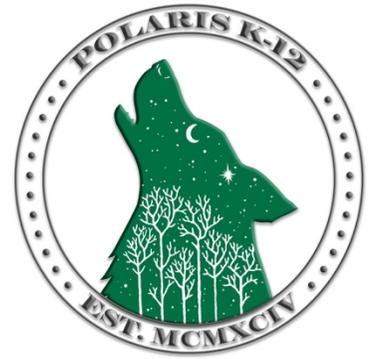


POLARIS K-12 SCHOOL GUIDEBOOK



Mission Statement

Polaris K-12 has an evolving program that creates an environment challenging students, teachers, and parents to personal excellence, lifelong learning, and ethical responsibility to self, community, and the world.

Belief Statements

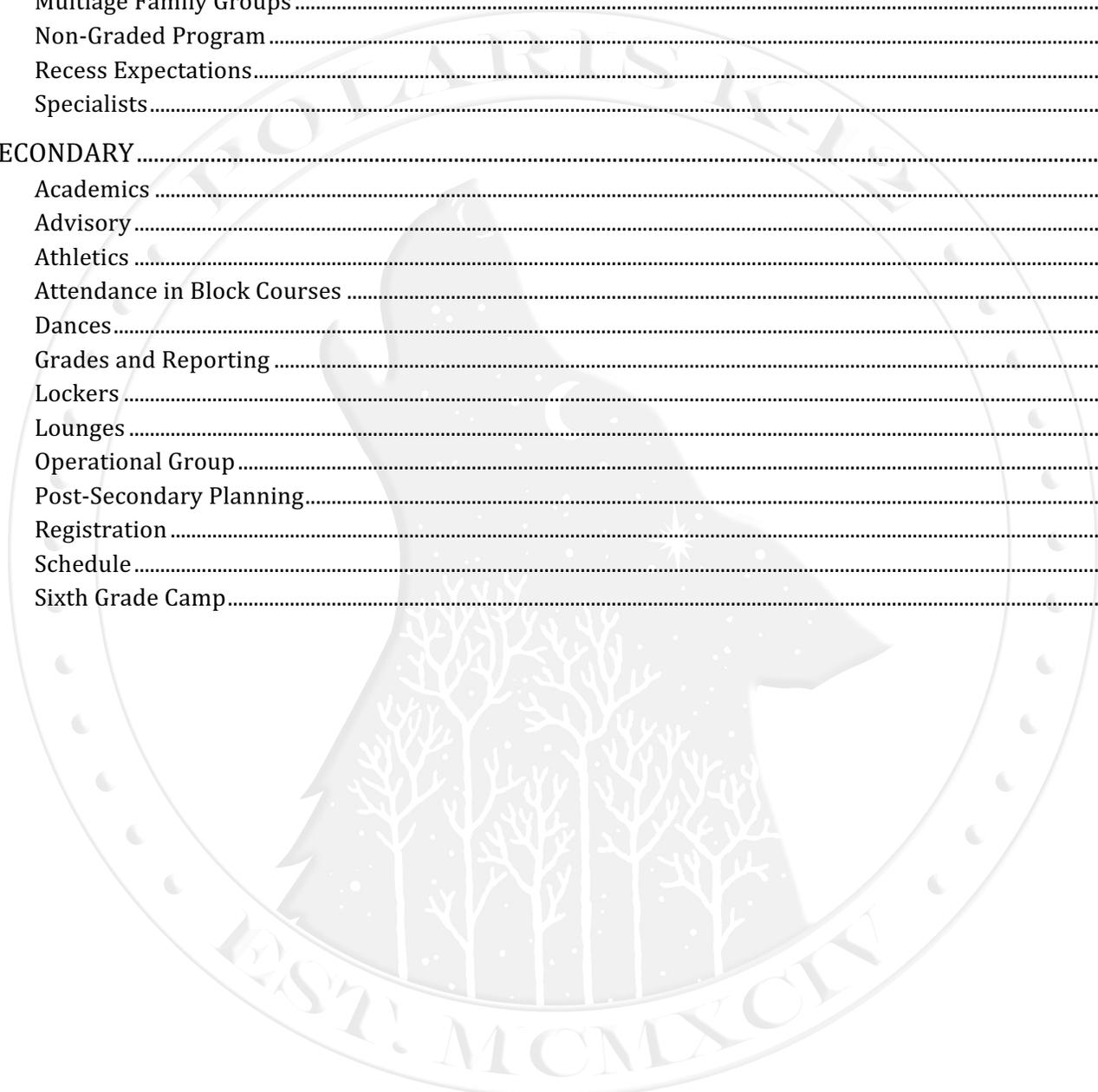
- Polaris is a community of learners including students, staff, and parents.
- Learning for life happens when students are engaged in authentic and meaningful experiences.
- Learning takes place in a variety of settings in addition to the classroom.
- Students have the freedom and responsibility to create their own unique educational options.
- Students who are intrinsically motivated to learn lead more fulfilling lives.
- Students become independent, lifelong learners by taking an active role in educational decisions and in the governance of their school.
- Community members encourage and model excellence.
- Community members foster relationships which respect and honor self, community, and world.
- Positive, caring relationships between community members support the learning process.
- Community input regarding Polaris policies is valued and expected.
- Teachers guide students' academic choices by providing developmentally appropriate learning activities.
- Varied teaching methods accommodate diverse learning styles.
- Everyone is a teacher.

