

PALMER HIGH SCHOOL



Home of the Moose

STUDENT HANDBOOK

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~~ Life-long Learners ~~ Community Assets ~~ Citizens of Integrity ~~

Dear PHS Student,

Welcome to Palmer High School, Home of the Moose. At Palmer High, we continue to be at the forefront of educational innovation. We believe in creating and sustaining a positive environment where students have the opportunity to experience their highest level of success. We work towards maintaining the safest and most supportive learning environment possible. With a highly qualified and dedicated staff, Palmer students will enjoy a rigorous and rewarding high school career.

This PHS handbook clarifies the policies and procedures pertaining to student activities and responsibilities as set forth by the School Board, Mat-Su Borough School District, and your school administration. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook. This handbook and the district student handbooks govern your school life. Students are expected to know and exercise their rights as outlined in these handbooks. Any system of governance only works well if those for whom the rules are written know them and exercise their rights about those rules. Concurrently, students are fully expected to act in a responsible fashion.

Please let us know if you have questions or concerns about PHS, and have a fantastic year.

- PHS Administrative Team



PHILOSOPHY

At Palmer High School, our educational vision is to focus on quality education and a high level of student achievement. It is our role to work in partnership with the community to develop contributing, self-directed, responsible citizens for a changing world. Multiple opportunities are provided through a rigorous and diversified curriculum in a safe and supportive environment.

MISSION

Palmer High School's Mission is to prepare...

Life-long Learners – Community Assets – Citizens of Integrity

VISION

To focus on quality education and a high level of student achievement. It is our role to work in partnership with the community to develop contributing, self-directed, responsible citizens for a changing world. Multiple opportunities are provided through a rigorous and diversified curriculum in a safe and supportive environment.

- Palmer High School acknowledges the uniqueness of the individual and strives to instill a desire for life-long learning. With this in mind, we provide programs that allow for varying degrees of proficiency in diverse disciplines and teach skills necessary for students to become productive citizens and achieve personal goals.
- Schools cannot run without staff. The professionals who comprise the staff of Palmer High School provide a positively structured educational environment for our students by maintaining high expectations for social interaction and academic achievement while protecting the dignity of the individual.
- Schools are learning institutions; we learn from each other and benefit from exemplary models of behavior. School staff has a crucial role as models for our young people. It is the responsibility of all employees to set a positive example for the students. Both a duty and a joy, our chief responsibility is the education of our youth.

Palmer High School, accepts, embraces, and supports the mission, vision, beliefs, and goals established and adopted by the Matanuska Susitna Borough School District – these can be found on the school district's website

Palmer High Guidelines for Success

Palmer High learners strive to be:

Inquirers They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced They understand the importance of intellectual, physical and emotional balance to achieve personal well being for themselves and others.

Reflective They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

This handbook outlines information and expectations; necessary modifications made by the school administration will be announced in the Daily Bulletin and/or Morning Announcements.

PHS = Palmer High School MSBSD = Mat-Su Borough School District

GENERAL INFORMATION ABOUT STUDENT LIFE

Assembly Behavior - Assemblies provide students with educational and entertainment opportunities. In order for students to obtain the greatest benefit from these experiences, all students are required to attend and are expected to respect speakers and performers. Students are expected to listen quietly and to respect the rights of others by not creating disturbances.

Beginning of the Day - Classes begin each day at 7:45 a.m. The main hallways and locker banks will be opened to students as soon as possible after 7:15 a.m.

Change of Schedule or Withdrawal – Every effort will be made to provide 10th – 12th grade students with the opportunity to choose their courses prior to the end of the year. When this time frame is not possible, scheduling will occur during the summer. Prior to classes beginning in August, students will have the opportunity to come to the school and make necessary changes to their schedule. With regard to the second semester courses, students will have all of the class days in December to make necessary changes. Due to the extended opportunity for students to make sure their schedule is exactly as they need it to be, there will be no schedule changes once the semester has begun, except for reasons of administrative need.

