

Section I

West High School Guidelines

1700 Hillcrest Drive Anchorage, Alaska 99517

Telephone: 742-2500 Attendance – 742-2538

“A Recognized School of Excellence”

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Welcome to West...

On behalf of the faculty and staff, it is our pleasure to welcome you to West Anchorage High School and to introduce you to our student handbook. You are entering a school with a history of excellence which has been achieved by dedicated and talented students. This excellence will continue only as long as the same devotion and dedication continues. We hope this year will be educationally rewarding and enjoyable for all. You are encouraged to take advantage of the services available to you. West Anchorage High School has something to offer everyone, so participate and help make this your greatest year ever!

The West High Faculty and Staff

ON THE ANCHOR

| | |
|-----------------------------------|-------------------------|
| On the Anchor, | Hail fellows, ever hail |
| On the Anchor, | Old Westside High. |
| Hail old Westside High. | (repeat) |
| Loyal hearts forever praise thee, | |
| Loud the chorus rings | |
| Rah, Rah, Rah! | |
| On the Anchor, | |
| On the Anchor, | |
| Echoes to the sky. | |

MONDAY & FRIDAY

| | |
|----------|------------------|
| Period 1 | 7:30-8:25 a.m. |
| Period 2 | 8:35-9:25 a.m. |
| Period 3 | 9:35-10:25 a.m. |
| LUNCH | 10:25-11:10 a.m. |
| Period 4 | 11:10-12:00 p.m. |
| Period 5 | 12:10-1:00 p.m. |
| Period 6 | 1:10-2:00 p.m. |

TUESDAY

| | |
|----------|------------------|
| Period 1 | 7:30-8:51 a.m. |
| Period 2 | 9:01-10:22 a.m. |
| LUNCH | 10:22-11:08 a.m. |
| Period 4 | 11:08-12:29 p.m. |
| Period 5 | 12:39-2:00 p.m. |

WEDNESDAY

| | |
|----------|------------------|
| Period 2 | 7:30-8:51 a.m. |
| Period 3 | 9:01-10:22 a.m. |
| LUNCH | 10:22-11:08 a.m. |
| Period 5 | 11:08-12:29 p.m. |
| Period 6 | 12:39-2:00 p.m. |

THURSDAY

| | |
|----------|------------------|
| Period 1 | 7:30-8:51 a.m. |
| Period 3 | 9:01-10:22 a.m. |
| LUNCH | 10:22-11:08 a.m. |
| Period 4 | 11:08-12:29 p.m. |
| Period 6 | 12:39-2:00 p.m. |

ASSEMBLY SCHEDULE

| | |
|----------|------------------|
| Period 1 | 7:30-8:42 a.m. |
| Period 3 | 8:52-10:04 a.m. |
| LUNCH | 10:04-10:50 a.m. |
| Period 4 | 10:50-12:02 p.m. |
| Period 6 | 12:12-1:25 p.m. |
| Assembly | 1:30-2:00 p.m. |

Student Council The Student Council promotes the general welfare of the school by acting in an advisory capacity to the principal on school issues pertaining to the student body. The Student Council sponsors and supports those activities which contribute to the betterment of the school.

A copy of the constitution is available in the Activities Office.

Student Services

West High School is an institution founded and staffed for the purpose of educating students. With this purpose in mind, it becomes necessary to set standards of acceptable behavior.

Absences

Any high school student who is absent eight (8) times in at least one class will be placed on attendance probation and a parent/guardian will be notified. Any high school student who is absent thirteen (13) times or more in a class may not be granted credit for that class. Students withdrawn for non-attendance will have a "WF" (Withdrawal- Failing) recorded on his/her transcript. That grade will be included in the calculation of his/her grade point average and will affect eligibility.

1. When a student has an absence during the school day, the school will call a designated phone number through the ASD automated system. Calls will be placed in the evening after the close of business. Home numbers can be changed by contacting the high school attendance office.
2. Schools may withhold credit for any class with thirteen (13) absences. The student and parents will be contacted on a class-by-class basis in each instance.
3. If a student is withdrawn from a class, parents/guardians will be notified via mail.
4. Students and parents will have the right to request evaluation of special and extenuating circumstances related to the absences. Schools will seek information concerning special and extenuating circumstances.
5. Schools will provide a process to evaluate requests for consideration of special and extenuating circumstances which impact student attendance.
6. The school will have the ability to not count absences toward the thirteen (13) day standard if the absences are due to special circumstances or extenuating circumstances beyond student or family control. Special or extenuating circumstances do not include family vacations.
 - a. Special circumstances include but are not limited to activity absences, required court appearances, significant events such as competing in international, national, or regional sport events, or recognized cultural events.
 - b. Extenuating circumstances include but are not limited to chronic medical problems, extended illness, death in the family, physical or sexual abuse and documented family problems affecting student attendance.
7. A school decision to deny consideration may be appealed using the grievance procedure published in the student handbook.