Leading the Pack!

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School of Choice

The Anchorage School District has a number of special purpose programs for students with distinct interests and needs. Polaris is a school of choice within the ASD. Individualization is emphasized and students earn credits and meet district requirements in a variety of ways. Our program is characterized by curricular innovation along with basic skills development in multi-age classrooms. We encourage interested secondary applicants to think about the degree of responsibility and involvement they desire. It is also important for potential students to consider their interest in attending a school with both elementary and secondary students.

Polaris Program

Polaris K-12 School is Anchorage's only school to have all grade levels from kindergarten to the senior year of high school. This allows for an integrated curriculum and multi-age group learning based on student interests, needs, and developmental levels. As an ASD alternative program, we differ in educational philosophy, grade level organization, student evaluation, curriculum, instructional methods, and student involvement. This optional program is for students, parents/guardians and teachers who want an emphasis on self-directed learning and active participation in community. Parental participation is recognized as an important part of a student's learning.

Instructional methods focus on experiential learning. In practice, this means extensive use of manipulative teaching materials, forming and testing hypotheses, numerous field trips and classroom visits by a variety of resource persons. Students are participants in creating a rigorous curriculum that exposes them to 21st century skills, learning traditional academic standards, developing civic responsibilities and policies,

while also meeting their personal educational interests.

While not every student enters our program with a desire to be politically, academically, and socially involved in all aspects of our community, that is our goal for our students. Parental participation is recognized as an important part of a student's learning.

Generally, students who do well are:

- compassionate and empathetic to the feelings and needs of others;
- able to set goals and find ways to attain them;
- able to take responsibility for their learning;
- creative;
- Self-disciplined and determined;
- able to recognize and build on personal strengths, and learn anything they want to learn.

ASD Lottery Process

Lotteries are held two times each year: during the last week of March and the week prior to registration in the fall.

In order to participate in a school or program outside of your child's neighborhood school, an application must be submitted. ASD's online system allows parents/guardians to easily apply to the desired school or program. If your child is currently attending a school/program as a result of a lottery or zone exemption placement, a new application is not necessary for that school each year. Your child may continue attending until aging out of the school/program.

Parents log into the system where they can apply to multiple schools or programs for each school-age child and check the status of each application. Once the lottery has been run, the wait list

number or acceptance into the school or program is also listed for each application. parents/guardians are notified by email of changes to the application status as well as acceptance into the school or program. The system is accessible from both traditional laptop and desktop computers or mobile devices to apply, check status, and confirm or decline positions.

The system produces randomly selected student lists that have been organized and ranked according to the district's lottery policy. No student shall be denied participation because of a learning disability, handicapping condition or special need. Lottery procedures are determined by school board policy 322.3.

Polaris Application Process

When a seat is offered to your student through the ASD lottery process, students in grades four through twelve must also complete an enrollment packet and participate in an enrollment meeting prior to attending Polaris. The information can be found on the Polaris website.

School Hours

Elementary: 8:15 a.m. - 3:00 p.m.
Secondary: 8:15 a.m. - 2:45 p.m.
Secondary Intensives: 8:15 a.m. - 2:00 p.m.
The front door opens at 7:20 a.m. The school closes at 4:00 p.m. and all students must be off campus by this time. There is no supervision outside of these hours.

Elementary classrooms open at 8:10 a.m. Elementary students who arrive before this time should report to the gym, library, or art room. After school, students should go to the lobby or wait out front for their ride. There is no after school supervision on the playground. An after school program is available through Camp Fire.

School Tours

School tours are typically conducted between January and March. Call the front office for details: (907) 742-8700.

GENERAL INFORMATION

Advisory Board

The purpose of the Polaris Advisory Board is to review, recommend, and establish policies concerning issues affecting the Polaris community, consistent with the Polaris Mission Statement. The Advisory Board is comprised of the three stakeholder groups: students (Operational Group), administration/staff, and parents/guardians (Parent Forum).

All School Communications

As a school community, we make every effort to communicate efficiently while reducing paper waste. The best source for current information and upcoming events is the school's website polaris.asdk12.org. You are encouraged to bookmark this site and check it regularly. Students and families are also encouraged to download the ASD app for smart devices. Families will also receive a Wolf Weekly newsletter update via email. If you are not receiving those emails once school starts, please contact the front office at (907) 742-8700.

