

Soldotna Prep School

Stars

2016/2017

STUDENT HANDBOOK

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WELCOME TO
SOLDOTNA PREP SCHOOL

Our staff will provide a challenging and safe environment where you can be successful as you pursue both academic and extracurricular activities. We will provide you with a positive teaching environment, which promotes high expectations, develops responsibility, and builds self-esteem by providing opportunities for successful experiences.

We are excited that you are a member of the Star family. **You are the reason we are here.** Call on any of us whenever you need help. The policies and procedures contained in this handbook are the result of a joint effort on the part of students, parents, faculty, and the administration of Soldotna Prep School.

MISSION STATEMENT

Educate and prepare incoming 9th grade students for a successful transition into high school. Soldotna Prep will provide a supportive environment, promote responsibility, and develop skills necessary for future success in high school and ultimately, college and career readiness.

EQUAL OPPORTUNITY SCHOOL

Soldotna Prep School will not require or deny participation in any course or activity offered on the basis of sex, age, race, creed, or handicap as prescribed by district policy, state and national law.

Building Hours – Students may enter the building and take care of their personal needs at their locker beginning at 7:00 a.m. each morning. The administration asks that parents and students plan their morning so that they do not arrive prior to 7:00 a.m. Students who do not ride the bus and are not involved in a supervised activity need to be picked up by 2:17 p.m.

Soldotna Prep
Weekly Bell Schedule

Monday, Tuesday, Friday

1 st	7:35 – 8:27	(52 min)
2 nd	8:30 - 9:21	(51 min)
3 rd	9:26 – 10:19	(53 min)
4 th	10:22- 11:11	(53 min)
Lunch	11:15 – 11:47	(32 min)
5 th	11:52 – 12:45	(53 min)
6 th	12:38 – 1:41	(53 min)
Adv.	1:46 – 2:17	(31 min)

Wednesday

1 st	7:35 – 9:10	(95 min)
3 RD	9:15 – 10:55	(100 min)
Lunch	10:55 – 11:27	(32 min)
5 th	11:32 – 1:12	(100 min)
Adv.	1:17 – 2:17	(60 min)

Thursday

2 nd	7:35 – 9:10	(95 min)
4 th	9:15 – 10:55	(100 min)
Lunch	10:55 – 11:27	(30 min)
6 th	11:32 – 1:12	(100 min)
Adv.	1:17 – 2:17	(60 min)

*4-5 minute breaks are allowed between class periods to permit students the necessary time to move from one class to another, make restroom stops, and to transact minor items of business at the office. Students are expected to be in their seat and ready to work at the beginning of class.

GENERAL INFORMATION

Academic Excellence - Honor Roll - Recognition is given to those students who are on the honor list. Students with an accumulated grade point average (GPA) of 3.0 or above with no “D” or “F” grades will be on the honor roll.

Awards – Special recognition will be given to students throughout the school year for exceptional performance including, but not limited to:

- Academic achievement
- Attendance
- Athletic involvement

Academic Honesty Policy – See *KPBSD Parent/Student Handbook*

Accidents - In the event of an injury, an adult is to remain with the injured student and send another student immediately for help. All student accidents should be reported to a teacher, a coach, or to the office.

Activities – Soldotna Prep will offer the following activities in conjunction with Soldotna High School: soccer, cross country running, basketball, wrestling, cross country skiing, volleyball, football, swimming and diving, softball, baseball, track and field, intramural sports, student council, and other activities as they become available. Student interest and willingness may create new activities. Please note that the school will not deny or require participation in any course or activity on the basis of sex, age, race, creed, or handicap. All federal regulations (i.e. Title IX) will be followed.

In order to participate in school sponsored activities, students must be on time to school, attend, and fully participate in all classes on the day of the school activity. In order to participate in weekend activities, students must attend all classes on the last regular day of the week, unless otherwise excused by school administration.