Additional conditions:

- a. Students with illness that extend or are projected to extend beyond thirteen (13) 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 non-granting of credit. Students with chronic medical problems should contact the school if absences due to the health problem are likely to exceed thirteen (13) days in a semester. Absences associated with chronic illness will not be counted if a medical waiver is secured.
- b. Absences in quarter classes will accumulate on a semester rather than quarter basis.
- c. Days suspended from school are counted for probation or withdrawal of credit.
- d. Pre-acknowledged absences will be counted for probation and withdrawal of credit if a waiver of the standard is not granted. Pre-acknowledged absence status is intended only to allow the student to make up work missed due to absence.

Blue Passes All students who are present during part of the day and plan to miss a class or classes are required to report to the office and obtain a blue pass before leaving. Parents or legal guardians must in person, by telephone, or by note contact the attendance office to excuse and acknowledge the absence(s) forthcoming. Failure to use the procedure will cause the absence to become unexcused. Contact by parents at a later time after the absence has occurred will not change the absence to an excused absence.

Example: A student leaves campus for lunch and does not return. Result: The absence is unexcused. The student's parent calls later in the day or the following day to excuse. Result: The absence remains unexcused.

Students who leave the building during the day without a blue pass will be regarded as truant.

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 throughout the building and grounds. Students littering the buildings or grounds will be assigned work details and/or suspension.

Cell Phones and Electronic Devices The West High Administration discourages the use of possession of cell phones and other electronic devices at school. West High is not responsible for the loss or theft of cell phones and other electronic devices. The use of cell phones and other electronic devices during the instructional day is not allowed. Disruption of the educational environment due to the possession or use of a cell phone or other electronic device may result in confiscation with required parent pick-up. Repeated offenses will result in appropriate disciplinary action including detention, work detail and/or suspension. (Please see page III-2 in the ASD High School Student Handbook for more information.)

Changing Schools If you have to leave West, your parent or legal guardian must contact the attendance secretary two days before you plan to leave. On your last full day's attendance get a transfer/withdrawal form from the office. Return all books and materials to each teacher during your regular class time. Have the teacher, nurse, counselor, librarian, etc. sign your form and return it to the Attendance Office at the end of the day.

Cheating West High School disapproves of cheating in any form and will take disciplinary action whenever it is appropriate. Cheating is officially defined as working in collaboration with other students in an activity that had been assigned by the teacher to be done alone. Because the West High faculty and staff take academic honesty seriously, a grade of "0" will be assigned for any work that involves cheating and the following disciplinary action may be taken:

1st and subsequent offenses:

work detail(s)/detention(s)

1-9 day suspension and parent conference

In extreme cases, a WF may be assigned for the semester grade and the student removed from the class.

Detention If a student is issued a detention, they must serve it on the day issued. Failure to serve detention will result in subsequent discipline. Detention is held Monday-Friday from 10:30-11:00 a.m. in Room 6. Students will not be admitted to detention after 10:30 a.m.

Discipline Procedures and Sanctions Please refer to the Student Decorum Section in the handbook.

Dress Code Clothing that allows for indecent exposure is prohibited. For example: clothing that displays the abdomen/navel, midriff, chest, or that allows underwear to show i.e. sagging. Waistbands must be above the buttocks. Headgear is not permitted indoors. Individuals may request exceptions to this rule for religious reasons. Students are not allowed to wear clothing (t-shirts, hats, etc.) that displays obscenity, profanity, sexual innuendo- does; 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.

Eagle's Cache The Eagle's Cache is a student center that is open to all West High students. A variety of food and drinks are sold in the Eagle's Cache each day during lunch. Students are expected to clean up after themselves while dining in the Eagle's Cache. The Eagle's Cache also sells West High clothing and other products that promote West High School.

Excused Absences Students are responsible for making sure all absences are cleared through the Attendance Office. Absences should be cleared by a phone call from the parent or guardian. The Attendance Office telephone number is 742-2538. Notes and phone calls regarding absences should contain the following information: Student's full name, date(s) of absences, reason for absence(s), telephone number where a parent or guardian can be contacted, and the signature on the note of the parent or guardian. *Truancies cannot be cleared after they occur. Absences must be cleared within 24 hours of their occurrence or they will be considered truancies.* No make-up work is permitted for truancies.