Check out (withdrawing from PHS) - In order for PHS to issue any report cards and related documents, a student must have no outstanding debts to the school or to the MSBSD. Debts that fall into this category include, but are not limited to missing books/chromebooks, damaged books/chromebooks, activities fees, non-returned uniforms and overdue library materials. Also, seniors must have a “clean slate” in order to participate in graduation ceremonies.

Course Procedures - Each teacher will prepare a course syllabus that clearly specifies grading procedures, class expectations, course outcomes, class rules and provisions for make-up work for their class. Students should refer to this document for specific information about classroom procedures. Course syllabus must be signed by parent and returned to teacher at the beginning of the course.

Computer Use - Students will be issued a District Chromebook and charger for school use. Students are expected to have their issued device every day. A signed Student/Parent Device agreement (See MSBSD One to One Parent/Student Handbook) and permission to use the internet must be in place. Additional guidelines are as follows:

- Students may use social networks only as a part of a school specific assignment.
- Recreational computer use is not permitted.

Misuse of school computers is defined as “any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agency or network that is connected to their system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school.” Misuse will result in a referral to administration and may result in the loss of all computer privileges for the remainder of the quarter, semester, or year.

*Replacement devices will be available for check out at the front office in exchange for a depository good (phone, drivers license, etc.)

Dance Regulations - PHS will adhere to the guidelines for dances as set forth by the MSBSD (Note: The only item not specified in the MSBSD guidelines is that only PHS students will be allowed into PHS dances, except Homecoming and Prom; *see MSBSD guidelines on Guest Passes*).

Dress Code - Students are expected to dress appropriately for school as they would for a casual/business casual environment. Any attire that may cause a disruption to the educational process is not allowed. Apparel or appearance that draws attention to an individual rather than to a learning situation must be avoided. In matters of opinion the judgment of the principal/designee will prevail. Refusal to adhere to the dress code will be considered disorderly conduct.

The following community developed minimum standards will be observed at PHS:

1. Any clothing that is revealing is prohibited. Some of these items include:
 - Clothing that is transparent
 - Extremely low cut clothing
 - Visible undergarments—clothing that reveals any portion of the undergarments

- No portion of the midriff is to be visible—shirts or tops must cover the waistband of pants, shorts or skirts
 - Shorts, dresses and skirts must not be excessively short for school
2. Clothing and accessories such as backpacks, notebooks, patches, tattoos, bandanas, and jewelry must not display or suggest:
 - Racial or ethnic slurs/symbols
 - Gang affiliations
 - Vulgar, subversive, sexually suggestive or otherwise inappropriate language or images
 - Promotion of products that students may not legally buy such as alcohol, tobacco and illegal drugs
 - Anything that promotes harm to another or to one's self
 3. Prohibited items include:
 - Studded jewelry or chains
 - Sunglasses unless medically required
 - Sleepwear and clothing resembling sleepwear
 4. Footwear is required at all times. Religious and medical waivers may be granted.
 5. At the discretion of administration, students may wear approved team uniforms for spirit days or other events.

Driving and Parking - Students who provide their own transportation must ensure their vehicle is “street legal” and licensed. The designated parking areas for handicapped and visitors at PHS are located along the front of the school and along the blue painted curb. There is no student or staff parking in the school bus drop-off/pick-up loop behind the wood shop. Do not park in the fire lane that is clearly marked by the red painted curb or the bus loading zone curb next to the front entrance. The swimming pool parking lot is reserved for public use and is not to be used by students or staff. The adjoining lot is reserved for staff only. Additionally, the first two rows of the main parking lot are reserved for staff parking.

Violations of this policy, reckless driving or improper parking may result in any or all of the following:

- Loss of parking lot privileges for a specified period of time.
- Total loss of parking lot privileges.
- Student's vehicles being towed away at owners' expense.
- Report to local police.

Note: Your vehicle is subject to search at any time in order to determine compliance with school, district, or legal regulations. Refusal to submit to a vehicle search will result in disciplinary action.