Student Council – an organization that designed to teach civic responsibility as well as assist administration in preparing and running school activities and participating as a student-voice advocacy group. Participating in student council is determined during a student’s 8th grade year. Eligibility is based on teacher recommendations and a student must maintain a minimum of a 3.2 grade point average. The five student membership is determined through an interview process. The 9th grade student council will be integrated with 10th through 12th grade Soldotna High School’s campus organization. The freshmen will

participate in Soldotna High School’s campus meetings and event planning.

Assemblies - Assemblies offered as an all-school assembly are to be attended by all students and staff. Students are expected to remain in the assembly until the program is completed and are expected to stay seated until dismissed by supervising staff. Following directions and leaving the assembly in an orderly manner are expected behaviors. Proper behavior at an assembly includes expressing approval by applause. Whistling, yelling names or booing are not acceptable behaviors. The privilege of attending assemblies may be denied to students who have repeated conduct problems.

Critical Incidents – Soldotna Prep School takes a proactive stance regarding critical incidents. There will be scheduled and unscheduled drills to prepare for earthquakes, gas leaks, fires, and other unforeseen critical incidents. Parents should plan on having alternate housing (housing on the same side of the river as Soldotna Prep) for students in case of a large scale disaster.

Change of Address/Phone - Students and parents are requested to keep the school informed of current addresses and telephone numbers. If there should be a change in either, please notify the school office immediately. This information is very important, particularly in an emergency.

Closed Campus – Soldotna Prep School is a closed campus school. This means that all students must remain on the school grounds or in the building once they arrive at school. If it is necessary for students to leave for any reason, they must have permission from the office, and a parent or parent-designee must pick them up at school to transport them off the school grounds.

Visitors - All visitors, students or adults, are asked to report to the school office and sign in. Visitors on unapproved business are not permitted to loiter on school property.

Attendance Procedures - By law, all students are required to attend school and be on time for classes. There is a direct relationship between regular attendance and school success.

Two (2) make-up days are allowed to complete all schoolwork for each day missed (5 days maximum). Work assignments given before absences will be due on the day the student returns to school. If notification of a test was given before the absence, the student will be expected to take the test the day he/she returns to school. When a

student is absent, it is up to him/her to secure assignments from classmates, teachers, or PowerSchool. School absences as a result of suspensions will be handled according to district policy. If the family anticipates an absence of several days, please check on PowerSchool, and, if necessary, call to make arrangements to pick up any needed handouts.

The following reasons for absences will be considered excused at Soldotna Prep School:

- School-approved activities
- Family emergencies,
- Discipline or suspensions,
- Parent-requested religious observances,
- Occurrences that are excused by the school principal on prior approval,
- Legitimate illness verified by a parent, guardian, or doctor.

Absences that do not meet these requirements are considered unexcused. The principal or designee, through a note or phone call from the parents, will make the determination.

All students are to report to the office to obtain an admit slip before the first bell rings on the day they return from an absence. Students are to bring a note, signed by a parent or guardian, or the parent or guardian may call the attendance office to excuse an absence. Even if a student forgets to bring a note, an admit slip must be obtained before school starts. After two days without clearing an absence with a note or through a phone call, the absence will be considered unexcused.

Late Arrivals to School – Students who arrive late to school must sign in at the office for a pass to enter class. A family emergency, hazardous road conditions, or a doctor’s appointment will be marked as excused. All other tardies to school are considered unexcused and will accumulate with class to class tardies. Five accumulated tardies to class or school may result in a disciplinary consequence.

Tardy Policy and Procedure - Promptness to class is extremely important! Tardiness demonstrates a lack of self-discipline and is disrespectful to the teacher and other students. An unexcused tardy of seven minutes or more is considered cutting class and will be treated as such by the office. If you are detained by a teacher, it is up to you to obtain a note from that teacher to admit you to the next class. Students may be assigned detention for every 10

cumulative tardies or 5 tardies to a single class during a given quarter. Excessive tardies may result in additional discipline to include suspension and/or ineligibility for school functions.

