

Section I

Service High School Guidelines

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Welcome to Service High School,

For those of you who are new to Service, welcome. For those of you who are returning, we are glad to have you back for at least another year. It is our hope that this year will bring you new challenges and that these challenges result in positive academic, emotional and physical growth.

You are fortunate to have the opportunity to be a part of Service High School. Service is special in many ways. Our faculty and staff are dedicated and very involved in school activities. You will have many opportunities both academically and in extra-curricular activities in which to get involved and excel. Along with those opportunities we all have our jobs and responsibilities, and when we work together there is very little that we cannot accomplish.

Student government is a critical part of Service. Student government is one of the organizations that works closely with you and the school staff to help plan and manage the school year. Service is your school, and Student Government is the main vehicle used to help bring positive change and student concerns to fruition.

Service has one of the best academic and activities programs in Anchorage. Get involved in your school and help make it better. Service is a great school, but with your involvement it will be a little greater.

Activity Services

School Colors and Mascot Service High School colors are green and gold, and the school mascot is the cougar.

Clubs/Organizations The following clubs and organizations are among those typically active. Information concerning these clubs, interscholastic athletics and intramural programs is available in the Activities Office.

Students interested in participating in one or more of these activities should check with the assistant principal for activities and should check the Daily Bulletin for information.

Audio-visual Club	German Club	S.A.D.D.
Computer Club	Japanese Club	Spanish Club
Cougar Tech	National Honor Society	Student Government
Drama/Debate/Forensics	Native Culture Club	Yearbook
Multicultural Club	Newspaper	Youth on the Rock
French Club	NJROTC	Z Club
Geology Club	RARE-T	

Interscholastic Athletics The following interscholastic athletic programs are available:

Basketball	Soccer	Cross-country
Flag Football	Swimming & Diving	Running
Football	Track & Field	Cross-country Skiing
Gymnastics	Volleyball	Tennis
Hockey	Wrestling	Debate/Drama

Students participating in interscholastic activities must abide by the eligibility and participation guidelines set out in the "Student Activities Handbook."

Students interested in going out for any of these athletic programs should check with the assistant principal for activities and should check the Daily Bulletin for announcements.

Identification Cards School ID is required at many school events.

Dances Please be aware that at Service High School dances the following procedures are followed:

1. *Only Service High students and pre-arranged guests will be allowed to attend.* Pre-arranged guests must present a pass. Passes may be obtained from the Activities Office. There is a limit of *one guest per Service student.*
2. **Identification as a Service High student must be acknowledged by a student ID.**

3. Admissions will be collected at the main entrance of the gym. Students may not return to the dance after leaving the building for any reason.
4. All students must sign and comply with the Service High School Dance Contract in order to attend any school dance.

Daily Bulletin The Daily Bulletin will be read each day during the second period and will be posted within the school. Students are responsible for information in the Daily Bulletin. Items to be included in the Bulletin must be completed on the correct form, signed by the sponsor, and turned in by 12 noon on the day preceding the day the announcement is to be made.

Curriculum Services

Service High School believes that all students should enroll in a full course schedule every semester and that each student should select the most challenging course of study which they can handle. By doing so, a student may take full advantage of the curriculum to prepare for a career and/or further schooling.

To assist students in meeting these expectations, staff members (teachers, counselors, administrators) will do the following:

- a. Counselors will develop a four-year high school course of study plan with each student; frequent reviews by students, counselor, and parents of this plan will occur during grades 9-12, and the student will select courses according to the approved four-year plan.
- b. Late Arrivals/Early Dismissals will be assigned as appropriate by school administration. These are available only to seniors
- c. Aide positions will be available only to students with satisfactory academic, attendance, and behavior records. Students **MUST** have approval from the teacher/staff member assigned to first.
- d. Parents will be encouraged to become actively involved in their students' course selections.
- e. **All student concerns on grades are to be dealt with by the teacher and student. After a teacher/student conference, if there is still a concern on grades, student is to discuss the problem with the Curriculum Principal.**

Schedule Changes Schedule changes are made if a student has already taken a course and it is not repeatable, wants to be considered for another elective, does not have the prerequisites required to take the course, or needs to repeat a course. Schedule changes are not made because a student wants a different teacher, different class period, or wants to be with friends in a different class. Schedule changes are processed for up to 8 to 10 days after school start or start of second semester. Forms are available in the counseling center.

Health Office The Health Office is staffed by a registered nurse and nurse assistant. The clinic is open and available to students throughout the school day. Students who become ill or are injured must check through the Health Office. Parent contact will be made before any student is sent home. All students should provide the school with a parent-approved emergency number, in case parents are unavailable for contact.

All tenth grade and new-to-district students will be screened for vision, hearing, height and weight. All new-to-district students will also receive a TB skin test.