Electronic Communication Devices

- **Cell Phones:** The PHS cell phone policy is “off and away during the school day.” This means that students should not have cell phones in class. It is recommended that students leave their cell phones in their locker. If a student brings their cell phone to class, they are expected to place their phone in the designated bin for the duration of the class. Cell phone use is ONLY allowed before and after school, during lunch, and during passing periods. This policy is intended to promote responsible phone use. Our shared efforts will decrease disruptions to learning, increase student achievement, and enhance school safety at PHS.
- **Wireless headphones:** Wireless headphones are allowed before and after school and during lunch. **They will not be worn during class (if headphones are needed for class they must be wired).** Similar to cell phones, this policy is intended to decrease disruptions to learning, increase student achievement, and enhance school safety.

*In the event that an electronic communication device is confiscated for inappropriate use, the device may be retrieved at the front office at the end of the school day. If a student's phone or other communication device is turned in to the office, a parent may need to come in to retrieve it. Repeated violations will result in loss of electronic device privileges and other sanctions as determined by school administrators.

End of Day - All students are expected to be off school grounds by 2:45 PM, unless involved in an extra-curricular activity that day and/or under the direct supervision of a staff member. Students refusing to leave the building or re-entering the building without a valid reason may be subject to disciplinary action.

Entrance/Exit -The main front doors *only* shall be used for entrance and exit at all times other than during an evacuation drill or actual emergency. Other exits are to be utilized only for specific purposes under the supervision of school staff. All exits other than the main front doors are considered “off limits” during school hours. Unauthorized use of these exits shall be considered flagrant insubordination and violation of the closed campus policy.

Emergency Procedures- Fire and other emergency drills are held in compliance with state requirements and such instruction is incorporated into the school curriculum. When the fire alarm is heard, all work is to be suspended. All persons within the building are to leave as quickly and quietly as possible and to the designated gathering area at least 100 feet from the building. Absolute order is essential to the safety of all – students are required to remain with their class, and teachers will take attendance. Students that are not present will be marked truant and referred to administration. Other emergency drills (ie.: earthquake, lockdown, etc.) will be held within the guidelines of the MSBSD and after instruction by the classroom teachers. No cell phones should be used during emergency drills.

Extracurricular Activities - Participating in extracurricular activities is an important and beneficial way to get involved at Palmer High School. Studies have shown that participating in sports and activities increases academic performance for students. To get involved, students can visit the Guidance or Front office, where they can find a list of sports and activities and their coaches/sponsors offered at PHS throughout the year. Information about upcoming sports and activities is also presented during morning announcements. Contact the Athletic Director or coach/sponsor for the desired activity for more information and how to register.

For any information related to interscholastic (ASAA) activities, clubs, and the like; refer to the MSBSD High School Co-Curricular Handbook, or check with the Athletic Director. Also, see *Student Activities* section for information related to conduct and eligibility.

Grading and Grade changes - Visit the Guidance Department

Graduation Requirements -

- The Class of 2024 will be required to have earned 24.5 credits to graduate.
- The Class of 2025 and beyond will be required to have earned 25.5 credits to graduate.

Participation in the graduation ceremony is a privilege that can be denied if a student is not in good standing behaviorally. Students who take correspondence courses needed for graduation will need to provide a transcript of completed coursework before they can participate in the graduation ceremony. A phone verification of completed coursework will not suffice. There are no exceptions to this policy.

Specific credit requirements can be found by visiting the Guidance center or on the PHS website.

Guidance Services - Please make an appointment with the guidance secretary. Academic guidance and counseling services that are available for all students include: assistance with educational planning, attendance, interpretation of test scores, occupational and career information, study skills, etc. The Guidance Career Library is open to students and parents for career and post-secondary planning. Career and college materials are available, and students are encouraged to browse during free time.

Hallway Policy - Students must be in class during class time. Teachers are asked to use discretion and issue hall passes only when absolutely necessary. Teachers are advised to prohibit students from being released the first and last 10 minutes of class. Students in the hallways during class time without a pass issued for them will be considered truant.