Prearranged Absences – If a student and his/her parents know in advance it will be necessary for a student to be absent from school three or more days, the office needs to be notified and the student will acquire a prearranged absence form that is to be taken to his/her teachers for their signatures. When possible, this should be at least a week in advance to allow the student time to complete the compensatory assignments before missing school. It is expected that work assigned during the prearranged absence will be completed and turned in upon the student’s return to school. Students who are unable to complete the assigned work during their absence will be given up to 5 days to complete missing work upon return to school. **If the proposed prearranged absence places the student in a potential situation where academic success is in jeopardy, or the prearranged absence is an additional prearranged request during the same school year, or the request is during the annual mandated Statewide assessments, the request may be denied.**

Behavioral Expectations -The school is the learning and working environment for students and staff. Members of both groups are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians and teachers should expect a safe, orderly, positive environment in which to work and learn. Students have a responsibility to know and to follow the rules and regulations of the school at all times. Students will be expected to be respectful at all times and follow these simple rules:

RESPECT YOURSELF, OTHERS, YOUR SCHOOL, AND YOUR COMMUNITY!

- ◆ Use positive, respectful vocabulary and tone of voice when talking to anyone.
- ◆ Leave other people’s property alone.
- ◆ Work to solve problems constructively without violence or abuse.

BE AT SCHOOL PREPARED TO LEARN!

- ◆ Be in your seat and ready when class begins.
- ◆ Have appropriate materials.
- ◆ Have your homework completed.

FOLLOW INSTRUCTIONS!

- ◆ Follow all instructions from staff without argument or negative comments.

DO YOUR BEST!

- ◆ Participate positively in class.
- ◆ Stay on task.
- ◆ Learn all you can.

These simple four rules reinforce our major expectations for school: Teachers must be allowed to teach and students must be allowed to learn.

Soldotna Prep School's approach to student citizenship and self-discipline allows students to take control of their own behaviors. Our discipline process is designed to allow teachers to teach and students to learn.

Students who are unable to meet our behavioral expectations may receive appropriate consequences for choosing inappropriate behaviors. Students referred to the administration for inappropriate behavior will have the opportunity to tell/write their version of the situation. Administration will investigate and make a decision on the situation and the consequences that will be assigned.

Infractions of school rules as listed on the Soldotna Prep Discipline Schedule (page 11) will result in corrective action. These may include warnings, detention, school improvement/community service assignments, loss of privileges, in and out-of-school suspension, or expulsion.

School improvement/community service is defined as duties related to improving the school. This may include but is not limited to cleaning lockers, sweeping the parking lot, picking up papers, washing walls, etc. These assignments may take place during school or after school.

Detention may be assigned when a student has violated school policy or classroom rules. The student will be given a slip to take home for his/her parents or guardians and an

attempt will be made to by phone or e-mail to contact the parent/guardian. Detentions are held after school and during lunchtime. Students are required to have school work or a book to read. Failure to arrive on time, bring homework/reading material, or neglect to attend the assigned detention will result in doubling of the detention assignment. Repeated failure to attend may result in suspension. Students must arrange transportation home immediately following their detention assignment.

Out-of-school suspension is defined as the temporary prohibition of a student from physically attending school on the school grounds or from participation in school-related or supervised activities on or off the school grounds. All suspensions will result in parents being notified by phone or in writing. Students may not participate in any school activity or be on any KPBSD school grounds during the time of suspension. Students will be required to complete all assignments covering the class time missed.

