



**Susan B. English**

**2024 - 2025**

**Student/Parent Handbook**

**907 234-7616**

In addition to the KPBSD Student-Parent Handbook

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

This Handbook serves as a general information guide to inform students and parents about Susan B. English School policies, rules, and expectations. It is subject to periodic review. When necessary, policies and rules may be modified with input from staff, students, and parents. This Handbook is a supplement to the policies of the Kenai Peninsula School District and Board of Education.

**Susan B English School  
P.O. Box 17—1365 Winifred Avenue  
Seldovia, AK 99663**

**Phone - 907 234-7616 Fax—907 234-7617**

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

- Please read the KPBSD Parent-Student Handbook & Susan B. English Student Handbook
- Sign the Student Verifications at the end of this document.
- Return to the office no later than September, 6, 2024

### **Staff**

Michael Druce—Principal/teacher  
Ronene Gain—Special Services Aide  
Kathleen Gruber—Title I Tutor  
Katherine Keener –MS/HS Teacher  
Rosie Moore—Secretary and Food Services  
Renee Purpura—Head Custodian  
Roxie Quick—(K-5) teacher  
Robanne Stading—Itinerant Special Education  
Harold Yuth—Custodian

### **Parent Advisory Council/Site Based Decision Making Council**

Parent/Community Representatives	Susan B English Representatives
Ecola Collier	Michael Druce
Heidi Geagel	Katherine Keener
Dianne Gruber	Classified Rep (TBD)
Jennifer Swick	

## Attendance, Tardy Policies, & Open Campus

### ~ School Attendance Matters ~

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

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

- Parent or guardian should notify school staff in the morning on day of absence. The school office will follow-up with parents/guardians regarding any student marked absent without a notification.
- Students 18 years of age, *not* living with a parent/guardian should call the school the morning of the illness.
- If notification of an absence is not presented upon return to school, the absence will be considered unexcused unless notification is received from the parent/guardian within 24 hours.
- *In advance* of a known absence, parents/guardians should notify school staff directly and provide a return to school date if possible.
- Upon student's return, students/parents are responsible for arranging make-up homework and meeting assignment completion timelines as set by each teacher.

#### **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.

#### **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.

## Tardy Policy

Students should arrive between 8:10-8:25 a.m. and should be in their seats ready for learning at the 8:30 a.m. bell. Students arriving between 8:31–8:45 are considered tardy and arrival after 8:45 a.m. will be considered a first period absence. During the day, students have 5 minutes passing time between periods and should be in their seats ready to learn when the next bell rings. Students will be marked tardy 1-5 minutes after the bell and marked absent for the period if more than 5 minutes late for class.

If a student is tardy during first period or upon returning from lunch, they must report to the office for a tardy pass. If a student is tardy first period, that student is not eligible for open campus lunch that day.

<p>Tardy (unexcused) or Late (excused)?</p>	<ul style="list-style-type: none"> <li>• At the start of the school day, a tardy will be considered unexcused (T) until there is a valid excuse, then the tardy will be changed to late (L).</li> <li>• BP 5113: Tardies may be considered excused when the parent/guardian provides a note or calls the school, is pre-arranged, when the school is contacted by an agency, and with approval from the site Administrator.</li> </ul>
<p>When does tardy end and absence begin?</p>	<ul style="list-style-type: none"> <li>• At the start of the school day students are considered tardy during a fifteen (15) minute window beginning at the sound of the tardy bell or start of the school day (8:30 a.m - 8:45 a.m.). If the student is more than fifteen (15) minutes late (arriving after 8:45 a.m.), then the student is considered absent from class. Schools taking attendance twice daily only, will follow the same 15 min window for am and pm attendance.</li> <li>• At the Elementary Level: Students arriving after the 15 minute window (8:30 a.m. - 8:45 a.m.), arrival time will be entered with a code of partially excused (PE) or partially unexcused (PX).</li> <li>• At the Secondary Level: At the start of the class period, with the exception of the first period of the school day, students are considered tardy at the sound of the tardy bell. If the student is more than five (5) minutes late to class, then the student is considered absent from class</li> </ul>

## **Earning Open Campus Privilege**

Open Campus is a privilege extended to 7th—12th grade students that allows them to leave school grounds during their lunch period. This policy is a privilege, not a right, and may 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 twice will have the open campus privilege suspended for the following 5 school days. Two more tardies will result in open campus suspension until the end of the quarter.

Whenever a student is late or tardy 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

<b>A</b>	90-100% - Excellent
<b>B</b>	80-89% - Above Average
<b>C</b>	70-79% - Average
<b>D</b>	60-69% - Below Average
<b>F</b>	0-59% - Fail / No Credit
<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 are authorized to earn high school credits 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 the following credits:

4.0 Language Arts credits

3.0 Mathematics credits

3.0 Social Studies credits

### 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 at the end of each semester and progress reports are issued after quarters one and three. Parent-Teacher conferences occur twice during the school year per the KPBSD calendar. 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. 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.