Health Services - During the school day the PHS school nurse is available to assist with medical emergencies, acute illness, chronic health conditions or other health related concerns. **Medication Policy: Students are not allowed to possess any medications while on school grounds; this includes prescription and over-the-counter medications.** Commonly used asthma inhalers are the only exception. Prescription medications are given as directed in the physician’s order by the nurse’s office with parental consent. Tylenol/Acetaminophen may be given at the nurse’s discretion with parental consent.

Leaving school during school hours - Students who must leave school during the school day need to drop-off a written excuse at the main office before 7:45 AM and must check out through the office. Emancipated students may check out of school with permission from the administration. All other students must have parental and administrative permission to leave campus. Students who leave school without complying with these checkout procedures will be considered truant. Students are not to access their vehicle during the school day without permission from the school administration. Juniors and seniors that are granted off campus passes for academic reasons will follow their off campus pass agreement. ONLY juniors and seniors are granted off-campus lunch privileges after they meet the eligibility criteria.

Library Resources - Students are expected to return library items in the same condition that they are checked out in; students are liable for damages to library materials. Failure to return library books and textbooks will prevent a student from completing the end-of-year check out process until the record is cleared. The librarian has the authority to determine and enforce student consequences for overdue or damaged library materials; such consequences may include detention, student block from checking out library materials, students not being allowed to participate in graduation ceremony and/or referral to school administration.

Lockers - Lockers are assigned to students for their convenience. The school considers everything in the locker to belong to the student to whom the locker was assigned. It is the student's responsibility to keep the lockers clean and sanitary, and the student is responsible for the care and contents of the locker and everything in it. Locker combinations should not be given to others; lockers are not to be shared with other students. The school will not accept responsibility for items lost or stolen from lockers. **Lockers belong to the school and may be subject to search at any time** in order to determine compliance with school, district, or legal regulations.

Parent Liabilities for Damages - Students and their parents are financially liable for property damage caused by the student's conduct.

Personal Property - It is the recommendation of the PHS administration that students not bring personal belongings of any significant value to school. This includes, but is not limited to cell phones, electronic listening devices, cameras of any type, and personal computers and peripherals. If students feel the need to bring such items, they should take appropriate precautions as Palmer High School will not accept responsibility for items that are damaged or stolen.

Pledge to the Flag/Daily Bulletin/Moment of Silence – Each day, via the intercom, someone will be leading the school community in the Pledge of Allegiance to the U.S. Flag followed by a moment of silence. The daily bulletin will be sent out electronically to all teachers and paper copies will be posted at various locations around the school.

Skateboards, In-Line Skates, etc.- The use of skateboards and in-line skates are prohibited on school grounds; use of them may result in their confiscation by school officials.

Spectator Code of Ethics and Sportsmanship - All students must realize the importance of their role in good sportsmanship. This refers to students who may be spectators as well as to those involved in play. According to the Alaska School Activities Association High School Handbook, if a spectator or player is guilty of unsportsmanlike conduct, the school will take appropriate action that can include but is not limited to suspension and/or barring from future contests/events.

All spectators are expected to:

- Remember the game is for the players. They are here because they want to play and enjoy the experience.
- Refrain from distracting the players during play.
- Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's performance is a demonstration of generosity and good will.
- Treat the officials with respect before, during, and after a contest. A game cannot be played without officials as they are an integral part of the game; they should be considered impartial arbitrators.
- Display good conduct. Even though you paid admission, the management has the authority to remove any spectator who does not conduct him/herself respectfully. Abusive language is prohibited.
- Remember the spectator's view of the game could be quite different from that of the official.
- Recognize the fact that spectators represent the school, as do the athletes.
- Respect, cooperate, and respond enthusiastically to cheerleaders.

Student Evaluation of Teachers and Administrators - Students may use the Student Survey of Teachers or Administrators Performance forms (available in the office) when they wish to comment on a teacher's or administrator's performance. If the form is signed, it will set in motion a procedure involving the subject of the appraisal and his or her immediate supervisor. The appraisal will be discussed and if there is a concern, attempts to resolve the concern will be made. This is the procedure to use when students have a compliment, concern or complaint about a staff member.