Assessment

At Polaris K-12, student growth is continuously measured through an interactive digital portfolio platform that is presented bi-annually. Polaris students are uniquely responsible for the direction and evaluation of their own learning through the process of building their portfolio.

In addition, Polaris students participate in a variety of classroom assessments, as well as, district and state testing.

Attendance

Attendance is key to learning and crucial to the academic success of every student. Polaris curricula involves lab, project-based, and seminar experiences which cannot be replicated. Make-up work may not reflect this classwork missed. Secondary students are responsible for working with teachers to discuss any make-up work. Polaris secondary students take classes in a block format, and one missed class period is the equivalent of 2 missed days.

The Anchorage School District has defined what constitutes an excused absence from school.

Conditions include:

- Illness
- Death or serious illness in the immediate family
- Participation in a school function
- Attendance at a religious service
- Extenuating circumstances approved by the principal.

Students can miss no more than 17 days of school per year. If a student misses more than 17 days per year (or 9 days per semester) they may be:

- Unable to successfully finish the course.
- Advised to retake the course.

*Note that each one day of Intensives is equivalent to five periods.

Refer to ASD's Student Handbook for additional information. Also refer to *Extended Absences* in this document.

Parents/guardians are responsible for calling the office at 742-8700 by 9:30 a.m. to report their child's absence for that day. Failure to call the office will result in an unexcused absence.

It is important that your child attends school daily but we understand that illnesses occur. If your child will be absent, please call or email Dannielle at mellor_dannielle@asdk12.org. Sometimes students need to leave campus for appointments, etc. In order to maximize learning

time and ensure your child's safety, elementary parents/guardians must come into the office to pick-up their child. Secondary parents/guardians must come to the office or contact the office by telephone prior the expected pick-up time. No student is allowed to wait outside or sign themselves out. Parents/guardians should refrain from texting their child during class as this is a significant disruption to their learning. The office will gladly assist you in contacting your child during the school day.

Promptness to class is expected. Arriving to class late, regardless of how late, is a tardy. Students who are tardy need to go to the office and sign in before going to class. Tardies are entered and tracked. Excessive tardies may result in academic or disciplinary consequences.

Cafeteria

ASD Student Nutrition provides services to all students K-12. Breakfast is served from 7:30-8:00 a.m. Lunch is served daily. Menus and pricing are available on the ASD Student Nutrition website.

<https://www.asdk12.org/studentnutrition/>

Closed Campus

Students are prohibited from leaving the campus during the school day EXCEPT during lunch for grades 9-12. Other exceptions are for students who attend King Career High, have pre-approved late arrival or early dismissal privilege, or who have pre-approved "on-the-job training."

Students who leave campus during class time or passing time are subject to a truancy. Students who need to leave campus during the school day for any reason, must have prior parent/guardian permission. Parents/guardians must contact the office BEFORE the student leaves and a blue pass will be issued for each occurrence by the administration and/or its designee.

Students from other high schools or school-aged students who are out of school are not permitted

to enter the school during regular school hours unless accompanied by an adult.

Community Schools

After school opportunities for students are offered through Community Schools. Adult Polaris community members or students with the assistance of an adult may offer a Community School session between 3:00-4:00 p.m. on school days. Community Schools may also be offered after 4:00 p.m. with staff support. Examples of Community Schools offered include Running Club, Twirling, Glass Mosaics, Perler Beading, Lego Robotics, Unicycling, Basketball, Pokemon, Board Games, Swing Dance Club, Chess Club and Science Club.

Curriculum

Curriculum at Polaris is driven in part by students' individual learning choices, in part by needs that are assessed by the teacher, and in part by the Anchorage School District curriculum. Learning is based on student interests, needs, and developmental levels. As an alternative program, our curriculum and instructional methods may vary from the ASD.

Discipline

Teachers will make every reasonable attempt to redirect students who exhibit behavior problems or disruptive behaviors. This may include conferencing with students, calling the parent/guardian, and implementing behavior modification strategies. If behavioral problems persist, or if a student has a discipline problem severe enough to warrant a referral to the office, safety/security staff will be involved and appropriate action will be taken.

Parents/guardians will be informed of the disciplinary interventions and the actions taken to correct the situation.

We recognize that all students are still learning appropriate behaviors, including how to solve

problems. To further support teachers and children, safety/security staff may work with students to help develop these skills.

Driving and Parking Lot Regulations

During peak drop-off and pick-up times, the parking lot is a busy place with many students and families with small children. Extreme caution and courtesy should be exercised by everyone. Safety is always the highest priority.