Violations that are considered serious disciplinary problems include:

- Disrespect toward faculty members or fellow students,
- Theft of, or unauthorized use of, school property,
- Vandalism,
- Profanity or use of vulgar language in any form,
- Fighting or use of physical force to settle disagreements,
- Public display of affection,
- Disruptive behavior that can include inappropriate actions, behavior, dress, or appearance,
- Sexual or racial harassment and bullying,
- Being in a restricted or out-of-bounds area, such as behind the portables,
- Making any type of verbal or written threat that could compromise the safety themselves or others,
- **In situations involving a substitute teacher, if a student chooses to behave in a manner that results in being sent to the office by the substitute, this choice may result in the student being suspended.**

Classroom Expectations - Teachers will explain their expectations for behavior in their classrooms. Students can expect to see or hear the four main school rules reinforced in every classroom. Teachers may also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual classroom behavioral plans, they should speak with the classroom teacher for clarification. Rules are established to maintain a safe, orderly environment. If students demonstrate severe or repeated inappropriate behaviors, they will be referred to the administration. If a student is sent out of a classroom for disciplinary action, he/she is to report to the office immediately unless told otherwise by the teacher.

Hallway Expectations - We believe every student has a responsibility to move from place to place in an orderly manner. Expected behaviors include:

- walking in designated areas,
- keeping hands and feet to oneself,
- speaking at a moderate volume level, using appropriate language and engaging in suitable conversation.

Inappropriate hallway behavior before school, between classes, and after school may result in disciplinary consequences.

Harassment and Bullying-These human rights expectations apply to all persons, students and staff, throughout the entire school day, including travel to and from school:

- The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from others.
- Freedom from physical abuse and mental abuse such as name calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
- The right of privacy and freedom from being harassed in the classroom; right to be treated respectfully.
- The right to an education, which means that teachers are free to teach and students are free to

learn without being interrupted by inconsiderate or unruly students.

- The right to have personal and school property respected. Our school community is a safe place for property as well as people.

It is the policy of KPBSD and Soldotna Prep to maintain a learning and working environment that is free from harassment and bullying. Students who have been seriously or repeatedly harassed or bullied by another student should tell an adult immediately. Parents/guardians of students should contact the school if they feel their child has been the victim of harassment or bullying. Students who harass/bully others may be referred to the police.

Students who feel they are being harassed by another student should do the following:

- Respond assertively by telling the harasser to stop or walk away from the situation.
- Document the situation to include the date, time, and location of where the situation happened. Write down names of other people who saw/heard the situation. Write down your assertive response. Keep this document.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to a staff person, counselor or an administrator and tell him/her about the situation.
- If you are afraid to speak to a staff person alone, take a friend along to help you.

Sexual Harassment – Sexual harassment is a kind of discrimination, treating someone differently because of his or her sex. It is behavior, gestures, words, or touching directed at a person that is uninvited, unwanted, unwelcome, and offensive. Sexual harassment may cause a person to feel uncomfortable or offended and creates an environment that makes learning difficult. It may be a repeated act or may be offensive on a one-time basis. KPBSD administrative regulations prohibit conduct which may be construed as sexual harassment and may include:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal comments about an individual's body.
- Sexually degrading words used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment.

Sexual harassment is a serious issue and should be reported to a teacher or administration immediately. The penalties for sexual harassment can include a call home, education on sexual harassment, detention, up to a 45 day suspension, and possible police contact. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint may result in disciplinary action.

Cutting Class/Skipping School is defined by the following behaviors:

- Students who are absent from school without parent or guardian permission.
- Students who are absent from class or classes without permission although on school grounds.
- Students who leave school grounds without administrative authorization or leave class without permission from the teacher.
- Students who are tardy from class seven or more minutes.
- Student who obtain permission to leave school or class for a specified reason and do not comply with that reason.
- Students who leave class or school due to illness without reporting to the office or the school nurse.

The parent or guardian will be notified of any apparent cut

or skipped class and notified of the proposed disciplinary consequences:

- First Offense – Community Service or Suspension
- Repeat Offenses – Multi-Day Suspension

Public Display of Affection - Inappropriate public display of affection is not permitted while in attendance during the day or at any school function. Those in violation will be subject to disciplinary action. Holding hands is considered an acceptable form of public display of affection, kissing, hugging, or any other prolonged contact are not acceptable. Repeated violations of the public display of affection rule can result in students not being allowed to associate with each other in the hallways and at lunch.

