

# Hutchison High School

## Student Handbook



**2017-2018**

**Dream**

**Plan**

**Achieve!**

August 2017

Dear Students:

Hutchison High School Staff welcomes you to an exciting 2017 – 2018 school year. We hope to challenge you and provide opportunities for you to grow.

This handbook is designed to provide a resource and basic information that you will need during the school year. As you prepare for the 2017-2018 school year, please realize that your high school experience is one of rigor, relevancy and relationships. Your future begins now!

Please take advantage of the opportunities before you: take CTE programs and gain certifications, join a club, participate in athletics, go to the library. Make decisions daily about your work ethic; think about how your behavior influences your future and others around you; act with responsibility. Challenge yourself to the highest levels of student achievement: value lifelong learning!

While high school is a time for you to push yourself academically, it is also a time for developing and nurturing relationships with adults, friends, family, and the community—these can sometimes last a lifetime. Treasure these relationships.

We as a staff are all here to support your success as a Hutchison Hawk.

Have a great school year!

Sincerely,

*Robyn Taylor*

Mrs. Robyn Taylor  
Principal

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## **Public Notice of Non-Discrimination**

The Fairbanks North Star Borough School District does not discriminate on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity or veteran status.

The Fairbanks North Star Borough School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates.

The Fairbanks North Star Borough School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

Tanya Coty  
Employment and Educational Opportunity Director  
520 Fifth Avenue  
4th Floor, Suite A, Room 410  
Fairbanks, Alaska 99701  
(907) 452-2000 ext. 11466  
Fax (907) 452-3172  
[tanya.coty@k12northstar.org](mailto:tanya.coty@k12northstar.org)

# James T. Hutchison High School

## MISSION STATEMENT

James T. Hutchison High School is an integrated learning environment within a culturally diverse community, where academic and career-technical experiences facilitate success in continued education, skilled employment, civic responsibility and personal integrity.

## CORE VALUES

### As a school we believe:

- Hutchison provides a secure and positive environment where students complete a challenging academic core and a career-technical concentration of their choosing.
- Honesty, Integrity and Respect set the tone that guides our decisions and our actions.
- Recognizing and seizing productive opportunities is a process of life-long learning.
- Developing employability skills such as reliability, creativity, productivity, and self-determination within the context of teamwork and professionalism is essential.
- Students, their families, and the community are active and responsible participants in the learning process.
- Regular attendance, a support network, adequate rest, proper nutrition, and an abuse-free lifestyle are imperative to success in life.

# ACADEMIC EXPECTATIONS

Students are expected to be present, engaged, respectful, and active learners. Students are expected to take responsibility for their own learning. Additionally, students must pass grade level specific classes or recover them through Summer School or other identified options for continued enrollment at Hutchison High School.

## ACTIVITIES

### HUTCHISON HIGH SCHOOL'S CURRENT ACTIVITY OFFERINGS

Academic Decathlon	Native Youth Olympics
Baseball	Rifle Club
Basketball	Robotics
Cheerleading	Soccer
Class Officers	Softball (girls)
Flag Football	Student Council
**Football at your home school**	Swimming
Future Farmers of America	Tennis
GSA	Track & Field
HOSA Health Occupation Students of America	Skills USA
X-C Running	Volleyball (girls)
X-C Skiing	Wrestling
Hockey	Yearbook
National Honor Society	

### PARTICIPATION

Co-curricular and extracurricular activities shall be an integral part of the total educational program. The purpose of these activity programs is to enhance the development of knowledge, skills, and emotional patterns which characterize responsible citizens. Emphasis shall be upon teaching through activities in addition to teaching the "skills" of activities. Activities shall be tailored to the physical, mental, and emotional maturity levels of the youths participating in them and shall be primarily for the benefit of those youths. Active participation, individual improvement, and healthy competition are integral elements of all student activities.

Participation in activities is a privilege granted to students who meet the minimum standards of eligibility adopted cooperatively by the schools through the Alaska School Activities Association and the Fairbanks North Star Borough School District policies and regulations. These requirements are explained in detail in the district's Secondary Student Activities Handbook. Students are expected to read and understand all guidelines prior to participating in any school activity.

**Student conduct at any school-related activity, at home or away, as a participant or spectator, is not above reproach.** You are representing the entire school and the Fairbanks community; students should act accordingly. While in attendance at any school-sponsored activity, all school district rules and regulations are in effect. Consequences for misbehavior during activities are the

same as during the school day and will be administered according to school and district policy.