- Stop in an appropriate space. Picking up students in lanes of traffic is unsafe and slows down traffic for everyone. Pull forward as far as possible beyond the cones. The pick-up/drop-off lane extends around the building and the back door is unlocked at 7:30 a.m.
- Have as much ready as you can when you pull into the parking lot. Finish conversations and goodbyes early and prepare students to exit your vehicle before you stop.
- The lanes used for drop-off/pick-up are also designated fire lanes. By law, this means no stopping, except to load or unload. They are NOT parking zones. You must remain with your vehicle. Note that the medians are also designated fire lanes and there is no stopping or parking. Parking or leaving a vehicle unattended may result in a fine. If you want/need to have extra time with your child or if you need to get out of the car, PLEASE USE the PARKING LOT.
- When you are ready to pull back into traffic, use your turn signal to alert drivers.
- When exiting the parking lot, please only make a right turn towards Brayton Drive. This helps the flow of traffic with Rilke Schule.
- Have your child use the crosswalk. If they are little, please walk with them across. It is dark during the winter months which

makes it more difficult to see small children walking.

- Please end all cell phone calls prior to entering the lot. Cell phones are a huge distraction and we need your full attention to students walking as well as other drivers.
- The speed limit in the parking lot is five miles per hour.
- Respect the handicap spaces and those families needing to use them.
- All student vehicles must be registered with safety/security staff and have their ASD/Polaris parking permit displayed. Permits can be purchased through Parent Connect or at the front office.

Dress Code

The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the educational setting.

Student attire is primarily a matter of personal preference and family guidelines. However, students' dress may not be disruptive, unsafe, obscene, or promote violence, alcohol, drug or gang involvement. Dress that is disruptive to the educational process is not permitted.

The general dress code policy requirements are outlined in the ASD High School Student Handbook. The Principal or the Principal's designee has the final authority for interpreting whether a student's apparel conforms to the dress code. When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school.

Early Release & Professional Learning Community Days

Approximately once a month, teachers participate in collaborative instructional time. On these days, all classes will end at 11:30AM.

Elementary students may stay for lunch/recess and must be picked up no later than 12:30PM. All elementary and middle school students must have a parent/guardian come into the school to sign them out. High school students may sign themselves out only if there is a completed PLC Day Release on file. Secondary students who remain on campus in the afternoon will participate in enrichment or homework opportunities. Forms are available in the office and must be completed prior to the PLC day. Note that secondary students remaining on campus for the afternoon must also remain on campus for lunch.

Elementary students have an additional early release day each month. Students must be picked up between 11:30 a.m. - 12:30 p.m. Refer to the Polaris calendar for dates.

Extended Absences

Any student who is planning an extended absence (5 or more days) from school for any reason should obtain a Pre-Arranged Absence form from the office and submit at least one week prior to the absence. The form contains additional information regarding make-up work and the impact of an extended absence. Refer to *Attendance*.

Fee Payments

ASD's preferred method of payment for intensive costs and class fees, including field trips, is through Parent Connect using a credit/debit card. Other forms of payment must be made to the office.

Field Trips

One way we provide students with real world experiences is through field trips, especially during intensives. We rely on parents/guardians to provide transportation. ASD requires any parents/guardians driving for a field trip to provide the following to the office at least one day

prior to the trip: a valid driver's license, proof of registration, and proof of insurance that shows coverage amounts that include auto liability insurance in the minimum amount of 100,000 / 300,000 bodily injury and 25,000 property damage.

Habitat

Our schoolyard habitat was purchased with funds raised by our school community and the World Wildlife Fund. This parcel of land is an extension of our campus and allows for an outdoor learning space and a regular vegetable harvest.

Homework

At Polaris K-12, we acknowledge that rote memorization and regurgitation of facts is not paramount to learning. Mastery of subject matter and the ability to manipulate data and show comprehension of concepts is key. Goals for homework include:

- To reinforce classroom instruction
- To develop good work habits, responsibility, self-direction, and organizational skills
- To extend and enrich curricula
- To assess independent work
- To provide parents/guardians with an opportunity to become informed about and involved in the child's learning.

The time allotted to homework should increase gradually from grade to grade. The time limits are guidelines that should remain flexible.

Individual differences among children may be taken

into consideration by parents/guardians and teachers.

Grade Level Suggested Average Per Week:

- Kindergarten: Varies based on weekly assignments
- 1st - 3rd: 0 - 2 hours per week
- 4th - 6th: 0 - 4 hours per week
- 7th - 8th: 0 - 6 hours per week
- 9th - 12th: 0 - 8 hours per week

At Polaris, homework means much more than worksheets. This includes but is not limited to practicing skills, learning to cook, reading with a caregiver, reading alone and real life educational experiences that naturally take place away from school.

Intensives

Intensives at Polaris K-12 offer exciting learning opportunities. Students and staff join together in an intense study of specialized, interest-based curriculum of choice for an extended period of time. Intensives allow students to explore ideas in depth, work on projects in the community, focus on the creation of art, travel, and much more. Elementary and Secondary students often work together during Intensives. Secondary students participate in three intensives: fall, winter, and spring. Elementary students participate in two intensives: winter and spring. Intensives hours: elementary 8:15 a.m. - 3:00 p.m.; secondary 8:15 a.m. - 2:00 p.m. Each intensive has a fee which varies based on the cost of materials, field trips, etc. Need-based scholarships are available to help defray the cost.