Student Government - Student Government is designed to give students a voice in the school. Any issues or concerns can be effectively addressed by utilizing these elected representatives to bring matters to the school administration. The Student Government can be as effective as the students make it – get involved.

Student Insurance - Insurance is available to students who need such coverage at a nominal cost. Please inquire in the office for information.

Visitors - All individuals not currently enrolled or employed at PHS must report to the office upon entering the building and obtain a Visitors Pass. Failure to comply with this provision may result in prosecution for trespassing. As all MSBSD schools are closed campuses, student visitors are not permitted during the school day.

STUDENT ACTIVITIES

Palmer High School Activities participants are constantly representing Palmer High School. Students' behavior in and out of school directly reflects on their fellow students, coaches, advisors, and on Palmer High School. All students must realize the importance of good sportsmanship, even as a spectator. According to the Alaska School Activities Association High School Handbook, if a spectator or player is guilty of unsportsmanlike conduct, the school will take appropriate action that can include but is not limited to suspension and/or barring from future contests/events.

STUDENT ACTIVITIES: CONDUCT OF STUDENT PARTICIPANTS

Students involved in Palmer High School athletics or clubs are considered to be under the school's jurisdiction at all times and are subject to the rules of conduct of ASAA, the Matanuska-Susitna Borough School District and Palmer High School.

A temporary or permanent activity suspension may result from the following infractions:

- **Insubordination**
- **Obscene gestures, swearing or profanity**
- **Fighting, stealing, lying**
- **Other inappropriate behavior of a student**

STUDENT ACTIVITIES: SUBSTANCE ABUSE PROGRESSIVE DISCIPLINE PLAN

This progressive discipline plan lists the disciplinary actions that will be taken if a student violates the substance abuse code while a member of an activity. These minimum guidelines and specific activities may, with written notification, sanction additional consequences. Additional PHS sanctions may apply.

First Offense - The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy

Second Offense - The student will be suspended from interscholastic activities and practice for forty five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of 2016-17 ASAA Handbook for calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5).

Third Offense - The student will be suspended from interscholastic activities and practice for six (6) months. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third

Offense educational component. A student may need additional days of practice before returning to competition. (See Article 7, Section 5).

Fourth and Subsequent Offenses - The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the Fourth Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. A student may need additional days of practice before returning to competition. (See Article 7, Section 5).

STUDENT ACTIVITIES: MSBSD ELIGIBILITY RULES

1. In order to participate (try-out, practice, or play) in a school-sponsored activity an athlete must meet all ASAA and MSBSD academic guidelines for eligibility. Additionally, they must fully complete their online registration with Student Central (formerly PlanetHS). The student activity fee of \$250 per sport or activity must be paid prior to the first practice.
2. Attendance Rule: To be eligible for an activity or contest, a student must satisfy the below requirements regarding practice and competitions.
3. Games/Competitions/Representations
 - a. A student must be in full attendance on the day of an activity.
 - b. If an event is held on a weekend, the student must be in full attendance the day prior to the contest.
 - c. Not following the above rules will result in the student forfeiting the next scheduled competitive day until he/she reestablishes his/her eligibility.
 - d. An exception to these rules applies to students attending school-related events, having received prior administrative approval, or when unusual circumstances have led the principal or his/her designee to authorize an absence.
 - e. School attendance for all Region and State events is at the discretion of the building administration.
4. Eligibility Requirements Maximum Participation:
 - a. No student enrolled in a four-year high school may participate in more than four (4) seasons in any specific interscholastic activity. No student enrolled in a three (3) year high school may participate in more than three (3) seasons in any specific interscholastic activity.
 - b. Participation in a single interscholastic contest shall be considered as one (1) season of participation in that activity.
 - c. Each student will have eight (8) consecutive semesters of eligibility after they begin grade nine. (No fifth-year seniors will be permitted without approval from ASAA).
 - d. A student who becomes nineteen (19) years of age on or before August 1 shall be ineligible for interscholastic competition.
 - e. No student shall be allowed to participate in any extracurricular activities after earning a high school diploma or its equivalent.
5. Academic Eligibility Requirements for Practice and Participation: The following requirements shall be enforced to ensure students are in compliance with district and AASA policies for eligibility. High School student athletes will not be allowed to play or travel while academically ineligible. Students in the process of obtaining eligibility through the Alaska School Activities Association (ASAA) waiver process may tryout and practice.
 - a. To be eligible to participate in extracurricular activities; all second semester freshmen, sophomores, juniors as well as seniors who are not on track to graduate must have passed at least five (5) semester units of credit, or the equivalent, toward graduation, during the previous semester. At the end of each semester all students must have a 2.0 grade point average and comply with all other minimum ASAA requirements. Seniors who are on track to graduate must successfully have completed five courses the previous spring for early fall sports.
 - b. Seniors who are on track to graduate must be enrolled in a minimum of four (4) semester units of credit, or the equivalent toward graduation, during the previous semester with a 2.0 GPA.
 - c. All students must have maintained at least an overall 2.0 GPA for the previous quarter.

