be used. Hanging on any basketball hoop is not acceptable.

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 please report it immediately to the office, do not kick it. 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 taken 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.

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 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 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.

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. Online payments can be made at:

<https://kpbsd.revtrak.net/k-12-schools/Susan-B-English/>

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 K-5	\$3.50
Middle School / High School	\$4.00
Adults	\$5.00

Lunch menus are available to download on KPBSD website:

http://www.kpbsd.k12.ak.us/students_parents/lunch_menus.htm

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2022-23 Middle School & High School

Susan B. English Student Handbook

Student Verification

I _____, verify that the 2022-23 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 regardless of parent consent.

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

Parent / Guardian Signature:

Date:

Return to office no later than: Friday, August 26th.

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