### ***Sportsmanship Creed***

All contests are played under the authority of the Alaska School Activities Association (ASAA). ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

### ***Activity Eligibility***

A student must be in attendance the entire school day (all class periods for which they are scheduled) in order to **practice or participate** in any extracurricular or co-curricular activity. When a student is absent from a class (marked "A") the student cannot participate in any same day practice or game. **If the scheduled practice time is in the morning before school, eligibility to practice shall be based on the previous day's attendance.** Students who are ten or more minutes late to any class will be considered absent, not tardy. For activities or events that are scheduled on non-school days or weekends, students are required to attend every class on the last school day prior to the activity. When students are tardy to class, coaches have discretion to implement consequences related to activity participation. **Excused absences must have 24 hours of advanced notice.**

Students must be enrolled in five or more classes and have a 2.0 grade point average with no more than one "F" for the prior grading period. **An "Incomplete" grade will count as an "F" until changed.** Academic eligibility determination shall be made no later than 2:45PM on the third teacher work day after the end of 1<sup>st</sup> and 3<sup>rd</sup> quarter, the second teacher work day after the end of first semester, and at the end of the last teacher contract day for second semester. Students participating in ASAA sanctioned activities shall meet all eligibility requirements specified in the ASAA by-laws (see the Student Activities Handbook for more information). **Hutchison students with an "F" during the activity season will not be eligible for travel and will not be released to miss classes until a passing grade is posted. Students must submit verification of passing grades to the front office no later than 2:30PM on the last school day prior to scheduled travel if the travel requires release from any classes.** If airline tickets need to be purchased for activity travel student eligibility will be determined when names have to be submitted for the travel. No additions will be made to travel rosters after the purchase of airline tickets, and students who become ineligible after the purchase of tickets will be responsible for the cost of their tickets.

Fees for activities vary by activity. All fees must be paid prior to participation in the first event. Students with outstanding fees from prior activities and/or semesters are ineligible until outstanding fees have been paid in full. Families experiencing an economic hardship should meet with the School Activities Coordinator, Mark Oppe, to discuss a plan of action.



## **ASSEMBLIES AND CLASS MEETINGS**

Attendance is mandatory at school assemblies and class meetings. Food, drinks, backpacks and coats are not allowed during assemblies.

# ATTENDANCE

***FRESHMAN ARE NOT ALLOWED TO LEAVE CAMPUS DURING LUNCH AT HUTCHISON HIGH SCHOOL – Freshmen who leave campus during the lunch break will face disciplinary consequences that may include suspension.***

Consistent school attendance is closely linked with academic success. Attendance is a jointly held responsibility between student, parent/guardian and the school. Students are expected to attend class on time every period of every day. Regular student attendance develops a habits of punctuality, self-discipline and responsibility.

## **Attendance Recognition Program:**

Outstanding attendance is a work ethic that is highly valued by employers. Hutchison High School wants to encourage and recognize outstanding attendance. Incentives for students who meet attendance standards are:

- School wide recognition
- Certificate of Excellence for outstanding attendance
- Other awards as determined on an annual basis

During a nine-week quarter outstanding attendance is missing no more than two days; during a semester outstanding attendance is missing school no more than 4 days. All absences, other than school-related absences, are counted.

## **School Tardy Policy:**

It is the belief of Hutchison High School that each student is entitled to the maximum instructional time each day, each period, therefore; a tardy policy has been implemented which supports and reinforced this philosophy. Excused tardies are logged separately from unexcused tardies to class; however, we recognize both can have a negative impact on instruction. Unexcused tardies are cumulative for the duration of one quarter with the following consequences:

1 <sup>st</sup> to 5 <sup>th</sup> Tardy	Warning
6 <sup>th</sup> to 10 <sup>th</sup> Tardy	Lunch detention per tardy and guardian contact
11 <sup>th</sup> to 15 <sup>th</sup> Tardy	2 School detentions per tardy
16 <sup>th</sup> Tardy	Requires an attendance contract, possible suspension.

**Should Unexcused Tardies continue, students may be required to meet with the Assistant Principal to begin a transition plan to return to their home school.**

## **Lateness to Class:**

A student arriving after the start of class shall be recorded absent unexcused for that class. No student should be admitted to class late without a pass from the office. The office will track tardiness and attendance and enter the excused/unexcused information into Power School.

A student arriving more than ten minutes late to class shall be recorded absent from that class but shall be able to participate in class activities and receive credit for work completed while he or she was present.

Unexcused tardiness will result in lunch detention, and/or in-school intervention or OSS and/or an attendance contract as well as **ineligibility to practice or participate in any student activities for the day.**

Absences at the secondary level refer to class periods and accrue from the start of each semester.

The parent/guardian of a secondary student must notify the school within two (2) school days after the student's initial day of absence to indicate whether or not the absence was with or without parental consent. Absences or tardies not at the beginning of the day may not be excused after they occur.

**Absences with Parental/Guardian Consent:**

Students who are absent with parental/guardian consent or attending school activities will be provided the opportunity to achieve comparable credit for makeup work.

**Absences without Parental/guardian Consent:**

Students who are absent without parental/guardian consent may not have the opportunity to achieve comparable credit for makeup work. Teachers have the discretion, as outlined in their syllabuses and grading policies, to not allow comparable credit and may issue the absent student a zero for any assignment, performance, presentation, quiz or test given or due during the period or days absent.

Information about a student's tardiness or attendance is available to parents via the internet on Power School Premier.

Parents or guardians will be notified when a student is absent according to their settings in their Power School account.

Five days of unexcused absences will result in a truancy violation. For the first two truancy violations, Subsequent truancy violations will If a student is more than 10 minutes late to a class period is considered absent. A student who misses 50% or more of their scheduled classes for a single day will be marked absent for a full day. Parents and guardians should call or email the school attendance office with a student will be missing school and have up to 48 hours after an absence to contact the office to excuse an absence.