Book Bags/Backpacks - The purpose of a book bag is to transport books to and from school, not from class to class. Your bags must be kept inside your locker during the day.

Bus Transportation - The district provides student transportation to and from school according to the provisions of state law and regulation. In addition, students may be transported to participate in regular and extracurricular school activities.

Student transportation is provided as a district support service and **student use of that service is a privilege that may be revoked for cause.** The parent or guardian is expected to provide transportation during the time the student is denied bus-riding privileges. Students wishing to ride a different bus from their assigned route must have a written/signed note from a parent or guardian, approved by an administrator. **Students should come to the office and obtain their bus passes before lunch period.**

The following rules apply to all buses:

- Follow driver's directions.
- Stay in your assigned seat at all times.
- Keep your hands, feet, books, and objects to yourself.
- No swearing, rude gestures, or cruel teasing.
- Use a moderate volume voice.
- No eating or drinking on the bus.

Cell Phones/Personal Electronic Devices – Electronic devices should never cause any disruptions to the learning environment of Soldotna Prep School. Classroom use of cell phone/electronic devices is at the teachers' discretion. Use of electronic devices before school, after school and

during lunch is permitted. When cell phones/electronic devices violate the learning environment, electronic devices will be confiscated and handled as follows: **On the first offense, the student may pick up the device after school and take it home. Any additional violations may require that the device be picked up by the parent or guardian. The school is not responsible for lost or stolen items.**

Computer and Internet Use – Students are provided the opportunity to use school computers and the Internet at Soldotna Prep School. Students are provided with a school district g-mail account to facilitate additional communication between students and teachers. Using the computers, internet, or e-mail in an inappropriate manner is strictly prohibited. These behaviors include but are not limited to: accessing inappropriate websites, accessing or displaying any type of profanity or vulgar material, accessing and damaging another person’s files, entering any restricted area or file, or cyber bullying. Sanctions for such actions will result in either permanent or temporary revocation of computer privileges, with possible additional consequences with law enforcement. The building administrator will make the final decision on any questionable issues.

Dress and Grooming – The Soldotna Prep School dress code will be in effect for the academic day as well as the extra-curricular activities, when wearing attire other than the school issued uniforms. Student grooming and attire should be appropriate for a learning environment. Students must wear clothing that is neat, clean, safe, and does not distract from a comfortable learning environment. Clothing which advertises drugs (including tobacco and alcohol) and/or is decorated with sexually explicit, violent, vulgar, or gang related language or symbols are incompatible with the school environment, and thus will not be allowed. Clothing that attracts undue attention to the wearer or fosters the perception of a threatening, intimidating or hostile environment in the school is prohibited. Students in inappropriate clothing will be asked to change into appropriate attire.

The following are some examples, by no means a complete list of potential violations, which cover clothing, accessories, and make-up:

Clothing:

- Any shirt or top that allows bare midriff skin to be visible is not allowed.

- Students are not allowed to wear hoods on their heads while in the building.
- Shirts and tops with low necklines (front and/or back) that distract from or disrupt the learning environment are not appropriate for school. Undergarments should be covered at all times. Tops with spaghetti straps are prohibited. Sheer and/or see through attire is not allowed.
 - Length of skirts or dresses that end more than six inches above the kneecap while standing upright are inappropriate for school.
 - Pants with holes or slits in them that are six or more inches above the kneecap are also inappropriate for school.
 - Pants that hang below undergarments are prohibited
 - Body decoration or symbols that potentially promote violence, drugs, alcohol, tobacco, or suicide ideation are not allowed.

Outdoor Wear:

- Coats and jackets designed for outside protection are not to be worn inside the building. (Sweaters, sweatshirts, or vests are allowed).
- Accessories:
 - Non-prescribed dark glasses are not allowed.
 - Pins and spike jewelry are potentially dangerous are not allowed at school.

Make-Up:

- Exaggerated, excessive, or distracting face and body make-up is prohibited.

