

# Service High School Guidelines

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### **Welcome to Robert Service High School!**

*I am excited to welcome you back for the 2018-2019 school year, and I extend a special welcome to our new freshman class.*

*At Service High School, you are part of a tradition of academic excellence. Service graduates achieve the highest levels of success in all they pursue, and they are also prepared to meet the inevitable challenges on the paths to achieving their future goals.*

*At Service, you are also part of a family. The hallmark of Service is our culture of inclusiveness. Each of you brings something special to Service. Each of you is valued and important to our community.*

*I encourage you to take part in the many opportunities at Service, from outstanding athletic teams to clubs, activities to community service. No matter what you choose, try something new! Our community is stronger and richer with you and your contributions.*

*I am honored and proud to be the principal at Robert Service High School. I look forward to getting to know you and to a wonderful school year. Go Mighty Cougars!*

*Frank Hauser, Principal*



### **ADMINISTRATIVE STAFF**

Mr. Frank Hauser, Principal  
Imtiaz Azzam, Assistant Principal, Curriculum  
Jim Bell, Assistant Principal, Activities  
Holly Morris, Assistant Principal, Freshman Academy/ Student Services

## 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.

Anime Club	HOSA	Poly Club
Battle of the Books	Japanese Club Key Club	Spanish Club
Bike Club	Multicultural Club	Spoken Word
DECA	National Honor Society	Student Government
Drama Club	Native Culture Club	
German Club	NJROTC	
GSA Club	Partners Club	

### Interscholastic Athletics

The following interscholastic athletic programs are available:

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

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 school events.**

### Dances

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

1. Only Service High students and pre-approved guests will be allowed to attend. Pre-approved guests must present a valid ID. Guest passes may be obtained from the Activities Office and must be submitted prior to the submission deadline. There is a limit of one guest per Service student. No more than 100 guest passes will be issued for each dance.
2. Identification as a Service High student must be acknowledged by a student ID.
3. Admissions will be collected at the main entrance. Students may not return to the dance after leaving the building for any reason.

### Daily Bulletin

The Daily Bulletin will be read each day during the first 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 noon on the day preceding the day the announcement is to be made.

## SERVICE HIGH

## 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. Applications are available in the Curriculum Office.
- c) Aide positions will be available only to students with satisfactory academic, attendance, and behavior records. Students first MUST have approval from a teacher/staff member.
- 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.**

### AP Capstone

Service High is one of the first schools in Alaska to offer the Advanced Placement Capstone Diploma and recognition of Advanced Placement Scholar Awards. AP Capstone is a College Board program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges.

Students wishing to pursue the AP Capstone diploma will need to successfully complete a course study to include AP Research + AP Seminar + 4 additional AP courses.

AP International Diploma requires an AP English Lang or Lit + AP Foreign Language + AP Global Perspective Course + AP Science or Math + 1 additional AP course.

### German Immersion Program

Service houses the German Immersion Program that begins at Rilke Schule and concludes at Service.

### Health Office

The Health Office is staffed by a registered nurse and 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. Medications taken over a period longer than 2 weeks will need physician and parent signatures. 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. 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, 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 valid 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.

### **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 up to 10 days after the start of each semester. Forms are available in the counseling center.

## **Service Academies**

### **Freshman Academy**

Freshman Academy fosters a community designed to support the transition from middle school to high school. Integral to this transition is a focus on Social Emotional Learning and mentoring.

Freshman students attend core classes and have their school lockers in the same academic wing. An administrator, counselor and safety/security are assigned to the Freshman Academy in addition to the Freshman Academy teaching staff. All levels of curriculum are offered in Freshman Academy, including Honors English and Social Studies, AP Human Geography, as well as advanced math and sciences. English and Social Studies classes are teamed together.

### **The Seminar School**

TSS curriculum is built upon the consideration of classical texts and the Socratic Seminar process. TSS focuses on reading comprehension,

rigorous writing, articulation of ideas, and critical thinking.

The primary classes for TSS are English and Social Studies. Students may receive AP Lang credit junior year of TSS, and may opt to take AP History or AP Economic courses. Students in TSS are primarily scheduled in math and science courses with other TSS students and TSS teachers.