Parents or legal guardians leaving their student(s) under another adult's supervision while they are out of town need to call the Attendance Office *prior to their departure.*

Fines for Vehicle Violations Fines for Vehicle Violations Violation will result in a minimum fine of \$25, which is to be paid in the Student Services office. Student driving privileges may be revoked until the fine is paid and graduating seniors will not receive their diploma until the fine has been paid. Any student driving while his/her driving privilege is revoked will have his/her vehicle towed at the student's expense.

Fleeing From Staff or an Administrator Due to safety concerns, if a student fails to follow staff or administrators' directions or attempts to evade or run from authority, a Nine-Day Suspension may result.

Headgear Head Gear of any kind is not allowed to be worn during the instructional day. Failure to comply may result in confiscation. Parents will have to physically pick-up.

I.D. Cards All students will be issued West Anchorage High School Identification Cards. It is recommended that they carry their I.D with them during the school day and when they are attending any school activity, dance, or sporting event. Admittance to an extracurricular activity may be denied without the student's West Anchorage High School ID Card.

IMC Student Center The megaform is the blocked/carpeted area of the Instructional Materials Center (IMC). Food or drink is not allowed in this area. Students found eating or drinking in this area will be subject to appropriate

Lockers The lockers are not secure storage for valuables and the school is not responsible for lost or stolen items from lockers. Students are to use only the lockers assigned to them and are strongly encouraged not to share their locker combinations. Students are responsible for their locker and may be fined for damage or for not cleaning out their locker at the end of the year. Students who fail to clean out their locker are subject to a fine.

Make-up Procedures for:

- 1. Illness, Pre-Acknowledged, Activity Absences** Students with illness, pre-acknowledged, activity absences, and other excused absences may make up work. One day of make-up privilege will be granted for each day of absence up to a maximum of five school days, regardless of the length of the absence. Work assigned before absences will be due on the day the student returns to school. If a test was announced before the absence, the student will be expected to take the test upon returning to school. Excused tardies have the same status as being present in class; therefore, no makeup privileges are allowed.
- 2. Truancy Absences** The teacher will assign a grade of "O" for any test or class work due on the day(s) or period(s) of truancy.

Safety Many serious accidents are often due to inappropriate conduct in crowded places. For the safety of all students, those students acting in an unsafe manner may be withdrawn from high-risk classes such as labs, shops and physical education. Safety factors are important. Running in the halls, pushing and shoving are not permitted. (See Student Decorum). Babies and small children may not be brought to school.

Student Parking Student Parking Driving and parking a vehicle on West campus is an earned privilege, not a right. Students in the tenth, eleventh and twelfth grades are eligible to register and drive a vehicle on campus.

The main student parking lot is on the west side of the auditorium and the senior lot is on the north side of the school. All students must park in these areas. Students may not park in front of the building or in the faculty lot. Students may not loiter in vehicles during school hours. Students parking in unauthorized areas will be subject to fines, and/or towing.

Students who are tardy from lunch in excess of six (6) times will have their parking permit revoked for remainder of the semester. NO Refunds will be remitted for this action.

Requirements for obtaining a Parking Sticker:

1. Valid Alaska Drivers license.
2. Current State of Alaska vehicle registration.
3. Proof of insurance.
4. Completed West High School vehicle registration form.

The cost of a year long parking permit is \$100 and \$50 for one semester.

Unregistered vehicles on campus:

- a. any car driven by a student that does not have a West Parking Sticker clearly displayed is subject to fines and may possibly have a West High Parking Boot placed on the left front tire.
- b. in order to have the West High Parking Boot removed from your vehicle you will have to register your vehicle with Student Services, pay the Anchorage School District parking fee and a \$25 fee for removing the boot.

Driving and Parking Rules and Regulations: Parking decals are to be displayed in the rear windshield on the driver's side of the vehicle.

There *will be fines* levied by West High School to students for the following improper/unsafe practices: Illegal/Improper Parking; unsafe driving; unregistered vehicle on campus; obstructing bus right-of-way; and others.

Suspensions 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 mailed to 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 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 of activity. A student on suspension may not attend or participate in an athletic or activities events. Failure to adhere to these restrictions will result in a lengthening of the suspension and possible arrest of the student trespasser.