Shoes:

- Sandals, flip flops or slippers worn from snowfall to break up are not allowed.
- Graffiti:
 - Written statements/drawings on arms, legs are not permitted.

Students who wear attire which appear to violate the above standards will be sent to the office and allowed to return to class only in acceptable attire. The administration will be the final judge regarding dress code matters. **Repeated violations of the Soldotna Prep School dress code may result in disciplinary action. Our dress code remains in effect during after-school activities.**

Fees – Various classes will require fees. **Fee amounts are**

shown in PowerSchool. The length of the class and type of class will determine the fee charged. If there is a problem paying a fee, please contact the teacher or administration for arrangements.

Field Trips – No student will be left behind because of parents’ or guardians’ inability or unwillingness to pay trip fees/and or expenses (for core class field trips, both local and extended). All school rules will be in effect on all field trips and parents are financially responsible for any fees related to a student’s early return due to a behavioral incident.

Fire Drills - When the fire alarm rings, leave your classroom in a quiet and orderly manner, and follow your teacher's directions. It is vital that all students and staff vacate the building to a safe area and stay there until the all-clear signal is given. Fire drill instructions are posted in each classroom. If the fire alarm should ring during lunch, students are to exit through the closest available exit. They will meet their previous hour teacher in the parking lot. If the alarm rings during a passing period, students should vacate the building at the nearest exit, and then report to their next period teacher at that class’s assigned location.

Flag Salute/Daily Announcements - The flag salute will be recited daily at the beginning of each day. Daily announcements are published in Power School. Students are advised to check their PowerSchool account daily.

Grading, PowerSchool and Report Cards – Report cards are issued at the end of each quarter. Student progress can be monitored on PowerSchool at <http://soldotnaprepschool.blogs.kpsd.k12.ak.us/wpmu/> Grades will be updated in a timely fashion. Individual teachers will make their objective grading system known to students and parents. Students and parents are encouraged to speak with their teachers in regard to any questions about grades.

School Counselor-The purpose of the school counseling program is to help each individual student achieve his or her highest growth academically, emotionally, and socially.

We try to do this in several ways:

- Designing schedules that meet students’ needs based on data.
- Offering academic and organizational skills support.
- Holding individual conferences with a student, parent and/or teachers.

- Providing a testing program designed to help students perform to their highest capabilities.
- Providing career awareness designed to link the relevance of academics to the job world.
- Maintaining a merit system to recognize students’ academic and social achievements.
- Transition planning.

The counselor welcomes the opportunity to talk things over with any student, parent, or teacher. Parents who wish to discuss their child’s behavior or class work with teachers or the counselor are asked to call 260-2300 to schedule an appointment.

Health Services– KPBSD school nurses provide growth screening for students. In addition, all new students and odd-numbered grades are screened for hearing and vision to insure optimum opportunity for classroom participation and learning. Soldotna Prep families are encouraged to remain vigilant in basic disease prevention techniques. Remember that good hand-washing techniques and staying home when sick are essential to maintaining and improving wellness.

BP 5141.21 / AR 5141.21 / BP 5141.31 Medication given at school must comply with all Federal and State laws and regulations and follow current medical and District standards. Requests must be processed through the school nurse. A current signed medication request form must be on file in the nurse’s office for all medications dispensed. At the nurse’s discretion, phone consent may be obtained from a parent or guardian for over-the-counter (OTC) medication needed, however signed consent should be completed by the parent or guardian as soon as possible.

For prescription medication, a signed medication form must be on file. Students will be allowed to carry their own asthma inhalers, antibiotics, diabetic medications, EpiPens® and other approved medications with parent, provider, administrator and school nurse approval.

For over-the-counter (OTC) medications, students may be allowed to carry common, recognizable OTC medications under the following conditions:

- Medication must be in its original container, and should be of small size or hold only a reasonable supply of medication.
- Container must contain only the medication identified on its label, and medication must be used only by the student carrying it. Under no condition is sharing with another student acceptable.