All medication prescribed during the school day should be delivered to the Health Office in the original Rx container. Please ask the nurse for the appropriate medication form. Long-term medication for medications taken over a period longer than 2 weeks will need physician and parent signatures. Short-term medication, for medications taken over a period of less than 2 weeks should be brought to the Health Office in the original Rx container and will require parent signature.

Students with histories of asthma or serious allergies requiring emergency medication may carry medication on their person at school with physician and parent approval and signed medication forms. Tylenol or cold and cough preparations which do not contain alcohol may be administered through the Health Office with parent written permission.

Library The Service library has over 23,000 resources, including magazines, available for students to use. A student may check out three items at any one time by presenting a student ID card. Any items that students may need longer than the two-week loan period will need to be renewed. Students are responsible for returning or reviewing any library materials before the end of the quarter so that they may receive their report cards. Library materials may be returned to the check-out desk or placed in either of the book drops outside the library doors.

Computers are available for students to access books and other materials both at Service and Anchorage School District libraries, to access databases for magazines, newspapers, journals, to access the Internet, and to use for word processing. Audio-visual services are also provided in the library. For a small fee, students may make copies or transparencies of materials for school and bind reports and books. Audio and video production are also possible as part of school assignments.

The library is available to students from 7 a.m. until 3 p.m. During the school day, students will need a current pass signed by a teacher and need to sign in with the library aide when entering. Students with a class will be seated in an assigned area with their classroom teacher. If students need a private place to study, they may ask one of the librarians or secretaries. Both food and drink are restricted from the library.

Career Resource Center The Career Resource Center is located in Upper G Hall. The purpose of this service is to help students make informed choices on careers, vocational schools and colleges. The room is staffed by a full-time Career Resource Advisor and is open for student use from 7 a.m. to 2:45 p.m. Mon.–Fri. It is also open from 6–8:15 p.m. once a week (TBA) for parents and students. Students may come in before and after school or during lunch without a pass. During class time, a pass is required from the student's teacher.

The Career Resource Center has computer terminals for research, reference books and videos. There is current information on financial aid, scholarships, jobs and volunteer opportunities. Everyone is encouraged to visit.

The Freshman Academy

The Freshman Academy (FA) is designed to create an environment tailored to aid in the transition freshmen face when they move from a middle school into the much larger high school.

There are many differences between middle school and high school that students often overlook hindering their academic performance and even diminishing their overall school experience. The FA is dedicated to educating students about these differences. Some of this education will involve showing them that credits do count; to get them thinking early about possible careers or colleges; to prepare them to be better learners through note-taking, reading strategies, test-taking strategies, and writing techniques. Much of this learning will take place in the core academic classes (Math, Science, English, and Social Studies), as well as in a new class designed especially for freshmen called Academic Enhancement. While the focus is certainly on academic preparation, school is so much more than that. The FA will also involve educating students about employability skills such as organization, time management, punctuality, and integrity, as these skills are vital for success in both school and the workplace.

Student Services

Discipline Procedures One of the most important lessons of education is self-discipline. While it does not appear as a subject, it nevertheless underlies the whole educational process. It is the result of these experiences that develops self-control, character, orderliness, efficiency, courtesy, and punctuality. Self-discipline is the key to good conduct and proper consideration of other people. The goal of Service's discipline procedures is to encourage the development of self-control in its students.

Out of School Suspension is a temporary exclusion from school for a specified number of days. When an administrator suspends a student, every reasonable effort will be made to reach the parents via telephone. For every suspension, a suspension letter will be provided for the parents, specifying the reason for the suspension, length of the suspension, return date, whether a re-entry conference with parents will be required, and the appeal procedure. At the time of suspension the student will be given a copy of this letter.

During a suspension, the student may not be in any ASD school building, on any school campus, or any school-sponsored program or activity. A student on suspension may not attend athletic practices or participate in an athletic event. Failure to adhere to these restrictions will result in a lengthening of the suspension and possible arrest of a trespasser. If a student is suspended and the suspension is under appeal, the student may attend school but may not participate in activities.

Service High School offers several disciplinary alternatives to suspension:

- AM detention 6:50 – 7:15
- Lunch detention 11:35 – 12:00
- Lunch Work Detail 11:35 – 12:00
- After school work detail 2:10 – 2:40
- Tuesday/Thursday School 2-5 p.m. each Thursday
- In-school suspension

Detention and Work Detail Student supervision is provided by a member of the Safety/Security team. During AM detention and Lunch detention, students are expected to bring appropriate study materials and be constructively engaged in study during the assigned detention time. Additional sanctions including suspension may occur if inappropriate activities occur during the assigned detention period. Work detail begins promptly at the above stated times and no students will be admitted to the work group after that time. It is a building and grounds clean-up assignment, and students assigned to work detail are expected to be constructively engaged at an assigned task throughout the hour.