Tardies Promptness and punctuality are extremely important at West High School. A student is considered present upon entering the doorway of the assigned area or classroom at the last note of the final bell. An admit slip from the attendance office or designated pass will be required to enter the assigned area or classroom. A teacher may require a student to be seated and ready to work at the end of the final bell if the student is informed of this requirement and it is enforced consistently. Chronic tardiness is a serious problem and students who accrue 4 or more tardies in a class period will be issued a discipline referral and subsequent discipline. The West High Tardy Policy is as follows:

3rd Tardy-30 minute lunch detention

6th Tardy-2-hour Tuesday School

9th Tardy-Referral to Discipline Principal

Students who are tardy from lunch in excess of six (6) times will have their parking permit revoked for remainder of the semester. NO Refunds will be remitted for this action.

Telephones Pay phones are located in the gym foyer and in the hall near the Eagle Cache. Use of phone during class time is for emergency use only.

Theft Unfortunately, theft does occur at West High School as well as all other ASD schools. The school is not responsible for lost or stolen items including cell phones and other electronic devices. Students are encouraged to leave all valuable items at home whenever possible and to never leave any backpacks, coats or purses unattended at any time. Gym and hall lockers should be closed and secured at all times. If you are the victim of theft please report to Student Services or the SRO office immediately to fill out a Theft Report.

Truancy is defined as an absence from class by a student without prior knowledge or consent of that student's parent/guardian.

Sanctions for Truancies

1st Truancy-30-minute lunch detention

2nd Truancy-45-minute after school work detail

3rd Truancy-2-hour Tuesday School

4th Truancy-Half day work detail

5th Truancy and above—Referral to disciplinary Principal

Tuesday School is a 2-hour after school detention held from 2:10–4 p.m. every Tuesday. Students assigned Tuesday School must arrive on time, bring sufficient work for the 2-hour period, and are not permitted to talk, sleep, eat or take breaks. Failure to serve a Tuesday School will result in subsequent discipline sanctions.

Vending Machines The vending machines are not to be utilized during class time. When the two-minute bell rings the machines are off limits. Purchases made after the two-minute bell or during class time may be confiscated by security.

Visitor Passes All persons who are not enrolled as a student at West High School are required to obtain a Visitor's Pass in the Main Office. Students from other schools in the Anchorage School District will not be issued visitor passes to attend classes with West High students. Visitors must sign in at the front counter and receive a visitor pass from the office. Visitors include parents, volunteers, guest speakers and other persons attending school on official business.

Work Detail After School Students assigned an after school work detail will report to the Eagle's Cache at 2:10 p.m. and will serve a 45-minute work detail. Failure to serve will result in subsequent disciplinary sanctions.

Work Detail—1/2 Day Students assigned a half day work detail will report to the Student Services office at the end of lunch, and will spend the rest of the school day cleaning up the school grounds. Students are expected to comply with the requests of the security personnel in charge and will be given one 10 minute break. Failure to serve will result in subsequent discipline sanctions.

Activities

Activity Cards Activity cards cost \$25.00 each and will admit students to all home athletic contests including those designated at locations which are not on school property, i.e., Anchorage Football Stadium, Boeke Sports Arena, etc. Activity cards will also admit students to contests at other Anchorage schools for a reduced admission fee. Non-activity card holders will be charged full admission price. Activity cards may also be used for admittance or reduced rates to fine arts events.

Activities—Scheduling All school sponsored activities must have administrative approval. All meetings and activities must be approved by the Activities Principal before being announced or scheduled. The appropriate sponsor must be present at all meetings and activities.

Only those activities approved by the principal are authorized to collect, maintain, and disburse funds for student or school-related activities.

Any school sponsored organization wishing to make purchases must secure prior authorization from the sponsor and the principal. All monies received by any school organization must be receipted in the Activity Fund. Any collection of money from students must be turned in to the office with copies of receipt prior to the end of that school day. Funds are not to be retained in the possession of students or activity sponsors.

Purchase of services or merchandise for a student activity may be made by first obtaining a purchase order from the activities accounts bookkeeper. Purchase orders will not be issued after purchases have been made.

Assembly Procedures When school assemblies are held, students are expected to conduct themselves in a positive and supportive fashion. Students are expected to remain until the program has ended and they are released.

Clubs and Organizations All school sponsored clubs/activities must have prior administrative approval. They must have a sponsor that will be present at all meetings and activities. Only those clubs approved by the administration are authorized to collect, maintain and disburse funds for student or school related activities. Any school sponsored organization wishing to make purchases must secure prior authorization from the sponsor and the principal. All monies received by the club must be turned in to the activities office daily. Funds are not to be collected and retained by students or sponsors. Any purchase made by the club must have prior approval. No reimbursements will be made without prior approval or receipts.

