



## *Student Handbook*

All Highland Academy students are required to comply with all of the expectations in the Anchorage School District Student Handbook. In addition to these guidelines, there are expectations that are specific to Highland that are important for all students to understand and adhere to.

### **Before and After School**

*Before School* -- Students are permitted in the building beginning at 7:00 AM. They may enter the school and wait in the Commons for the start of classes at 8:00 AM. Students are not permitted in the hallways during this time.

*After School* -- When the school day ends, students are permitted to remain in the building in any of three places -- The Room of Requirement for after school quiet study, a school sponsored club or activity, or meeting individually with a teacher. The building is open until 3:30 PM at which time all students must leave for the day.

### **Lunch**

*Lunch expectations* -- Food is permitted ONLY in the Commons or outside during lunch. Students have the freedom to be in the hallways and the student library area, as well, HOWEVER, food and drinks are not allowed in these two locations.

*Off Campus Lunch* -- Students who are in at least 10th grade, or have completed PSS level 1 and provide prior written approval from their parent/guardian may leave campus at lunch. See the Highland Forms folder in Google Drive for the Off Campus Lunch form.

### **Food/Drink in Classrooms**

*Teacher Discretion* -- Teachers have authority over what, if any, food or drinks are permitted during class time. As a general rule, students should not have energy drinks or be eating their lunch in classrooms.



## **Attire**

Highland Academy students are held to the same standard of attire as other ASD students. Clothing deemed inappropriate for the learning environment includes but is not limited to pajamas, logos that represent controlled substances or weapons, and revealing clothing. Additionally, blankets are not allowed and should not be brought to school.

## **Project Playlists**

The Project Playlist is a tool used at Highland Academy by students who wish to plan activities such as fundraisers, Lock-ins, off-campus activities, and service projects. Forms can be found in the shared *Highland Forms* folder that all students have access to through their Google Drive

All Project Playlists must be approved of by all teachers, and must have a supervising teacher and a supervising administrator.

## **Lock-ins**

Lock-ins are Friday evening events, occurring approximately every other month in which students have the opportunity to enjoy food, music, games, movies, and other activities throughout the school. There is typically a cost associated with attendance and a group such as the PTSO or an advisory which sponsors the Lock-in.

*Behavior* -- All regular school expectations regarding behavior apply to Lock-ins.

*Guests* -- Students are permitted to bring a guest to Lock-ins but must have a signed form completed at least 2 days prior to the Lock-in. These forms can be found in the Google drive shared forms folder.



## Technology Use

All students have an @highlandtech.org Google account. Use of this account is monitored by Highland administration. Email activity must be reserved for school related communications. Teachers communicate with students through this account on a regular basis. All student related forms can be found in the Highland Forms folder in Google Drive. Email or see Ms. Johnson or Dr. Shapiro for help with your Google account. Students (and parents) also have an Empower account, which is our grading system. Empower should be accessed regularly.

## Phone Use

Students are welcome to use the telephone at the front office to communicate with parents at appropriate times. Personal cell phones should be silenced and kept out of sight during instructional time *unless otherwise directed by the teacher*. Students will be allowed to use cell phones/electronic devices during instructional time **for academic purposes only and with prior teacher approval**. Students who have continual difficulty complying with this policy will be referred to an administrator and an individual plan will be developed.

## Guidelines for Elective Courses at Highland Academy

Elective courses such as P.E., Spanish, and Yearbook are intended to provide high school students opportunities to earn the 2.5 elective credits needed beyond PSS and CCP in order to graduate from Highland Academy.

Certain courses, such as Speech & Debate and Book Club, offer students a language arts elective option in lieu of completing Level 6 Language Arts.

While students have a choice in which electives they choose, once an elective is chosen certain guidelines apply:

1. Elective courses are assessed like traditional courses with letter grades. For high school students, these letter grades will appear on your transcript, even if the course is failed. These grades count toward a student's GPA (grade point average).



2. Elective courses cannot be changed or dropped past the end of the THIRD WEEK of the semester. During that three week period, classes can only be changed with the consent of the teacher whose class is being dropped

and the teacher whose class is being picked up. After the third week of the semester, elective classes CANNOT BE CHANGED.

3. Elective courses are completely **time-bound**. Work assigned must be completed within course guidelines in order to be assessed and reported in a given semester.
4. High school credit earning electives may also allow students to earn standards in another content at teacher discretion.
5. While middle school students typically do not earn credit for electives, they may, at the teacher's discretion, earn standards, and their grades may be reported on their transcript.
6. Students who take elective classes to be substituted for core class credit (ie. Children's Literature for Language Arts 6) must earn a minimum grade of "D" in order to earn credit for the course.

## **APEX/iSchool Guidelines**

Highland Academy Charter School has its own unique curriculum based on the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS). Our curriculum and academic structure, a competency based learning model, strive for proficiency in learning targets for all students. The more traditional Carnegie Units measurement of APEX and iSchool do not follow this model.

We do recognize, however, that certain unique circumstances occur which necessitate the acceptance or use of APEX/iSchool for some high school



students. The following is meant to be a guideline for advisors, students, parents, and administrators, for the use of APEX/iSchool at Highland Academy.

APEX/iSchool should never be used to replace a core content class taught at Highland unless:

- A student is behind in earning credit and wishes to take a class during the summer
- A student wishes to accelerate his/her progress toward graduation and wishes to take a class during the summer
- A senior is behind in earning credit and an APEX class during his/her senior year will allow him/her to meet a chronological graduation goal
- A student has met the Algebra I requirement for ASD/Highland graduation, has completed Level 4 math, requires an additional math credit, and post-graduation plans do not require Level 5 math or higher
- Unique circumstances approved by a Highland administrator

All APEX/iSchool classes must have the signed approval of the following:

- Student
- Parent
- Advisor
- Administrator

A request form can be found in the Highland Forms folder in Google Drive.