Students failing to serve detention/work detail will be assigned subsequent discipline, up to and including suspension. Students are responsible for transportation home following assigned detentions/work details.

Tuesday/Thursday School is held from 2 :15 – 5 p.m. each Tuesday/Thursday, under the supervision of a certified teacher and a member of safety/security. Students are expected to do schoolwork for the entire 3 hours, and therefore they need to bring 3 full hours of school work. No sleeping, talking, or electronic devices are allowed. Students failing to serve Thursday school will receive a 3-day out of school suspension.

Attendance Any senior high school student who is absent for any reason for more than ten (10) times in a semester course will be placed on attendance notification. Any senior high school student who is absent for any reason fifteen (15) times or more in a semester course may be deprived credit for or withdrawn from that class. The following are points of clarification:

1. Activity absences initiated by the school are not counted for proba-

tion or withdrawal of credit.

2. Students with illness that extends or is projected to extend beyond fifteen (15) school days should apply for services under the Visiting Teacher program. Absences from school while in the Visiting Teacher program will not count toward probation or withdrawal of credit. All absences associated with the illness will not be counted. Students with chronic medical problems should contact the school for a medical waiver if absences due to the health problem are likely to exceed fifteen (15) days in a semester. *See General Attendance information.
3. Days suspended from school are counted for probation or withdrawal of credit.
4. Pre-acknowledged absences will be counted for probation and withdrawal of credit. Pre-acknowledged absence status allows the student to make up work missed during the absence only.
5. Students may appeal withdrawal of credit in the case of a violation in due process or an error in the facts related to counting the times absent from school.
6. Credit may not be granted to any student that is absent fifteen (15) times during a semester.

Students withdrawn for non-attendance will have a "WF" (withdrawn-failing) recorded on their transcript which will be included in the calculation of their grade point average and will affect eligibility.

Clearing Absences Students are responsible for clearing all absences through the attendance office. Absences may be cleared by a phone call or by a note from the parent or guardian. The attendance phone number is 742-8102. Notes and phone calls regarding absences should contain the following information: student's full name, date(s) of absences, reason for absences, telephone number where parent or guardian may be contacted, and signature on the note of parent or guardian. The call should be made on the day of the absence before 10 a.m. Otherwise, student should bring a note upon returning to school. If the student has a chronic medical waiver on file, indication of such should be made when excusing absences. Any forged notes and or false phone calls made to excuse an absence/tardy/blue pass will result in disciplinary action.

A list of cleared absences will be distributed to all staff members each day. Unless an absence is included on this list, it will be regarded as unexcused. No make up is permitted for unexcused absences.

Pre-Acknowledged Absences When a student knows in advance that they will be absent from school, they shall complete a pre-acknowledged absence form. Copies of this form are available in the attendance office and should be returned to that office upon completion. Teachers will be notified via daily attendance lists of those students excused on pre-acknowledged absences.

Students who are on Visiting Teacher services or who are temporarily attending an ASD program with a community agency will be counted as present for Service High School.

Tardy Policy

Being on time to class is a responsibility that each student is expected to demonstrate. Excessive tardies will result in the following actions:

1st & 2nd Tardy: Teacher intervention

3rd Tardy: Teacher refers student to discipline office. Student receives two (2) detentions. Failure to show will result in additional sanctions.

6th Tardy: Teacher refers student to discipline office. Student receives Thursday School. Failure to show will result in additional sanctions.

9th Tardy: Teacher refers student to discipline office. Student receives in-school suspension. Failure to show will result in additional sanctions.

12th Tardy: Teacher refers student to discipline office.

Truancy: A student who is found to be truant will be issued the following progressive discipline, per semester.

1st Truancy – One (1) Thursday School

2nd Truancy – Two (2) Thursday School

3rd Truancy – 1–3 days of in-school suspension

4th Truancy – 3–5 days of suspension and or parent conference.

Any additional truancies may result in withdraw/failure.

Hall Passes Students who are in the hall, during class time, without a pass will be issued a detention slip, for AM/lunch/PM detention. Failure to serve this detention will result in subsequent discipline.

Blue Passes A student who needs to leave the building during the school day shall obtain a blue pass from the nurse (for illness) or Attendance Secretary (Lower G). Parent permission is required for the issuance of a blue pass. The student's name will appear on a blue pass list distributed daily to teachers; in addition, the student should show the blue pass the next day to the teachers of any missed classes. Failure to obtain a blue pass prior to leaving the building may result in a truancy. Forged notes or false phone calls made to issue a blue pass will result in disciplinary action, see false witness.