- d. For the purpose of this section, academic deficiencies may be made up through successful completion of correspondence courses, online courses, or summer school. Should a student be enrolled in an Apex class above and beyond the minimum class requirements for participation, they may be allowed an additional semester (or summer term) to complete the Apex course.
- e. There will be a grace period for eligibility at the culmination of each quarter to allow time to submit grade changes. The deadline for this grace period will be determined prior to the beginning of the school year by the district's Athletic Directors.
- f. Students making up grades/credit from 2nd semester during the summer must have a confirmed final grade and credit prior to the first academic contact day.
- g. A grade of incomplete is considered not passing until the incomplete is changed on the official school records.
- h. Athletes must adhere to the ASAA Citizenship Rule and Controlled Substance, Alcohol and Tobacco Policy.
- i. An athlete must meet the above requirements to be considered eligible. All eligible athlete names must be on the master eligibility list in Student Central.

PALMER HIGH SCHOOL ATTENDANCE POLICY

Studies have shown student attendance at school is directly related to student success. Parents, students, and schools need to work together to promote attendance and success. Parents are encouraged to take an active role in student attendance and to alert the school when their child is to be absent. It is the responsibility of the student to make arrangements to keep up with school work when he or she is absent from school. The principal shall have the final authority and discretion on matters related to such discipline for truancy.

Attendance Procedures:

*The teacher shall record daily attendance in their official class record.

*All notes or other communication concerning the reasons for absences must be deposited in the office, at the beginning of the day whenever possible. All such documentation shall be kept in the student's attendance file. Emancipated students must submit their own written explanations for their absences and/or any other documentation regarding absences. All other students must bring a note from their parent or guardian explaining the student's absence. The note must include the student's full name, date(s) of absence(s), parent or guardian signature, and phone number(s) for contact. Written absence excuses must be turned in to the Main Office immediately upon return to school. **Students who do not have a written note will be admitted to class after parent contact has been made.**

Note that:

- An absence (A) is defined as missing an entire period or day.
- A tardy (T) is defined as arriving to class after the tardy bell.
- A record of tardy student arrival time will be kept on the Student Information System (SIS).

Notification of Absences shall be as follows:

- In order to effectuate positive results and good communication, parents will be notified via the Connect-Ed message system after each absence. In cases of habitually truant students, a referral may be made to the Office of Children's Services.
- The Mid-semester Progress Report will contain a report of attendance as well as academic progress.
- At the end of each session (9 weeks) the report card will contain a report of attendance.

*Students who accumulate excessive absences in any class and/or have demonstrated that they are "At Risk" due to absenteeism shall be subject to conditions that may include the following:

- Referral to the Intervention Team; be assigned to a teacher, counselor, or administrator who will be responsible for monitoring and reporting attendance as well as meeting with the student and parents to devise strategies for improving attendance.
- Be subject to restrictions on participation in any school activities or extra-curricular travel that would cause further absences from regularly scheduled classes.
- Be subject to other conditions and strategies that may be developed by the school and/or devised through parent conferences.