All forms for starting a club, fundraising, depositing and purchase requests are available outside the Activities Office. See Activities secretary if you have questions.

The following clubs and organizations presently exist for West High students:

| | | |
|---|---|--------------------------|
| Amnesty International Club | Gay/Straight Alliance (GSA) | National Honor Society |
| Anime Club (WHAC: West High Anime Club) | Green Team | Native Culture Club |
| Beta Club | Improv Club | Orchestra Club |
| Bible Club | International Club/Junior Bridge Builders | Opera Club |
| Business Professionals of America | Invisible Children's Club | Partners Club |
| Big Beat Collective | Key Club | Phi Phi Phi |
| Caps for Chemo Club | L'alliance Francaise | Polynesian Cultural Club |
| Datika Dancers | Laughter Club | Rifle Club |
| Fellowship of Christian Athletes | MTG (Magic the Gathering) | Rowing Club |
| | Model United Nations | Russian Travel Club |
| | | Spanish Club |
| | | Thespian Club |
| | | Technology Club |
| | | Yoga Club |

In-House School Dance Decorum In maintaining the image of West High School and to retain the positive community/school relationship, the students attending in-house dances are reminded of the following procedures:

1. Only West High students and pre-arranged ASD high school guests will be allowed to attend. Pre-arranged guests must present a pass. Passes may be obtained from the Activities Principal. There is a limit of one guest per West High student. All approved guests must show an I.D. at the door.
2. Identification as a West High student must be acknowledged by either a student I.D. or positive recognition by an adult staff member in attendance at the dance.
3. Students will not have access to their lockers.
4. The West High decorum rules will be followed at the dances and students will be expected to assume responsibility for their behavior.

Once a student leaves the dance, re-admission will not be permitted.

West High Student Dress and Decorum Clothing that allows for indecent exposure is prohibited. For example: clothing that displays the abdomen/navel, midriff, chest, or that allows underwear to show i.e. sagging. Waistbands must be above the buttocks. Headgear is not permitted indoors. Individuals may request exceptions to this rule for religious reasons. Students are not allowed to wear clothing (t-shirts, hats, etc.) that displays obscenity, profanity, sexual innuendo- does; 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.

Publications

Anchor: The Anchor is the West Anchorage High Yearbook. The staff consists of students enrolled in the Yearbook class.

Daily announcements: The Daily Announcements will be read during the first time block. This is your communication with the rest of the school. Items to be included in the announcements must be completed on the correct form, signed by the sponsor, and turned in to the office by 1:00 p.m. on the preceding day of the announcement.

Parent newsletter: The Parent Newsletter is a monthly publication mailed home to the parents of students and contains information on curriculum, academic achievements, special events, and curricular activities.

Smoking/Tobacco Use Smoking or use of tobacco on school property is prohibited and shall be grounds for suspension from school.

See page III-13

West-Romig Information Center (Library)

Purpose and Policy The Information Center provides instruction, materials, and equipment to further learning. It is open before and after school as well as during lunch to students and staff at West High School and Romig Junior High School. West students need a pass from the teacher to whom they are assigned in order to use the library during class time, and may not use the library during late arrival or early dismissal time. Students are encouraged to use the Information Center before or after school, and during lunch without passes. Food and drink are not allowed in the library.

Non-reference books may be checked out for two weeks, reference books and magazines for overnight only. Students must return or pay for overdue Information Center items in order to receive their report cards and to participate in graduation ceremonies.

Special Services The Information Center offers many services in addition to research instruction, book, magazine, software, and equipment checkout. These services include such things as photocopying, laminating, and on-line searching. Students are invited to use the many resources and services available in the Information Center.

Student Assistance Program This program is designed for any student in grades 9-12 whose lives have been affected by detrimental influences. The impacts may be of their own making/choosing or someone else's, either of which causes a detrimental effect on the student's life. It is the belief of the educators involved in this program that students' minds should be as free of these impact stresses as possible in order to teach them. It is a positive action program to help students through the steps it takes to understand these influences and deal positively with the stresses produced. The program is composed of a CORE Team that identifies and works with students at risk. Students and parents are involved in choosing their options. It may include referral to an in-house program, an outside agency, or to a treatment program. Students may become involved in the program by parent referral, counselor or teacher referral, or self-referral. The program does have a strong element of confidentiality to it and does not pass judgment on any student or parent who asks for help; it is merely a support tool to encourage a more productive high school education. If you are interested, please contact your counselor, teacher, or administrator.

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.