***As identified in School Board Policy 1031.4 compulsory attendance violations may be prosecuted by the borough legal department. Excessive absences may lead to borough citations of \$50, \$100, and \$150.***

**District Attendance:**

When a secondary student has been absent more than the equivalent of 5 full days in a semester, regardless of parental consent, an absenteeism problem may exist.

**5 Unexcused Days or Partial Days** results in a truancy violation.

**Ten Days of Absences in a semester.** The district's information systems office will notify the parent in writing via U.S. Postal Service mail or electronic mail when a student has been absent more than the equivalent of ten (10) full days in a semester. School administrators will engage with students and families to explain potential repercussions of excessive absences and explore possible solutions.

**Fifteen Days of absences in a semester.** Principals shall refer to the superintendent a secondary student absent for the equivalent of 15 full days or more regardless of parent consent. The superintendent may refer to the school board which may require the student and parent meet with the board.

**Twenty Days of absences in a semester.** The school board may refer the parent of a student who is absent more than the equivalent of 20 full days in a semester, regardless of parental consent, to the court for truancy action against the parent or guardian in accordance with School Board Policy 1031.

## **AUTHORITY OF SCHOOL OFFICIALS**

As stated in School Board Policy 1042.1, each pupil is subject to district and school policies, regulations and rules during the time:

- The student is being transported to or from school on school busses
- The student is attending school
- The student is on school premises
- The student is taking part in any school-sponsored activity

Student misconduct that occurs off school property or outside the school day may be subject to school disciplinary action if it is determined by the school administrator that the misconduct is related to school order.

## **BACKPACKS**

The practice of carrying backpacks, book bags, duffel bags, large purses or similar items into the classroom or student restroom is restricted. Students must keep these items stowed in their locker during the school day and take to class only those items needed for class. Backpacks must not be left in the hallways or commons when classes are in session.

## **BUILDING HOURS**

The administrative office is open Monday through Friday from 7:15 AM until 3:15 PM. Classrooms are opened at 7:25 AM and the hallways are closed at 2:45 PM. **Students may not wander or linger in the building after school.** Students waiting for rides must remain in the foyer near the student entrance. Students who remain in school after hours are expected to study and be under the direct supervision of a staff member or coach.

## **BUILDING LOCKDOWN**

If school officials announce a secure the building, clear the halls, or lockdown, report to the nearest classroom immediately. Remain in the classroom until further notice and follow the instructions of school staff during the lockdown.

## **CODE OF CONDUCT**

Acceptable behavior is expected of all students while in school and at all school activities. A student's conduct is a matter of self-discipline that demonstrates respect and concern for others. Student conduct is guided by school board policies, administrative regulations, and state and federal statutes. A compact of shared responsibilities regarding conduct, behavior and student discipline are detailed in the *Student Rights, Responsibilities and Behavior Consequences Handbook*.

## **CAREER AND TECHNICAL COURSE FEES**

In order to provide a high quality education, it may be necessary to require a lab fee in some of the career and technical courses. Fees are used to cover the cost of personal safety equipment and consumable items used by individual students. Teachers will provide detailed information (fee amount, types of items covered by fees, etc.) in their grading policy and course syllabus.

## **COMMUNICATION DEVICES**

Students may use cell phones before school, during lunch, and after school. Cell phones and electronic devices are allowed in classrooms during class IF permitted by the classroom teacher.

## **COMPUTER NETWORK AND ACCEPTABLE USE**

Each student must read, and acknowledge receipt of information on their student Power School Account and abide by the Acceptable Technology Use Agreement for Grades 7-12 and Permission for Participation on the World Wide Web.

## **COPYING MACHINES**

A copy machine is located in the library for student use. Items that are educationally related or are connected with a class assignment are acceptable for copying within the limits of copyright laws. The copying of unauthorized materials is prohibited.

## **COURSE SYLLABUS AND GRADING CRITERIA**

Students will receive a written description of the course and the grading criteria for each class in which the student is enrolled.

## **CREDIT COURSES**

Students who have completed 8th grade and those entering grades 9-12, who are currently enrolled in the FNSBSD, may challenge courses for high school credit. This option is designed to provide students the opportunity to demonstrate mastery through exam. It is not a process for credit recovery or course retakes.

Students in 9th-12th grade are currently allowed to take up to 2 challenge tests each testing date; students who have completed 8th grade but not yet started 9th may take only 1 challenge test. Challenge exams are only available for core courses and some world languages.

Please contact the Teaching & Learning department at (907) 452-2000 X 11422 to inquire about specific course and challenge exam options.

## **DAILY BULLETIN**

A bulletin is sent to parents via email twice weekly. Announcements are also available on Power School. In-house announcements are made daily via either the PA system or the Hawk Hit News.

## **DANCE POLICY**

HHS hosts student dances throughout the year. Student ID or status as a currently enrolled HHS student must be verified at the door. Non-formal dances are from 7:00-10:00 PM. At all dances, parents are required to promptly pick up their student. Parents of HHS students are always welcome to chaperone at dances. **Dancing must be appropriate and in good taste.** Styles of dance such as moshing, surfing, twerking, slam dancing or sexually suggestive/explicit dancing are not allowed in addition to piggybacking or riding on a dancer's shoulders. Climbing on tables, chairs, the stage or prop areas during dances is prohibited. Students who are acting inappropriately will be asked to leave the dance and are subject to disciplinary action.