## **Student Behavior Expectations & Disciplinary Actions**

The first step in supporting positive student behavior is establishing strong relationships with our students. The SBE staff believes that clear behavior expectations and cooperative discipline procedures which are firm, fair, consistent, and caring are another important components to a school-wide culture of positive behavior and learning.

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

### **Unacceptable Behavior Guidelines**

- Please refer to the KPBSD Parent/Student Handbook for detailed information regarding behavior expectations: <https://kpbsd.org/students-parents/parent-student-handbook/>

### **Discipline Procedures**

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

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

### **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.

- Costumes and pajamas are not appropriate school dress.
- 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 at the discretion of the principal.

## **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 are 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 and not be tardy to any periods on the day of the school activity. Weekend school activities require each student to attend without tardiness 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 be on Monday mornings at 8:00 a.m..
- ◇ 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.

## **Academic Integrity**

Students are expected to do their own work. Work that is plagiarized or written by A.I. programs is considered cheating, which is a violation of school policy and will receive no credit. Repeated violations are subject to disciplinary action.



## 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, Jackolof dock, 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 at least 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.
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 p.m. and dances will end promptly at 11:00 p.m. for junior high and 12:00 a.m. 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 per KPBSD protocols, 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. The nurse has a student care plan in place for when a student is injured or ill and she/he is not onsite.

### **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. Remember to duck, cover, and hold.

### **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. Students and staff will be reminded of an upcoming ALICE drill.

## **CELLPHONES**

Cell phones and other personal electronic devices are a distraction and are not allowed in classrooms. Cell phones brought to school are required to be placed in the phone caddies in the office until lunch and returned to the caddy after lunch. A violation of the cell phone policy will result in detention. More than two violations may result in confiscation or suspension. The use of cell phones to bully, embarrass, or malign a student is an offense reportable to school district officials and/or the police.

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.

## **Internet Use**

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

Administrative Regulation 6161.4 Acceptable Use Policy –Internet Safety Policy.

## **Gym Use**

Our newly refinished gym floor needs your help to stay in tip-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. Respectful and appropriate use and care of use of all school equipment is expected by all students, parents, staff, and visitors.

## **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.

- Only one student per locker
- Students should only access their own lockers, unauthorized access of another student's locker may result in disciplinary action.
- Lockers will be your responsibility to clean inside and out at the end of the year, including removal of tape, trash, and all items.
- 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.

## **Textbooks**

Charges for replacing a damaged textbook 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 must be legal age and licensed to operate a vehicle, ATV, side-by-side, or motorbike on school grounds and are expected to exercise good driving habits. 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](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 or members of the public who will be in the building regularly during the school day (does not apply to pool patrons) 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.

## 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

### 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](http://www.kpbsd.k12.ak.us/students_parents/lunch_menus.htm)

## Susan B English - Open Campus Policy

2024-2025

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date Policy Reviewed \_\_\_\_\_

### **All students leaving at lunchtime must have a signed Open Campus Policy Agreement on file.**

1. Open campus is a privilege extended to 7<sup>th</sup> – 12<sup>th</sup> grade students. It is not a right.
2. Open campus privileges are for lunchtime only.
3. Open Campus privileges permit you and ONLY YOU to leave campus at lunchtime. Susan B English School is not responsible for students once they leave campus.
4. Students are not to remain in the parking lot during lunchtime. Leaving the building also means leaving campus altogether. No loitering in the parking lot or remaining in parked cars will be permitted.
5. In order to be eligible for Open Campus, a parent or legal guardian must read this policy and sign the attached permission form.
6. Poor student behavior away from SBE 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 will result in disciplinary action that may result in revocation of the Open Campus privilege.
8. Parents may electively revoke Open Campus privileges at any time by notifying the administration.

**\*\*This policy will be reviewed as needed and notification will be made of any changes.**

*Please retain this page for your records and return the signature page to SBE.*





# 2024-25 Middle School & High School Handbook Receipt & Open Campus Permission

I \_\_\_\_\_, verify that the 2024 Susan B. English, Student Handbook has been reviewed by myself and/or with my parent or guardian. I/We are aware of the contents, policies, rules and regulations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## SUSAN B ENGLISH School Open Campus Policy Parent/Guardian Consent Form

\_\_\_\_\_ My Student Does Not Have Permission to Leave Campus at Lunch

\_\_\_\_\_ My Student Has Permission to Leave Campus at Lunch

My student and I have read and understand the rules of open campus. This permission may be revoked by the Susan B English administration for rule infractions or disciplinary reasons.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Permission: \_\_\_\_\_