

SAVE High School Handbook



SAVE High School
410 East 56th Avenue
Anchorage, Alaska 99518-1244
(907) 742-1250



Anchorage School District
Educating All Students for Success in Life

Anchorage School District

Educating All Students for Success in Life



Table of Contents

Introduction	1
Philosophy	2
Entrance procedures	3
SAVE program policies	5
Academic performance	7
Vocational requirement	9
Behavior requirements/student decorum	11

Statement of Non-Discrimination

As a conciliation with the Office of Civil Rights, the following statement must be included in all ASD publications, including student handbooks, administrative manuals, parent documents and other District publications.

8/2005; 7/2009; Revised 06/2010

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability, and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity or service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State and Municipal agencies.

Inquiries or complaints may be addressed to the District's Equal Employment Opportunity Director, who also serves as the Title IX Coordinator, ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135 (907) 742-4132 or to any of the following external agencies: Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Director of the Office for Civil Rights, Department of Education, Department of Health and Human Services.



SAVE program, they may not enroll in another ASD school/program until the beginning of the next semester. They will be deactivated from the ASD student records system and will no longer be a current ASD student. Students withdrawn for behavioral issues are restricted from any ASD school campuses and activities. A phone call, in addition to a school withdrawal letter is sent to the parent/guardian.



Introduction

The Specialized Academic Vocational Educational (SAVE) High School is an alternative high school in the Anchorage School District (ASD) that combines academic curriculum and vocational experience training. The program meets the requirements for high school graduation from the ASD. Each school day includes attending academic classes and either working a job in the community, or receiving vocational training at the King Career Center (KCC).

SAVE coursework is tailored to the individual needs of students. Performance goals are set for each student within the guidelines of the program.

SAVE is designed to admit students throughout the entire school year. Students are enrolled and withdrawn based on individual needs and criterion.

SAVE is fully accredited by the Northwest Association of Schools and Colleges. The school accepts students from anywhere in the district, but primarily works with students from Dimond, Service, South and West high schools.

SAVE High School is located at 410 E. 56th Ave., Anchorage, Alaska.



Philosophy

The SAVE philosophy is to enhance student learning and success through individualized academic programs and vocational training. We believe that each student has the potential to earn a high school diploma and be a productive member of our community.

Program goals

To provide:

- an alternative educational setting for students who need to recover credit
- an academic and vocational environment that promotes individual responsibility and good citizenship
- the opportunity to build employment skills while earning academic credit
- guidelines for positive student decorum
- a student/teacher classroom ratio of 18-to-1
- a limited student body enrollment not to exceed 250 students
- asset building activities designed to promote personal growth and positive interpersonal relationships

The SAVE student will:

- maintain good attendance by adhering to the SAVE attendance policy
- earn academic credit by completion of individualized assignment contracts. demonstrate a minimum monthly amount of earned career education credit by completion of verified on-the-job work hours or vocational educational training (KCC)
- consistently demonstrate positive attitudes and actions through acceptable social skills in accordance with established SAVE and Anchorage School District guidelines
- demonstrate eligibility for a high school diploma by verified completion of Anchorage School District graduation requirements and by passing all the components of the High School Graduation Qualifying Exam (HSGQE)



Behavior Requirements/Student Decorum

In addition to the policies explained in the Anchorage School District's "Student Rights and Responsibilities Statement," SAVE students agree to further guidelines pertaining to student discipline and conduct. SAVE students are withdrawn from school for a minimum of 45 (forty-five) school days if there is:

- Any participation in a fight during the school or work day
- Any evidence that the student has been stealing at school or work
- Repeated problems with lack of cooperation, class disruption, cheating, use of abusive language, use of tobacco, wearing of clothes advocating drugs/alcohol, wearing of clothes that are disruptive to the educational process or problems with trespassing at other schools
- Behaviors that demonstrates racism, anti-Semitism, and/or bigotry
- Behavior that demonstrates sexual harassment
- Behavior that demonstrates gang-related activity/apparel

Hearings

The SAVE hearing committee is an impartial board to which students may appeal. The committee is composed of three faculty members. If students are noncompliant with the program policies regarding attendance, ratings, vocational requirements, or student decorum, they may use this process. It is the responsibility of the committee to decide whether the student in question may remain in the regular program. There is an established outline procedure that is reviewed with the student prior to the hearing.