**All Dances are Good Night Dances:**

Once a student exits the building, he/she will not be allowed to return. There are no refunds for leaving a dance for any reason. All school and district policies are in effect during dances.

**Students on Suspension:** May not attend any school functions, including dances.

**Dance Dress Code:**

The District dress code (Ref. School Board Policy & Admin Reg. 1041.1) applies to all non-formal dances. Students not in compliance will not be allowed into the dance and will be required to provide their own transportation home.

**Dance Guest Policy:**

No guests are allowed at regular (non-formal) school dances. There are no exceptions to this policy without administrative approval.

**Formal Dances:**

- Times for formal dances are 7:00-11:00 PM. Dance participants must arrive by 9:30 PM. All HHS students are eligible to attend formal dances and may bring one eligible guest. Upperclassmen will have the first opportunity for the purchase of dance tickets. Ticket sales will open to underclassmen one week from the opening day of ticket sales.
- Formal dance guests must be no older than 20 years of age and enrolled at a district school, or a graduate who is not older than 20 years of age. High school freshmen are the youngest group of students allowed as a guest at a formal dance. Any guest who is not enrolled at Hutchison High School must be approved prior to the dance by a school administrator. All non-HHS guests must be prepared to present a current picture ID at the door and be in good standing with their respective school. All guests arrive and leave the dance with their HHS sponsor. There are no exceptions to this policy.
- At the point of sale, all ticket purchasers must sign an agreement outlining the expectations of dance participants. Guest sponsors are responsible for their guest while attending the dance.
- Tickets to formal dances are not transferable for any reason. They cannot be resold or given away.
- Tickets for non-HHS guests must be purchased prior to the deadline as established by the class advisor.
- Overdue fees owed to the school must be resolved before any formal dance ticket can be purchased. This policy also applies to former HHS students who have outstanding or overdue materials.
- Standards of reasonable dress for formal dances allow for some flexibility.
- Tickets for formal dances may not be sold at the door except with administrative approval.

**Please adhere to the following guidelines for formal dances:**

At formal dances, formal attire is to be worn. Strapless gowns and gowns with spaghetti straps are permitted provided they do not exhibit exaggerated cleavage. Dresses that are both backless and side less are not acceptable. A dress must cover the female's sides and must be above the waistline in the back. Scarf type tops with only string closures in the back and tops that show any bare midriff are not allowed. Miniskirts and dresses must meet the regular dress code standards. Mid-thigh skirts and dresses are allowed as long as they do not "fly up" while dancing. Slits in dresses or skirts must not exceed the mid-thigh rule. See through clothing of any type is prohibited.

Males must keep their shirts on and buttoned, regardless of the temperatures in the dance area. Pants must remain buttoned and closed at the top. Unbuttoned/opened pants are not recognized as a style, nor are they appropriate for a school function.

**Appropriate Formal Dress:**

Dress shirt and tie  
Evening gowns; skirt; dress  
Dress slacks  
Dress shoes

**Inappropriate Formal Dress:**

Tee shirt or Sweat shirt  
Jeans-any type or color  
Apparel made of tape string, foil, etc.  
Athletic shoes/flip flops

## **DRESS CODE**

**Unacceptable Dress at School or School Functions:**

- No head gear may be worn or visible from the time a student enters school until the time a student leaves school. This applies to headgear of any kind, including but not limited to: hats, hoods, bandanas, scarves, sweatbands, do-rags, etc. Head gear should be kept in a student's locker.
- Articles of clothing that advertise, depict or condone the use of alcohol, drugs, tobacco, violence, inappropriate language, or sexual behavior innuendo, purposeful harm to oneself, suicide, gang membership or gang behavior.
- Articles of clothing, accessories or footwear that signify gang affiliation. Known styles of gang-related dress, as verified by local authorities, shall not be worn, possessed displayed at school or at any school sponsored events. This may include pants that sag (pants must be worn at the waist even if a shirt covers the waistline), a single raised pant leg, bandanas or similar looking items worn as an accessory; colors, symbols or numbers representing or having special significance within gang culture; sports clothing of specific teams; beads and necklaces; belt buckles with gang initials; gang themed t-shirts with gang photos, prison scenes, graffiti or slogans.
- Display of body tattoos which are gang-related are also prohibited and must be covered during school hours and at school events.
- Articles of clothing that are provocative or revealing in nature, including spaghetti straps, low necklines, clothing that reveals underwear, bare midriffs, bare shoulders, bare backs, low-cut tops or dresses, halter tops,



etc. All cleavage must be completely covered. Undergarments may not be exposed, even when a student leans over or sits down. All tops must overlap or be completely tucked into pants, shorts or skirts to avoid any bare midriff.