Building Neatness Students have a major responsibility in maintaining all parts of the buildings and grounds in a clean and orderly manner. Paper and other materials to be discarded must be placed in the numerous trash receptacles. Students littering the buildings or grounds will be assigned work details.

Damage to school property will cause students to receive disciplinary action and they will be required to pay for damage. Students assigned to books, lockers and other supplies will be held accountable for any damage to those items and any financial retribution for those items.

Students eating in the building at lunch time must be responsible for cleaning the area in which they are eating.

After-school Restrictions Students are to vacate the building promptly after the school day ends, unless they are in an adult-supervised activity. When those activities end, the students must leave the building as soon as possible. Students who are waiting for transportation must wait in the foyer near the front doors of the building. Students who do not comply with these restrictions will be subject to disciplinary action.

The elevator is off-limits to students, both after school and during the school day, unless they have authorization from a staff member.

Early Dismissal/Late Arrival Students are not to be in the school building or on the campus during class periods when they are not enrolled in a class at this school. If they must wait a few minutes to catch a bus, they must be on the bench outside the discipline/attendance office. Students who arrive a few minutes early for their first class must wait on the bench until the dismissal bell for the preceding class rings. Students who have early dismissal after the lunch period may eat lunch at school but must leave the campus prior to the bell for the next class.

King Career Center students who arrive prior to fourth period must wait on the bench outside the discipline/attendance office.

In emergencies or unusual circumstances, a student may request administrative consent to sit on the bench for longer periods of time; however, such permission will not be granted as a regular privilege.

Electronic Devices Cell phones, CD players, iPods and other electronic devices are not permitted from 7:15 a.m. until 2 p.m. with the exception of lunch time. First offense will result in confiscation until the end of the school day. Second and subsequent offenses will result in confiscation until parent retrieves the device. **SERVICE HIGH WILL NOT BE RESPONSIBLE FOR ELECTRONIC DEVICES THAT ARE LOST OR STOLEN.**

Lockers Students will be assigned a hall locker. Once a student has been assigned a specific locker, they may not change lockers unless the change is approved by the Assistant Principal for student services.

For the protection and safety of possessions, students should observe the following suggestions:

1. Keep the locker locked at all times.
2. Do not allow students not assigned to the locker to use the locker or to have knowledge of the combination.
3. Do not store valuable items in the locker.
4. If the lock is lost or damaged, check with security to obtain a replacement lock. Students who lose their locks may purchase additional ones for \$5.00 if the supply of locks is sufficient.

Students are responsible for the condition of their lockers, both inside and outside. Any writing on a student's locker must be removed immediately by the student. Writing on or otherwise damaging lockers will be regarded as vandalism. Posters/pictures advertising the use of alcohol or drugs are not permitted to decorate the locker. Students will be required to remove any objectionable materials.

Students are expected to use prudence and good judgment in other displays in their lockers; the lockers are school property and are thus subject to search without the occupants' consent. However, whenever possible, individual locker searches will be conducted with at least one occupant present.

Plagiarism and Cheating Plagiarism is any attempt to take credit for the work of another person. Cheating is any attempt to procure credit deceptively or unfairly for oneself or for another student.

Plagiarism and cheating will be treated seriously and the sanctions for these offenses will follow disciplinary procedures for false witness/lying in the student section of the handbook.

Student Dress Code Students are not allowed to wear clothing (t-shirts, hats, etc.) that display obscenity, profanity, sexual innuendoes; or pictures that promote or glamorize drugs, tobacco and alcohol or disrupts student learning and/or the educational process. This also includes any garments with pictures of drugs, tobacco, alcohol, or any related paraphernalia. Clothing that allows for indecent exposure is also prohibited. For example: clothing that displays the abdomen/navel, midriff, chest, or that allows underwear to show, sagging of the pants that exposes any under garments to include shorts, boxer, sweats or underwear, etc. Headwear is not permitted indoors. Individuals may request exceptions to this rule for religious reasons.

1st and any subsequent offense may result in any of the following -

- Student will be asked to change clothes (turn t-shirts inside out, remove hats) or cover themselves
- Parent notification (bring a change of clothes)
- Appropriate discipline

Vehicle Registration Policy Driving and parking a vehicle on Service campus is an earned privilege, not a right. All students parking on campus must have a valid parking permit. A parking permit application can be obtained in the Student Services Office in Lower D. Fines and/or discipline can be issued to students who are in violation of the parking permit contract; for unregistered vehicles in the parking lot; parking violations; safety violations; etc. Visitors to campus must obtain a visitor parking permit from the Student Services office in Lower D.

Lost or stolen permits will not be replaced. Continual violations will result in **revocation** of driving privileges on school property and or disciplinary action..

In the event that some offenses are not specifically addressed in this document, the decorum issues discussed herein should serve as guidelines to determine the appropriate sanctions.