Library Services

The Polaris library will be open to scheduled classes and individual students on passes throughout the school day. The library is open 7:30 a.m. to 3:30 p.m. Please check on the door outside of the library for additional hours of operation. Both print and non-print materials are available for students. The library will follow the District and Polaris policies regarding computer use and behavior expectations.

Lost and Found

The Lost and Found is located near the playground doors. Students and parents/guardians are encouraged to check the bins regularly. The Lost and Found bins are cleaned out at the end of every quarter, and any

remaining items are donated to a local charity. Notice will be provided in the Wolf Weekly.

Students who believe they have lost an item or who have found an item should report it to safety/security staff.

Nurse's Office

The health office is staffed by a full time registered nurse, and is open and available to students throughout the school day. Students who become ill or injured must check in with the school nurse and should NOT call home until they have done so. The nurse will contact caregivers if it is decided that the student needs to go home. All parents/guardians should ensure that the school is given a list of current contact information as well as emergency numbers in case parents/guardians are unavailable. All medications prescribed for students during the school day should be delivered to the Health Office in the original Rx container. All medication must be dispensed by the school nurse and will be given only with the appropriate paperwork completed and on file. Students with histories of asthma or serious allergies requiring emergency medicine may carry medication on their person at school with physician and parents/guardians approval and completed Care Plans. All herbal and alternative medications, or medications containing alcohol are not allowed at school.

Parent Forum

Parents and guardians who are involved in their child's school from Kindergarten through High School have students who are more successful in school. All caregivers with a student enrolled at Polaris are automatically a member of Parent Forum. Parents/Guardians are invited and encouraged to attend meetings and contribute their unique set of skills and interests in support of the school community.

Personal Contact Information

Every effort should be made to use district resources to communicate school business. Due to the nature of intensives and off-campus opportunities, teachers, parents/guardians and students sometimes exchange personal contact information (i.e. mobile phone numbers). Personal contact information should ONLY be used for the intended purpose and duration of the event and not abused or shared without prior approval.

Safety/Security

Polaris has one safety/security staff. They have many roles at Polaris, working with students, staff, and parents/guardians to help to maintain a safe school environment. They work with students experiencing behavior challenges in both the elementary and secondary programs. This may include providing support/coaching in learning and practicing social skills, conflict mediation, and giving disciplinary consequences. In addition, safety/security staff, along with parents/guardians, work to keep the parking lot safe.

School Colors and Mascot

Polaris K-12 Schools colors are green and grey. Our mascot is the wolf.

Student-Led Activities (Clubs)

A student-led activity is a meeting of students for a designated purpose wherein the tasks, responsibilities, and other dealings fall to the student members and the student director(s). Students interested in facilitating an activity should refer to the Student-Led Activities Policy.

Student-Led Conferences and Portfolios

Student-Led Conferences at Polaris are unique. Elementary Family Group teachers and Secondary Advisors meet with students and their families twice a year for 30-minutes for student-led conferences with the purpose of documenting and celebrating learning over an extended period of time using student electronic portfolios. This practice empowers students to proactively discuss their academic, social, and emotional growth in his/her own words. Student-Led, Teacher-Supported Conferences invite parents/guardians into the learning environment, helping them better understand the unique developmental needs of their children and provide an opportunity for parents/guardians and teachers to share observations and assessment information.

Student Messages

Emergency messages from parents/guardians will be taken to students during class time. During passing times or lunch, effort will be made to deliver non-emergency messages or items from home that were dropped off at the office (e.g. books, school projects, lunches, etc.).

Teacher Communication

Grade reporting systems serve only as one tool and is a limited window into the classroom. It does not replace effective communication between student, teacher, and parents/guardians. Self-advocacy is a life skill. Please encourage your child to have an open dialogue with their teacher. As parents/guardians, if you have any further questions or concerns throughout the year, please don't hesitate to make contact with your child's teacher either through email or setting up a time to meet in person.

To help keep families informed, teachers may use e-mail or web sites. Elementary teachers send

home a bi-weekly newsletter. Secondary teachers send class updates monthly.

Technology and Personal Electronics

Polaris embraces the use of technology to enhance and expand learning. Along with ASD, Polaris encourages students to bring a personal electronic device to school daily to use as a learning tool. Phones and electronic devices may ONLY be used in class when appropriate for school purposes as directed by the classroom teacher. Students will abide by the Anchorage School District Internet Guidelines, the Student Internet User Agreement Form, and the Internet and Electronic Communication Guidelines. Inappropriate use of electronics, school owned or privately owned, will result in may result in disciplinary action in accordance with the ASD student handbook.

All students should silence and put away their devices before entering the building in the mornings. Secondary students may retrieve their devices at lunch for personal use. They should again be silenced and put away before the start of afternoon classes and retrieved again at the end of the school day. Students needing to use their device for educational purposes may ask a teacher for permission and an appropriate space to work.