- Skirts, dresses or shorts that are shorter than mid-thigh, whether sitting, standing, or bending over. Private body parts shall be covered at all times. No undergarments or parts thereof may be exposed at any time.
- Articles of clothing that are considered loungewear, pajamas, etc.
- Articles of clothing or accessories that disparage or humiliate any group, or individual for any reason, including but not limited to national origin, gender, race, religion, sexual orientation or disability.
- Items of jewelry or accessories which pose a hazard, wallet chains, spike collars or necklaces, spiked bracelets, safety pin jewelry, choke chains, bicycle chains, earrings connected to a nose ring via a chain, etc.
- Sunglasses

Initial consequences for violation of the dress code will be a conference with an administrator or counselor to discuss changing into more appropriate clothing. Secondary violations will result in detention and parental contact. Repeated infractions may be considered insubordination resulting in appropriate disciplinary consequences. Exceptions to these rules for religious, medical or cultural reasons will be decided on a case by case basis by the school administration. There may be exceptions to these rules for special event days approved by the principal.

## **DEFICIENCY REPORTS**

Deficiency reports will be issued at mid-quarter to the parents/guardians of students whose mid-quarter standing is below a C. When possible, the report will be discussed with the student prior to being sent home.

## **DRIVING AND PARKING ON CAMPUS**

Student use of school parking facilities is a privilege and students can lose parking privileges for misuse. All student vehicles parked on campus must be registered with the school, at no cost to the student. Suspensions of driving/parking privileges will be assigned to students who fail to register their vehicle(s). The HHS parking sticker must be displayed in full view in the upper corner of the driver's side of the windshield. *Senior Parking* is for Seniors ONLY who are registered and have a Senior Parking Tag. *Senior Parking* is a privilege.

### **Students using the student parking lot must:**

- Not allow vehicles to idle unattended.
- Recognize that the parking lot is public property in control of the school. School district employees may occasionally park in student parking with office notification.
- Display the parking sticker prominently in the proper place.

- Drive in a cautious and controlled manner at all times, following all posted speed limits, stop signs, traffic flow and parking signs.
- Comply with school policy and state and local laws.
- Recognize that use of the school parking lot constitutes consent to search the vehicle with reasonable suspicion. When school officials determine reasonable suspicion, refusal by the student or parent to a search will result in out of school suspension.
- Not park in the lot designated for UAF Career and Technical College staff and students. University of Alaska-Fairbanks Police will ticket unauthorized vehicles or handicapped.
- Not park in the handicapped spaces without a handicap decal or hanger.
- Actions such as loud music, racing, revving engines, squealing or spinning tires, brodies, fishtailing or power turns, passing other vehicles and driving over curbs/sidewalks is strictly prohibited. All drivers are responsible for the safety of passengers riding in their vehicle.
- **Loitering inside or around parked vehicles is prohibited.**
- Unlicensed motorized vehicles (dirt bikes, mopeds, snow machines and ATVs) are not to be driven on school grounds.
- Keep your vehicle off the grass.
- Park in designated areas only-do not park beyond the marked areas of the parking lot.
- Student drivers cannot park in front of the building (reserved for staff and visitors) from 7:00 AM to 3:15 PM.
- Be respectful of your fellow students. Use only one parking space-park **BETWEEN** the yellow lines.
- Part-time students park in student parking (not guest parking).

Consequences for violations will range from loss of driving/parking privileges to detention. More serious infractions, such as endangering others, bodily injuries or property damage will be reported to Alaska State Troopers and may result in suspension. Repeat offenders will lose privileges indefinitely and may be suspended.

## **DRIVING TO SCHOOL SPONSORED ACTIVITIES**

Students are required to travel to school-sponsored activities via transportation provided by the school unless otherwise approved by school administration. Students shall not transport other students to school-sponsored activities in private vehicles.

## **EMERGENCY PROCEDURES**

For your safety and the safety of your classmates, at any time an emergency procedure is initiated, you must take extra care to listen for directions from school staff. Students are expected to follow these directions immediately and quickly without question.

Evacuation: Evacuation routes are posted in each classroom. Students are expected to know the appropriate evacuation route for each of their classes. When the alarm sounds, all persons are to quickly leave the building in an orderly fashion.

Once outside, students are to report to their teacher in the designated location for their class. Should an alarm sound during a class break, students should report to the teacher of their next class. Students must remain with their class at all times during an emergency. Student should remain clear of emergency vehicle access. When extreme weather conditions exist, teachers will direct students to appropriate shelter. Unless directed to do so for shelter, students are not to enter their vehicles and are not to leave campus. Students cannot re-enter the building until directed to do so by an administrator or the fire department. It is important to keep fire lanes clear during an evacuation.

## **EARTHQUAKE PROCEDURES**

Drop and Cover: Students are to protect themselves by getting under desks or tables whenever possible. If there is no cover available, move to an inside wall and kneel next to the wall, facing away from the windows. Cover the sides of your head with your elbows and clasp your hands behind your neck. Remain in this position for at least 60 seconds, or when the shaking has stopped completely, or when directed to move by a staff member. Be prepared for a possible building evacuation as directed by Administration. If you are outside, do not enter the building. Instead, sit or lay on the ground. When the tremors have ceased, check for injuries and report to the first staff member you see.

## **FINAL EXAMINATION POLICY**

Final examinations will be given in all classes. Parents are expected to call in to excuse an absence by 10:00 AM on the day of the absence. Final examinations are given during the last three days of each semester. No one will be exempted from a final exam. Final exams are administered under the following conditions:

Final exams are to be given during the scheduled exam period. **No FINAL exam will be given early.**

A physician's statement will be required for a medical absence.

Cold weather is not an acceptable excuse for missing a final examination.