Withdrawal

When students are withdrawn from the SAVE program, they are released from school for forty-five (45) school days and must complete certain requirements to re-enter. Students may only re-enter the SAVE program after completion of the above. When a student applies for re-entry, they must meet with the principal and counselor before they're allowed to attend classes. When students are withdrawn from the



limited time to obtain employment. An unemployed student will have two weeks to look for a job of their choice. If the student has not found a job at the end of this job search period, the student may be withdrawn from the program. Any subsequent violations may result in a forty-five day (45) release from the SAVE program. If a student is terminated from three jobs in a school year, he/she will be recommended for withdrawal from SAVE.



Entrance Procedures

Eligibility

To be considered for admittance, the student applicant must be at least 16 years old or in 11th grade with a minimum of 6 credits. They must meet at least two of the following conditions:

- Behind by more than one semester of school.
- Grade failure in regular school to the extent that graduation on schedule is impossible.

Paperwork

All applicants must present a completed SAVE application form referred from any Anchorage School District high school with a copy of the transcript and health records attached (the applicant must also include a copy of their IEP if they received Special Education services).

Orientation

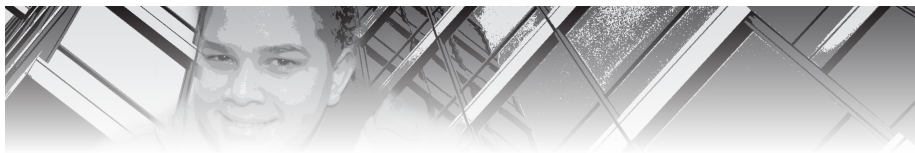
There is a mandatory orientation for students and parents/guardians. The principal will explain the SAVE program policies during the orientation.

Intake interview

A SAVE staff member will conduct the intake interview. The staff member will interview the applicant and review the referral and past academic and attendance records to determine the applicant's placement. At the conclusion of the interview, the staff member will recommend to accept or reject the applicant. In the event the staff member is undecided about the student's admittance, the applicant is referred to the principal for a decision. A student who has been denied admission may appeal to the principal.

Class schedule

The student is assigned classes according to academic need, work schedule, and teacher class load.



Testing

Diagnostic and placement tests in math and reading are administered to all incoming students. Test results determine the student's learning level and help identify strengths and specific problems. Test results assist the staff in planning the student's individualized curriculum.



Vocational Requirement

Work experience is 50 percent of the student's required SAVE school program. The SAVE staff operates a three-part vocation educational system, which includes career guidance, job placement and job evaluation follow-up. SAVE job coordinators act as a liaison between the business community and the school. SAVE serves the needs of the student by utilizing job placement techniques and maintaining continuous contact with the student and his/her employer. All job sites must be approved through the job coordinator.

On-site job evaluations for students are conducted every two to three weeks by the job coordinator. The employer completes the evaluation form regarding student progress and returns it to the job coordinator. The job coordinator and the student discuss the evaluation, and it becomes part of the student's work record. In addition to helping the students find a job, the job coordinators spend time and effort to develop new job sites in addition to maintaining current job sites. The job is an extension of SAVE High School; therefore, SAVE rules and regulations apply on the job site as well as at school. Students must turn in their check stubs to the job coordinators at least once a month. It is the responsibility of the student to record these job hours.

Work experience credit is issued in accordance with the State of Alaska guidelines; i.e., 225 verified hours on the job equals one work experience credit. Verification of hours worked on the job is documented through student pay stubs. A King Career Center class may be taken in lieu of a job. If the class is completed successfully, the student will receive one and one-half (1.5) credits.

If a student requests academic credit to be used for work experience elective credit, a conference is recommended with the student, sponsor, academic teacher, job coordinator and principal. A mutual agreement with all individuals must be made prior to a student being enrolled in additional academic classes utilized for this purpose. These decisions are based on individual circumstances and after all academic requirements are complete.