TSS students may also be in BCA or the Leadership Academy.

### **Biomedical Career Academy**

BCA aims to provide an exceptional education allowing face to face contact with health professionals, learn essential study skills, and participate in hands on health courses. Students are active participants in Health Occupation Students of America.

BCA consists of four additional science courses taken as electives: Principles of Biomedical Science, Human Body Systems, Biomedical Innovations, and Medical Interventions.

Core courses freshman year are taken as part of either Freshman Academy or Seminar.

### **Leadership Academy**

Honor, Courage, and Commitment are the cornerstones of the SHS Naval JROTC program.

Leadership students are cadets enrolled in the Naval JROTC elective. Leadership students take the majority of their core classes with other leadership students. Core courses freshman year are taken as part of either Freshman Academy or Seminar. Cadets in “Cougar Company” are proud of their support and commitment to school and community, and strive to stay active in service projects that make Service a welcoming environment.

## **Student Services**

### **Academic Honor Code**

Academic honesty is required at all times. Dishonesty in any form, including cheating, copying, telling answers, plagiarism (taking credit for work of others), copyright violations, false authorship, and theft or pre-examination of tests, is forbidden. Sanctions may include classroom-level discipline by the teacher (such as zero credit for the test or assignment, requirement to resubmit work, parent conference) or by an administrator (such as withdrawal/failing from the class, suspension from school, community service, required parent conference) or other appropriate discipline by school personnel.

### **Back Packs**

All back packs, gym bags, tote bags, fanny packs, large purses, etc. must remain in students’ hall lockers from their arrival time until students leave the building. Students arriving late to school must bring their bags to their lockers immediately after checking into school at the office. Drawstring bags and small purses less than 8" x 10" in size are allowed. Students who do not comply with the book bag rule may be subject to confiscation, parent pick up, work details or suspension.

### **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**

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 for trespassing. 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:

- Wednesday School 2:10 to 4 p.m. each Wednesday
- In-school suspension
- Lunch Detention

### **Wednesday School**

Wednesday School is held from 2:10 to 4 p.m. each Wednesday, under the supervision of a member of Service staff. Students are expected to do schoolwork for the entire 2 hours, and therefore they need to bring 2 full hours of school work. No sleeping, talking, or electronic devices are allowed. Students failing to serve Wednesday school will receive a one-day in-school suspension the following school day.

### **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 probation. 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 probation 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 9 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. 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. Attendance will be reflected in Parent/Student Connect.

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 (per semester) will result in the following actions:

**1st & 2nd Tardy:** Teacher intervention

**3rd Tardy:** Teacher refers student to discipline office. Student receives Wednesday School. Failure to show will result in one-day in-school suspension the following school day.

**6th Tardy:** Teacher refers student to discipline office. Student receives one-day in-school suspension. Failure to show will result in additional sanctions.

**9th Tardy:** Teacher refers student to discipline office. Student receives two days in-school suspensions. 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) Wednesday School

**2nd Truancy** – One (1) in-school suspension

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

**4th Truancy** – 1–5 days in-school suspension and parent conference.

Any additional truancies may result in withdraw/failure.

### **Hall Passes**

Students who are in the hall, during class time, without a pass may be determined to be truant.

### **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 one of numerous trash receptacles. Students littering the buildings or grounds will be assigned community service.

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. If they need to wait to catch a bus, they must wait outside the discipline/attendance office. Students who arrive a few minutes early for their first class must also wait there 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 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 Communication Devices**

Electronic devices are not permitted from 7:30 a.m. until 2 p.m. with the exception of passing time and 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. Second or subsequent offenses may be considered Cell Phone/E.C.D. Misuse and result in disciplinary consequences.

### **SERVICE HIGH WILL NOT BE RESPONSIBLE FOR ELECTRONIC DEVICES THAT ARE LOST OR STOLEN.**

### **Lockers**

### **SERVICE HIGH**

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.

### **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 policy 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.

### **First 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 will 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.

*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.*