No passes will be issued during final exam periods.

If a final examination must be missed, the student will have a conference with the principal to explain the circumstances. The exam will be given after the scheduled time by arrangement with the teacher. If a student is withdrawing from school early, School Board policy will determine the circumstances and

requirements for completion of the semester. The counseling department is available to assist students in this case.

## **FLAG ETIQUETTE**

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used:

- The flag should never be flown upside down (only as a distress signal).
- The flag should not be used as a drapery.
- The flag should not be used as part of a costume or athletic uniform.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.

## **FREEDOM OF SPEECH**

Students have the right to appropriately express personal views in classrooms, during student activities and in publications. Students are expected to be responsible in the expression of such views and may not infringe upon the rights and wellbeing of others, or become a serious disruption to the educational process.

# GRADUATION

To receive the regular high school diploma presented by the Board of Education, students will be required to satisfactorily and fully complete a course of study that meets those requirements established by the State Board of Education and the district. Students will be required to complete a minimum of 22.5 credits, and distributed within the following subject areas:

<b>English</b> .....	<b>4 credits</b>
<b>Social Studies</b> .....	<b>3.5 credits</b>
World Studies .....	1 credit (2 semesters)
American Studies .....	1 credit (2 semesters)
Contemporary Government Studies .....	.5 credit (1 semester)
Contemporary Economic Studies .....	.5 credit (1 semester)
Alaska Studies .....	.5 credit (1 semester)
<b>Science</b> .....	<b>3 credits</b>
Biological Science .....	1 credit (2 semesters)
Physical Science .....	1 credit (2 semesters)
Additional science .....	1 credit (2 semesters)
<b>Mathematics</b> .....	<b>3 credits</b>
Algebra I or Integrated Algebra A&B .....	1 credit (2 semesters)
<b>Physical Education</b> .....	<b>1.5 credits</b>
One-quarter (.25) credit for the Physical Education requirement may be waived for each full season of participation in approved interscholastic or intramural athletic competition, retroactive to the beginning of time. The total credit waived shall not exceed one-full credit. Elective credit must be earned to replace the Physical Education requirement that is waived. A waiver of credit under this section does not affect the overall minimum requirements.	
<b>Health</b> .....	<b>.5 credits</b>
<b>Electives</b> .....	<b>7 credits</b>
<b>TOTAL</b> .....	<b>22.5 credits</b>

One-half (.5) credit is awarded for satisfactorily completing a required or elective course which is one semester in length.

Medallions of Honor are awarded to graduates who have earned 24 or more credits during their four years of high school.

Credit Recovery: students who do not pass a core academic class (such as English, World History, U.S. History, American Government, Economics, etc.) may not be able to retake the class in a teacher directed classroom and may need to recover it through e-Learning. Credit Recover (CR) classes are not accepted for the Alaska Performance Scholarship or the NCAA.

Graduates are required to attend a mandatory practice session as part of the commencement ceremonies. Graduating seniors who do not attend the practice

session will not be allowed to participate in the graduation ceremony. In addition, graduating seniors must resolve any outstanding costs or materials due to the school; otherwise he/she will not receive their diploma until outstanding costs or materials are resolved.

### **Dress Code for Graduation:**

Graduation from high school is an event that requires dignity and respect. We suggest attire worn under the gown should consist of the following:

- Men: Long slacks, socks and dress shoes, dress shirt with a collar.
- Women: Long slacks, dress or skirt and blouse, dress shoes.

***Per district policy: Absolutely no decorations, adornments or unauthorized sashes on graduation caps and gowns.***

## **HAWK MENTORS**

Hawk *Mentors* are selected Hutchison High School (HHS) students who represent our school and its many activities. The Hutchison Ignition *Mentors* are committed to the mission and the core values of HHS.

Hawk *Mentors* are engaged in a chosen career cluster and have a demonstrated focus on preparing for the next level. They are an essential part of our recruiting team and student orientation process. They support our many public presentations and school activities.

Hawks *Mentors* are recommended and selected by the HHS staff. They must have a 2.0 GPA with no F's and demonstrate excellent citizenship. Hutchison Ignition *Mentors* include students in grades 10 - 12. New Hutchison Ignition *Mentors* are selected at the end of second semester. Once selected, Hutchison Ignition *Mentors* are given the opportunity to re-apply every year providing they continue to meet the membership criteria.

## **INCOMPLETE GRADES**

The teacher may issue an incomplete when the student has not completed all requirements of the course. The incomplete grade must be made up within two weeks of the commencement of the next grading period. Failure to make up an incomplete grade during the allotted time will result in an F for the grading period. For purposes of determining eligibility in activities, an incomplete grade is considered an F. If the incomplete is made up during the two-week window, the revised grade will be used to reassess the student's eligibility.

## **LIBRARY GUIDELINES**

The library is tentatively scheduled to be open Monday through Friday from 7:30 AM - 3:45 PM, according to staff availability. The library's mission is to provide a diversity of books, magazines, online resources and other materials for students for both research and independent use. Librarians will be available to those

students who want help with research projects or who simply want to find a good book to read.

Students will be held financially responsible for any damaged or lost materials. Please do not let anyone else borrow items you have checked out at the library, as you will be responsible for any item checked out on your card. Students may be in the library during class time only when accompanied by their class and teacher or with a pass from a teacher. Students are expected to sign in and out at the library circulation desk.