If a student is terminated or quits a job without proper notice or stops attending King Career Center for any reason, he/she will go on vocational probation for the remainder of the school year. Under vocational probation, the student will have a



A SAVE Contract will include the following:

- the amount of credit hours that can be earned.
- the academic work that is to be completed.
- the method that will be used to evaluate the work.
- the student's signature indicating agreement and understanding.

Contracts are designed to meet individual needs of students. The student's academic skill level ability is considered in the contract requirements. Contracts are in effect until completed or voided. Forty-five (45) earned credit hours equal one quarter (.25) academic credit.

Graduation

A student must complete the number of credits required by the Anchorage School District and have passed all the required components of the HSGQE in order to graduate from the SAVE High School program.

When a student completes the ASD and HSGQE graduation requirements, the student is allowed to leave the school program for the remainder of the year and is considered an official graduate. Diplomas are not issued prior to the graduation ceremony.



SAVE Program Policies

Attendance

Absences: Ten (10) absences are allowed per semester. This will be pro-rated for students entering anytime after the beginning of the semester. When a student has used all their absences, the principal will schedule a conference with the student. The student will be withdrawn from SAVE for 45 school days. A student may appeal their withdrawal for absences.

Tardies: A tardy will be marked for students late to class. Ten tardies per semester in any one class may result in withdrawal from that class. If a student is withdrawn from an individual class, he/she may not schedule another class for 25 school days.

Truancy: If a student leaves school and/or misses a class without appropriate notification, a truancy (absence) will be charged to the student. Students will conference with security and the principal for any truancy.

Passes

Blue pass: A blue pass is a request by the student to leave school during the scheduled class time. It will be issued after the student's parent/guardian has contacted the school. Blue passes are given for reasons such as medical appointments, court dates, illness at school, etc. An absence will be charged to the student for using a blue pass.

Work pass: A work pass is to be used if a student is needed at work and cannot attend school. They are given at the discretion of the job coordinator after verification from the employer. If it appears that the student's job is interfering with school on a regular basis, the job coordinator will hold a conference with the employer and the student. Five work passes may be issued per semester. Work passes do not count as absences.

Prearranged absence: A prearranged absence can only be obtained for a student through a personal conference with the student, parent, sponsor (homeroom) teacher and principal.



Prearranged absences are given based on individual circumstances. *These absences are counted against the fifteen (15) allowable absences.* Each request is reviewed individually.

After-school Program

The after-school program (ASP) is a possible option for students before they are withdrawn from the SAVE program. Students may be recommended for the ASP by the appeal committee or the principal. A student can be placed in the ASP for attendance or ratings problems. The ASP provides students an opportunity to re-establish their commitment to the SAVE program.

CHARGE (Changing Habits And Ratings Gradually Everyday)

Students will be given an opportunity to make up some tardies or absences through the CHARGE program. The CHARGE program requires students to attend a 45-minute study hall for every class absence. The CHARGE would then be marked and used to offset any recorded absence.



Academic Performance

Rating system

The rating system is a monthly evaluation of the student's academic progress in each class at SAVE. The rating system designates the minimum amount of credit hours of academic work students earn through the individualized contract system. 90 academic credit hours are required to remain in good standing. Students completing less than the required monthly credit hours are placed on academic probation for the remainder of the school year. A school letter reporting this action is mailed to the parent/guardian. If a student is placed on academic probation, the student must make a minimum of 120 academic credit hours the following month. If the student fails to meet this requirement they will conference with the principal about their options. A student not making their second month of ratings will be withdrawn from the SAVE program for forty-five (45) school days. They may appeal to a hearing committee if they would like to stay in the program.

Removal from individual classes

If a student is not performing in an individual class, the teacher may recommend removal from the class for non-productivity. A student may not enroll in another class for 25 school days. If a student is removed from an individual class for discipline reasons, a conference is required with the academic teacher, job coordinator, student, and principal. The principal will determine the disciplinary action taken.

Mid-month removal

Each teacher will monitor the student's progress at mid-month. It is recommended that a student have a minimum of 15 hours of credit (or 20 hours of credit if on probation) to remain in each class at mid month. A teacher may recommend that a student be withdrawn from a class for non-productivity if he/she does not meet these requirements.

The Contract System

All classroom credit is earned through the contract system. A contract is work assigned to the student by the teacher, designating the academic work to be completed for a specified amount of credit hours.