- Contents of any OTC container must be available immediately upon request for viewing by school administration to determine compliance with this and other school policies.

Any questions regarding protocol or acceptability of medications should be directed to the school nurse or school administrator.

Homework – Your entire education does not take place in the classroom. Homework is a part of your responsibilities as a student. In case you forget the assignment for the day we encourage you to access your homework on PowerSchool or Canvas.

When a student is absent, it is his/her responsibility to contact a friend or access PowerSchool, Canvas, or a teacher’s website to get homework. Parents are encouraged to become familiar with PowerSchool and Canvas in an effort to help their student stay current on assignments. If additional assistance is needed, please contact the office at 260-2300.

Make-up Work – When absent, it is the students’ responsibility to get the work they have missed from each teacher. Students will have two (2) days for each day of excused absence to make up work, up to five (5) days total. Parents may request homework through the office for a student who is at home for a lengthy illness. If a student knows they will be absent for more than three days, please arrange to obtain class assignments in advance. Homework assigned and given to a student during a suspension period is due on the day a student returns to school unless other arrangements have been made. Students that have been determined to be truant will forfeit the opportunity to make up any missed work, and will be subject to further disciplinary actions. Any questions should be addressed to the counseling office or administration.

Library –You can go to the library for reference books, general reading material, or computer use. Our librarian is available part-time. Materials can be checked out for three weeks. Some materials can be used only in the library. Lost books are charged at replacement cost. Students are encouraged to use the library for research, study,

assignments, and recreational reading.

Lockers - At the beginning of the school year, students may choose their locker location. Students taking physical education will be issued a PE locker. **Please do not share your combinations with others.** Lockers are to be kept clean, orderly, and free from offensive material. If your locker jams, check with your next period teacher, then come to the office. ***Students are NOT permitted to change lockers during the year unless authorized by the office. Do not allow friends to share your locker or show your combination to anyone.*** The school is not responsible for lost/stolen items. Do not leave money or valuables in a locker and always double check that your locker is closed properly.

Students' lockers are district property and are subject to search and investigation at any time.

Lost and Found- Students who find lost items are asked to take them to the office.

Food Services – Your Student ID# is your **breakfast/lunch** account number. When using the cafeteria, please, keep our cafeteria neat and clean! All students are responsible for the area where they are eating. When standing in the lunch line, be respectful to others by not allowing others to cut in line. Throwing food is prohibited.

Personal Property - A student may use personal property at school (computers, musical instruments, etc.), however, the school will not be responsible in any way for personal property if damaged or stolen. Personal property which is considered to be contraband (cigarettes, lighters, matches, tobacco, etc.) will be confiscated and not returned. Expect disciplinary action to follow contraband issues.

Discipline Schedule

Soldotna Prep School will use the Discipline Schedule on the following page as a guideline to make all decisions regarding infractions of school rules and assigning appropriate consequences. Circumstances may be such that disciplinary consequences may vary from those listed.