## **LOCKERS**

Lockers are the property of the school and provided for the convenience of students. Students are responsible for the contents of their assigned locker and maintaining their lockers in a clean condition; writing and placing hard to remove stickers on lockers is prohibited. Fees will be charged to students with damaged lockers or lockers not thoroughly cleaned out when it is vacated. Students are to keep their assigned lockers and should not share their combinations or locker space with others. The school is not responsible for loss and retains the right to search lockers with reasonable suspicion. Private locks are not allowed on any locker.

## **MEDICATIONS**

**Prescription Medicines:** parents must deliver prescription medications to the school nurse, in the original container. Medications delivered to the nurse by the student will not be administered until the parent documents how the medication will be dispensed.

**Nonprescription Medications:** a single dose of an over-the-counter may be self-administered by high school students if the medication is in the original container. With parent permission, the school nurse may administer nonprescription medications that are on the standing order list (see the nurse for approved medications). Refer to School Board Policy 1062.2 for more information.

Students sharing or distributing prescription or nonprescription medications with others is a violation of district policy. Any student who shares medications with anyone will face disciplinary action.

## **MESSAGES TO STUDENTS**

Board policy prohibits the office from relaying messages to students, except for messages from parents or guardians. Names of students having messages are announced over the intercom during class breaks. Students are expected to pick up messages in the office. All emergency messages for students will be delivered as soon as they are received.

## **NURSE'S OFFICE**

Students who need to see the school nurse during class time must request a pass from the teacher before leaving the classroom. All accidents and/or injuries occurring on campus must be reported to the nurse immediately in order to avoid potential medical complications as well as to maintain insurance coverage. When the school nurse is not available, students should report to the front office. Students are not permitted to carry prescription medications at school with the exception of asthma inhalers, and these only with specific authorization (see Medications).

## **OPEN/CLOSED CAMPUS**

All students are expected to remain on campus during the school day. During lunch, sophomores, juniors and seniors are allowed to leave while freshmen remain on campus. Seniors who have free periods during the school day are expected to leave the building at the beginning of their free period or proceed directly to the library. Hutchison students may not visit other school campuses at any time during the school day, including lunch. Unauthorized visitors from other schools may not be present on the HHS campus during lunch and immediately after school. Part-time students spend their lunch times at their home schools.

## **OVERDUE BOOKS, FEES OR MATERIALS**

At the end of each semester, report cards will be held if a student has outstanding books, activity fees, school equipment, uniforms, or unpaid fines and fees with the school.

Students who wish to participate in any school activity (athletics, clubs, performances, competitions, formal dances, etc.) are required to pay all outstanding fees, or return materials due to the school, or make arrangements for payments with the administration.

## **PERSONAL PROPERTY**

Each student assumes responsibility for the security of personal property and students are encouraged to leave items of value at home. The school is not responsible for loss or theft. However, when reported to the school, reasonable efforts will be made to assist in recovering lost or stolen property.

## **POSTERS AND FLYERS**

All posters and flyers are subject to administrative approval prior to being placed or distributed in the school. Posters and flyers are expected to be in good taste



and exhibit accurate spelling and grammar. Material that would be censored in student publications will not be accepted. Sponsors posting approved posters and flyers are responsible for taking them down when the activity has concluded.

## **PRESS AND PUBLICATION GUIDELINES**

Standards of good journalism are expected in all student and school sponsored publications. Articles and editorials are expected to exhibit appropriate skill in writing and exemplify high ethical reporting standards. Students are encouraged to express opinions via student publications. Material will be censored when it is judged to include the following: obscenity, profanity, libel, promotion of illegal activities, ads for any product not permitted for minors, partisan political endorsement, material which degrades or belittles any group, individual, national origin, gender, race, religion, or disability or material which would cause a substantial disruption to the educational process.

## **PROHIBITED EXPRESSIONS AND ITEMS**

To preserve the integrity of the school, the educational process and most importantly, the dignity, respect, and safety of everyone, certain items, dress, writings, drawings, gestures, symbols and utterances, whether expressed or implied, are strictly prohibited at school and at school sponsored events. Students who choose to violate this policy will face consequences as determined by school officials, guided by board policy. Prohibited items will be confiscated. The following is not meant as an all-inclusive list; any questionable items or actions are subject to the judgment of school officials.

### **Prohibited are:**

- Drugs, alcohol, tobacco and related paraphernalia, including e-cigarettes and vapes. (see School Board policy 1049).
- Any type of explosive device, incendiary device, fireworks, stink bombs, lighters, matches or like devices.
- Weapons, edged weapons or knives of any size, ammunition (real or look-alike).
- Two-way radios and similar devices.
- Laser pointers and wallet chains.
- Water toys, aerosols or other objects intended to be used as projectiles.
- Clothing, mannerisms or symbols associated with gang affiliation.
- Expressions that disparage or humiliate any group, individual, nationality, gender, race, religion or disability.
- Expressions that depict the use of inappropriate language, drugs, alcohol, tobacco, violence, sexual behavior innuendo or suicide.
- Skateboards, roller blades and roller skates are to be carried as soon as the student steps on campus. Their use is not allowed anywhere on campus.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Students are expected to exercise discretion in showing affection in public. Holding hands, or a brief, friendly hug are the only appropriate public displays of affection allowed at Hutchison High School and at school sponsored activities. Prolonged hugging, kissing, sitting or laying on someone's lap and similar public displays of affection are prohibited. Initially, consequences begin with a request to stop the behavior. Second offenses usually involve an administrative conference and parent contact. Repeated or excessive infractions are cause for disciplinary action.