Students who fail to follow these guidelines will have to relinquish their phone to safety/security staff and will be given progressive discipline consequences.

We encourage parents and guardians to 'be present' with their child and model this same behavior by putting your phones away when entering the building.

Telephones

Phones are available in classrooms and in the office for students to call home for school business only.

Visitors

Parents/guardians are welcome at Polaris, as are other adults who have legitimate school business. All visitors must check in with the front desk upon entering the building. Students from other high schools or school-aged students who are out of school are not permitted to enter the school during regular school hours unless accompanied by an adult.

Yearbook

Students will have the opportunity to pre-purchase yearbooks between August and February. Purchase early to get the best price. The yearbooks usually arrive back at the school in early May for distribution. It is recommended that students retain their receipt to ensure proof of purchase when the yearbooks are distributed. Only a limited number of yearbooks will be produced so students and families are encouraged to pre-purchase.

ELEMENTARY

Before and After School Care

Classrooms open at 8:10 a.m. Students who arrive before this time should report to the gym, library, art room, or breakfast in the cafeteria. When school ends at 3:00 p.m., students not picked up from their classroom, should go to the lobby or wait out front for their ride. There is no after school supervision on the playground. Students are not allowed on the playground after school without the supervision of a parent. Camp Fire services are available for after school care. Parents can contact Camp Fire Alaska for more information.

Elementary Behavior

Teachers will make every reasonable attempt to redirect students who exhibit behavior problems or disruptive behaviors. This may include conferencing with students, calling the parent/guardian, and implementing behavior modification strategies. If behavioral problems persist, or if a student has a discipline problem severe enough to warrant a referral to the office, safety/security staff will be involved and appropriate action will be taken. Parents/guardians will be informed of the disciplinary interventions and the actions taken to correct the situation.

We recognize that elementary students are still learning appropriate behaviors, including how to solve problems. To further support the family group teacher and your child, safety/security staff may work with students to help develop these skills.

Classroom Supplies

In our K-5 classrooms, teachers purchase communal classroom supplies and request families make a classroom donation to cover the cost. Please see your child's teacher for more information.

K-5 Representatives

Each elementary class has two elected representatives that participate in K-5 Reps, which is the elementary student council. These representatives meet twice a month.

Lunch/Recess Times

K-1 Lunch 11:30 - 11:30

Recess 11:30 - 12:00

2-3 Recess 11:30 - 12:00

Lunch 12:00 - 12:30

4-5 Lunch 11:30 - 12:00

Recess 12:00 - 12:30

On early release days the schedule for all elementary students will be:

Recess 11:30 - 12:00

Lunch 12:00 - 12:30

Multiage Family Groups

Elementary classrooms at Polaris K-12 are multi-aged communities of learners with a wide range of gifts and abilities. Family groups are comprised of two grade levels (K-1, 2-3 or 4-5) and students stay with the same teacher both years. Teachers use developmentally appropriate practice in all decisions by considering the cognitive, physical, social, and emotional development of each child. Students are active participants in their learning and teachers expect and encourage children to learn at their own rate. Curriculum is oriented towards process (rather than product) and uses authentic work and assessments.

Non-Graded Program

In the elementary grades, portfolios are used in place of report cards to celebrate and demonstrate a student's growth in general knowledge, skills and learning processes.