BEHAVIOR	1st TIME	FURTHER CONSEQUENCES
Arson	Contact parent, 11-45 day suspension; <u>referral</u> to police department.	Contact parent, 11 to 45 Day suspension; possible expulsion; <u>referral</u> to police department.
Bullying	Contact parent, detention; SS; up to 45 day suspension.	Contact parent, up to 45 day suspension; possible expulsion.
Cut Class or Skip School	Contact parent, SS, possible parent shadow.	Contact parent, SS, possible suspension 1-5, required parent shadow.
Excessive Tardies	Contact parent, detention, possible SS.	Contact parent, detention, possible SS, suspension, <u>possible</u> tardy contract/alternate passing time.
False Fire Alarm	Contact parent, referral to law enforcement, 11 - 45 day suspension.	Contact parent, referral to police department, 11 to 45 day suspension; possible expulsion.
Forgery/Cheating/Misrepresentation	Contact parent, teacher's discretion; failing grade on assignment or test, detention; SS.	Contact parent, teacher's discretion; failing grade on <u>assignment or</u> test, detention; SS, up to 3 day suspension.
Gambling/Gaming	Contact parent, detention; SS.	Contact parent, SS; possible suspension.
Gang-like Behavior or Apparel	Contact parent, detention; suspension	Contact parent, suspension; referral to police department.
Harassment/Intimidation/Hazing/Threatened Assault/Extortion	Contact parent, detention; <u>SS</u> ; up to 45 day suspension, referral to police department.	Contact parent, detention; SS; up to 45 day suspension, <u>possible</u> expulsion, referral to police department.
Inappropriate Dress	Contact parent, clothing change; detention.	Contact parent, clothing change; SS, possible suspension.
Instigating a Fight; Fighting	Contact parent, up to 45 day suspension, <u>possible</u> referral to police department.	Contact parent, up to 45 day suspension, possible referral to police department.
Incubordination	Contact parent, detention; <u>SS</u> ; possible suspension.	Contact parent, SS; up to 5 day suspension.
Lighters in School	Contact parent, 1 day suspension.	Contact parent, up to 5 day suspension.
Lunchroom Misbehavior	Contact parent, lunchroom cleanup, lunch detention.	Contact parent, detention, possible SS and/or suspension.
Major/Chronic Disruption	Contact parent, up to 45 day suspension.	Contact parent, up to 45 day suspension.
Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	Contact parent, suspension; <u>expulsion</u> ; referral to police department.	Contact parent, <u>expulsion</u> referral to police department.
Possession/distribution of alcohol/other drugs or look-a-likes	Contact parent, up to 45 day suspension (See District Policy 5131.6-possible expulsion), referral to police department.	Contact parent, up to 45 day suspension (See District Policy 5131.6-possible expulsion), referral to police department.
Possession/Use of Tobacco or Tobacco Look-alikes	Contact parent, 3 to 30 day suspension; <u>referral</u> to police department.	Contact parent, 3 to 30 day suspension; referral to police department.
Profanity/Vulgarity	Contact parent, detention; possible SS.	Contact parent, SS; possible suspension.
Public Display of Affection	Contact parent, office referral; warning.	Contact parent, SS; up to 3 day suspension.
Refusal or Fleeing a Search	Contact parent, up to 45 Day suspension; <u>possible</u> expulsion.	Contact parent, up to 45 Day suspension; <u>possible</u> expulsion.
Rowdiness ("MESSING AROUND")	Contact parent, warning; detention.	Contact parent, SS; possible alternate passing time, up to 3 day suspension.
Sexual Abuse	Contact parent, suspension; possible expulsion; referral to police department.	Contact parent, suspension; possible expulsion; referral to police department.
Sexual Harassment	Contact parent, sexual harassment education; detention; <u>possible</u> referral to police department.	Contact parent, up to 45 day suspension; possible referral to police department.
Spitting	Contact parent, detention; <u>possible</u> suspension.	Contact parent, up to 5 day suspension.
Substitute Teacher Harassment/Abuse	Contact parent, detention; SS; possible suspension.	Contact parent, up to 5 day suspension.
Theft	Contact parent, restitution; SS; up to 3 day suspension; <u>possible</u> referral to police department.	Contact parent, restitution; up to 9 day suspension; referral to police department.
Threat of Physical Harms/ Assault	Contact parent, 11 - 45 day suspension, possible expulsion, referral to police department.	Contact parent, 11 - 45 day suspension, possible expulsion, referral to police department.
Unexcused Absence	Contact parent.	Contact parent, SS, possible suspension.
Vandalism	Contact parent, restitution; SS; up to 3 day suspension; <u>possible</u> referral to police department.	Contact parent, restitution; up to 9 day suspension; referral to police department.
<p><i>In any situation the school administration will make the decisions regarding consequences to behaviors.</i></p> <p><i>Circumstances may be such that consequences will vary from those listed above.</i></p> <p>SS = Saturday School</p>		