## **SCHEDULE CHANGES**

After the first 10 days of the first semester and the first 5 days of second semester, students are not permitted to change classes. If a class is dropped after these dates, a grade of WF is recorded. A WF means the student has dropped the class with an F after the specified period. The principal may grant exceptions for extenuating circumstances.

## **SEARCH AND SEIZURE**

School administration has the right and duty to initiate a search if there is reasonable suspicion to believe that drugs, weapons, dangerous, illegal or prohibited matter, or stolen goods are likely to be found on the student's person, in lockers, desks and other items or spaces provided to the student, or vehicles which are parked on school grounds (School Board policy 1041.3). When school officials determine reasonable suspicion refusal by the student or parent to search will result in out of school suspension.

## **STUDENT IDENTIFICATION**

All students are expected to properly identify themselves to school or district personnel. Refusing to comply or giving a false name is considered interfering with school authority.

## **STUDENT PASSES**

Students are expected to remain at school and in class. A student will be considered truant for non-compliance with pass guidelines. Absolutely no passes will be issued to use vending machines during class time. Abuse of the pass system in any manner will result in disciplinary action and a loss of pass privileges.

**Hall Pass:** Students must have a hall pass to be out of class. Passes are granted at teacher's discretion. Students are to go directly to the designated destination and return to class promptly. Students must secure a hall pass from a

teacher to use the library for research during their class time. CTC bathrooms are not for high school student use.

**Town Pass:** The Attendance Office will issue a town pass only for approved absences requiring the student to leave school. If a student becomes ill during the school day, the student must report to the school nurse (or to the front office if the nurse is not available). The nurse can issue a town pass for the student to leave campus after making parental contact. Town passes are not issued after the fact. Absences resulting from leaving without notifying the school will result in an unexcused absence.

## **STUDENT RECORDS**

Student records will be accessible to the students' parents or legal guardian or the student in accordance with law yet will be guarded as confidential information. Please refer to School Board Policy 1080: Student Records.

## **STUDENT SUPPORT PERIOD**

Student Support Period is Hutchison High School's advisory program. Attendance is mandatory. Each faculty member serves as an advisor to a group of students.

### **Student Support Period provides the following:**

- An individualized, comprehensive, and continuing career and academic guidance plan.
- A process that enables students and their parent/guardian to gain knowledge needed to make informed academic and career preparation decisions.
- A positive relationship with a small group of students and an adult.
- An ongoing assessment of students' strengths, weaknesses, and career and academic objectives.
- Short and long term goal setting to meet academic and career objectives.
- An opportunity to explore the possibilities and advantages of pursuing non-traditional careers.
- A supportive environment where skills, abilities, and interests play a key role in decision making.
- A team approach to meeting student and parent/guardian needs.
- Integration between academic and career areas of education.
- An organized method to distribute information and effectively use time.
- Another adult on campus with whom parents/guardians can develop a long term relationship that is beneficial to all involved.

## **SUBSTITUTE TEACHERS**

Substitute teachers have the same authority as regular teachers. Students are expected to treat substitute teachers with the same dignity and respect as they would their regular teacher.

## **TEACHER AIDES**

Senior students and junior students (with principal's permission) with a 2.0 GPA from the prior semester with regular attendance may be teacher aides. A student must have permission of the instructor prior to registering as a teacher aide. Students may be a teacher's aide only for one period per semester. Teacher aides are required to abide by hall pass regulations.

## **TELEPHONES**

Students are generally not allowed to use the office phone during instructional time. Office and classroom telephones are not available for student use except for emergencies and with a staff member's permission.

## **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Textbooks and other necessary materials are issued to students without charge. Students will be financially responsible for damages to or the loss of textbooks or other loaned materials (see Overdue Materials). Students are expected to return the exact textbook or other instructional material issued to them. Students should not be sharing or trading textbooks. Students may be expected to pay for projects or materials that become the property of the student upon completion.

## **VISITORS TO HUTCHISON HIGH SCHOOL**

Parents and guardians of Hutchison students are welcome to visit the school at any time. All visitors to Hutchison High School are required to check in at the office. The school secretary will record pertinent information. Visitors will be issued a wearable pass that must be worn at all times.

Hutchison students who wish to bring a high school age visitor must have written approval from the host students' teachers at least 24 hours prior to the scheduled visit. Student visitors, upon approval, can visit for only one day. The host student must pick up a visitor approval form at the office for teacher signatures. The completed form is returned to the office; visitor passes are issued only on final approval from school administration. School officials may speak to the host student's parent.

High school aged visitors are expected to remain with their host student at all times and follow Hutchison High School policies. Host students are responsible for such visitors for the entire school day. Student visitors must have picture identification.

In the interest of the child's safety, children younger than 14 or older than 18 years of age are not accepted as student visitors under this policy.