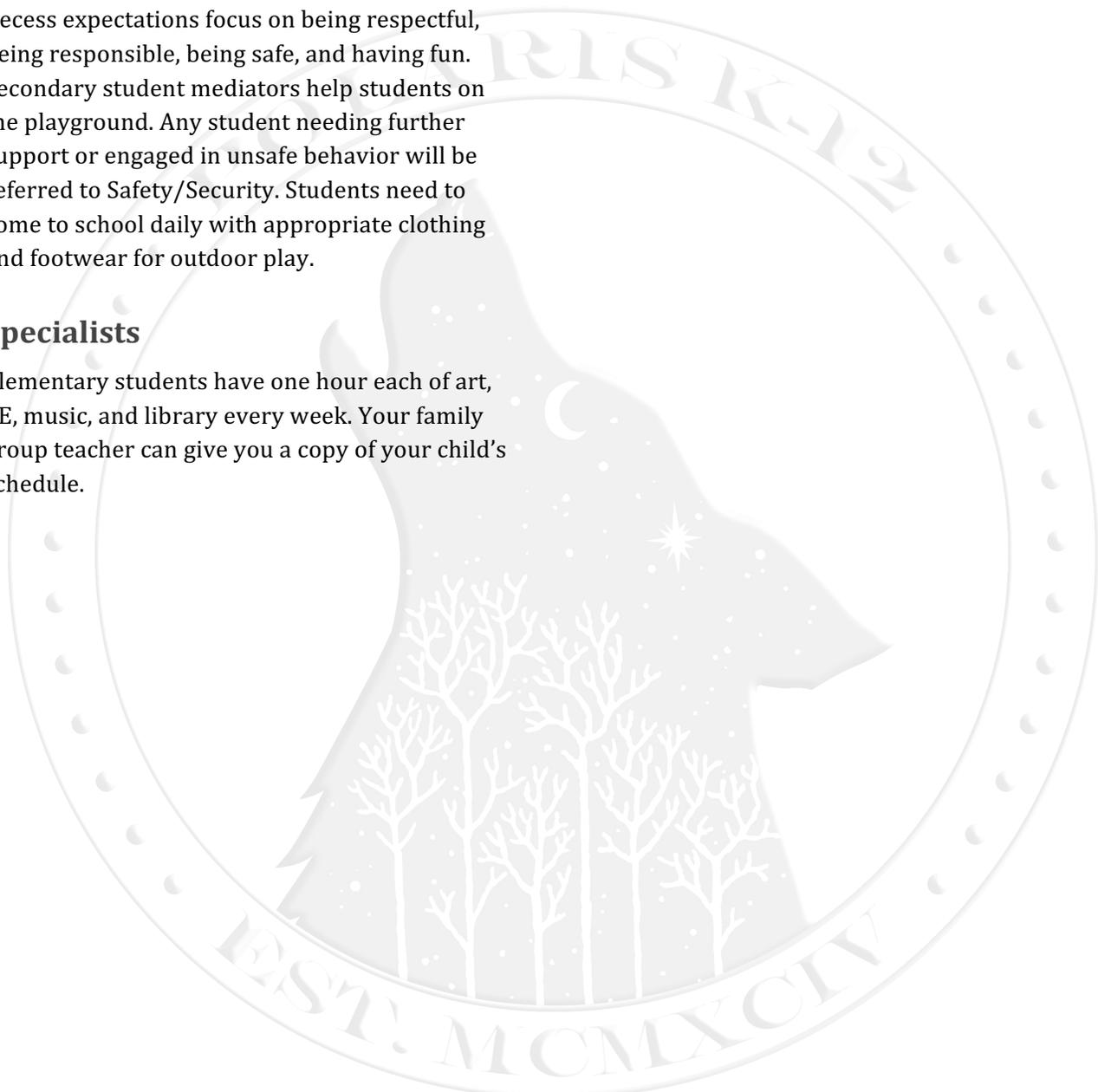
Teachers utilize the Common Core State Standards, as adopted by ASD, to help guide instruction. Students participate in a variety of district, state, and classroom assessments.

Recess Expectations

Recess expectations focus on being respectful, being responsible, being safe, and having fun. Secondary student mediators help students on the playground. Any student needing further support or engaged in unsafe behavior will be referred to Safety/Security. Students need to come to school daily with appropriate clothing and footwear for outdoor play.

Specialists

Elementary students have one hour each of art, PE, music, and library every week. Your family group teacher can give you a copy of your child's schedule.



SECONDARY

Academics

The majority of secondary courses taught at Polaris are taught at an Accelerated/Honors level. Students demonstrating readiness for work beyond the typical courses offered at each grade level may be recommended for higher level courses. High School AP Courses are offered based on student demand, and certain courses may only be available in alternating years. Additionally, there are numerous options for extending learning through Credit by Choice. These include Challenge Courses, Independent Studies, PE Waivers, and Correspondence, as well as others. Students must contact the secondary counselor and complete the Credit by Choice Application before starting coursework. Students are encouraged to discuss opportunities for additional challenge with their teachers, advisor and counselor.

Advisory

Students entering the secondary program are assigned an advisor who works with them throughout their 6-12 years at Polaris. This teacher advises and guides enrollment in specific classes, meets for student-led conferences, supervises and encourages discussion and involvement in the political process of the school, supervises any academic or behavioral contracts, and provides a continuing connection to the school regardless of the classes a student is taking. Detailed information and expectations can be found in the Advisory Framework document available on the website.

Athletics

Polaris students have the option to participate in interscholastic activities at other ASD schools per Alaska Student Activity Association (ASAA) bylaws. Students should work with the school counselor to discuss their options.

Attendance in Block Courses

A unique feature of Polaris K-12 is the block schedule that is used for classes at the secondary level. This, combined with project based and seminar style learning, allows for a student to be involved and engaged in the educational experience. When a student misses a single block class this is equivalent to two days of missed learning. It is vital that your student contacts each of their teachers to discuss the possibility of making up missed work during this absence. Teachers are not always able to provide work in advance of lengthy absences. In these cases, the student will need to coordinate with the teacher while they are gone or immediately following the absence. It must also be understood that these class experiences cannot be replicated and a lengthy absence may affect your child's grade and/or credit earned.

Dances

Polaris Secondary dances are open to grades 6-12 and will be held from 7:00 p.m. - 11:00 p.m. Prom is for grades 9-12 only and may be scheduled to midnight. The dances are for Polaris students. Guest passes may be arranged no later than the Monday prior to a dance through the office. All guests must be pre-approved, accompanied by a Polaris student and present a valid photo ID. There is an approved Dance Policy available on the Polaris website with further details.

Grades and Reporting

ASD's grade reporting system, Q, is a three prong grading and reporting system for students, teachers, and parents/guardians. Each group has their own access to this tool. If you need login information, please see the front office staff.

Secondary student grading and reporting is done through the ASD Q system that

parents/guardians have access to in real time. Secondary instructors regularly update progress.

Secondary students at Polaris receive traditional grades (A-F) and are graded on a semester basis. The grades assigned at the end of the first and second semesters will be the final grades for those classes and will be posted to student transcripts. First and third quarter grades serve as progress reports, although those grades do count toward interscholastic activity eligibility. Progress reports are provided to students who are failing or in jeopardy of failing. parents/guardians are encouraged to check with teachers (by phone or e-mail) to review their students' progress. Any concerns over grades should be initially dealt with by the teacher, student and the student's parent/guardian. If a concern cannot be resolved at that level, it should be addressed by the secondary chairperson.

Lockers

Lockers are provided as a privilege to students and they are responsible for maintenance as well as contents. The school assumes no responsibility for items in the lockers. Locker assignments will be made by safety/security staff. The following guidelines apply to all students:

- Use only the locker assigned to you.
- Do not write anything permanent to the surface of the locker.
- Do not leave valuables in the locker.
- Do not leave open or unwrapped food or beverages in the locker as it may attract pests.
- Be aware that lockers are subject to random searches at any time.

Lounges

Secondary students have the privilege to eat outside of the lunch room in designated lounges. With this privilege comes certain responsibilities. Students are responsible for maintaining a safe, clean lounge area. Be respectful - any inconsiderate, dangerous, or disruptive behavior

may result in disciplinary consequences. Be responsible - be sure to use the trash receptacles and recycling bins and wipe down your area when finished eating. As 6th grade students are transitioning into our secondary program, during 1st semester they must eat in the lunchroom.

Operational Group

Operational Group is the secondary student government at Polaris. Students are represented by elected Operational Group Board Members. Students can run for positions in both the spring and fall. Each Advisory sends at least one student representative to regular meetings throughout the year. Meeting minutes are distributed via the Remind App and are also available on the website.

Post-Secondary Planning

Post-secondary education and career counseling is available through our school counselor. Additional resources can also be found on the Polaris website. Students are further encouraged to enroll in the College Boot Camp Intensive their Junior year. During this intensive, students will extensively research potential colleges, scholarships, post-secondary opportunities, and complete a full portfolio.

Registration

Secondary students register for courses in their Advisory. Students work collaboratively with their parents/guardians, advisor, teachers, school counselor and administration to plan a course of study that meets credit and graduation requirements while considering individual interests, personal pursuits, and post-secondary plans.

Schedule

Polaris offers a Rotating Block Schedule. The schedule maximizes the use of resources and provides variety, choice, and flexibility for

students. Course blocks span 85 minutes and rotate Monday/Wednesday and Tuesday/Thursday. Students attend all classes on Fridays, with the exception of Advisory. This Rotating Block Schedule allows for:

- Variety and choice for the whole school year
- Maximizing time given during the school day with extended blocks
- Courses to be taught for either a semester or full year
- Students to focus on four courses per day
- Flexibility to explore opportunities for enrichment and student initiated projects

Mondays & Wednesdays - GREEN

1 st Period	8:15 – 9:40 AM
3 rd Period	9:45 – 11:10 AM
Lunch	11:10 – 11:50 AM
5 th Period	11:50 – 1:15 PM
7 th Period	1:20 – 2:45 PM

Tuesday & Thursday – SILVER

2 nd Period	8:15 – 9:40 AM
4 th Period	9:45 – 11:10 AM
Lunch	11:10 – 11:50 AM
6 th Period	11:50 – 1:15 PM
Advisory	1:20 – 2:45 PM

Friday

1 st Period	8:15 – 9:00 AM
2 nd Period	9:05 – 9:50 AM
3 rd Period	9:55 – 10:40 AM
4 th Period	10:45 – 11:30 AM
5 th Period	12:20 – 1:05 PM
6 th Period	1:10 – 1:55 PM
7 th Period	2:00 – 2:45 PM

Sixth Grade Camp

This long-standing Polaris tradition was created to help tweens prepare for the transition into the Secondary program with confidence. 6th Grade Camp is offered every fall during Secondary Intensives and is mandatory for all 6th grade students. Aside from pre-registering for classes and learning about the Polaris Secondary program, students also study, discuss and apply principles that will help new teens handle the tough issues and big decisions they face. This study is presented in an entertaining style that will guide teens to improve self-image, build friendships, resist peer pressure, achieve their goals, be successful in a variety of settings, and get along with their parents/guardians. The highlight of 6th Grade Camp is the three-day, two-night Birchwood Camp Retreat.