Students may be withdrawn due to non-attendance of 10 consecutive days.

Absences - An absence is defined as any time a student is neither present in his or her scheduled class nor attending any other school-sponsored, school supervised activity. Documentation of excuses and parent communication concerning absences contained in the student's attendance file is critical when decisions are forthcoming regarding grade and truancy issues. For unexcused absences, students must provide a written explanation or other communication from their parent/guardian before they are admitted to class following the unexcused absence.

Tardies - At Palmer High School we value the education of the student. Therefore, it is imperative that your student be present in class on time and prepared with required materials every class period. If a student is late to class, it is expected they enter class with a pass from the front office.

Our late policy is as follows per nine week period (quarter):

1st tardy = Written Warning (logged into the tardy system)

2nd tardy = Written Warning

3rd tardy = Written Warning

4th tardy = Lunch Detention

5th tardy = Lunch Detention

6th tardy = After School Work Detail

Subsequent tardies will result in further disciplinary action (e.g. parent conference or suspension)

If you are late to class, you must report to the Main Office where you will be issued a pass to class and an administrative consequence if you have been late for class more than three times during the quarter.

Makeup Work - Makeup work is allowed for all absences. It is recommended an equal number of school days to the school days absent plus one be allowed for makeup work,. The student is responsible for getting assignments for all work missed in accordance with the teacher's published procedures. There is work unique to the classroom setting that cannot be made up. In these cases, completion of alternative assignments may be required to achieve the same grade. These procedures must be approved by the principal and provided to students at the beginning of the semester. Whenever it is possible, students are encouraged to talk with their teachers ahead of a planned absence and make whatever arrangements are necessary to ensure all work can be completed.

Truancy - Consistent with Alaska State Law Sections 14.30.010 through 14.30.050, students will attend and be punctual to regularly scheduled classes unless officially excused. Enrolled students found to be absent from school or class for reasons other than those permitted by State Law shall be considered truant if they:

- are absent from school without parent or guardian permission.
- are absent from class or classes without permission although on school grounds.
- leave school without administrative authorization or leave class without permission from the teacher or an administrator.
- obtain permission to leave school or class for a specific reason and either do not comply with the specific reason or return to school.
- leave school or class due to illness without reporting to the school office or nurse.

The principal shall have the final authority and discretion on matters related to such discipline for truancy.

Open/Closed Campus- Board Policy 5112.05 "Students who leave campus without written authorization from their parents or guardian AND permission from school authority shall be classified as truant."

Palmer High Start-on-Time! Procedures

- Teachers are strongly suggested to deny students access to a hall pass the first and last 10 minutes of class.
- At the late bell, classes start immediately with a bell question/activity for students.
- All late students (including TAs, etc.) must have a pass from the front office in order to enter class.
- No students (including TAs) are sent from their classroom without a *PHS issued* student pass.
- Suggestions: students could give their teacher their student ID in order to get a hall pass. The ID is returned to student when hall pass is returned to teacher. This allows teachers to insure the return of their passes (avoiding the need of using 'strange items') and also to quickly identify who is missing from their room in the case of a fire drill or actual emergency.

Additional information:

- Students will enter student ID in front office and automatically receive pass to class.
- Unless a detention or other sanction is occurring, students will go immediately to class following the receipt of a pass from the office.

DISCIPLINE PLAN

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency; and the key to good conduct and proper consideration for others. Everyone at PHS has the right to perform their work without interference from others. The work of students is learning, which includes academic, extra curricular and social growth and development. The work of the school staff is to facilitate that education and to provide an optimum environment for learning. There is no place at PHS for anyone who promotes discrimination, tolerates its observed occurrence, or provides an environment in which discriminatory actions are ignored. Students and staff members with varied backgrounds, combined with a sound educational program, will promote a real appreciation of people's differences and similarities. It is recognized and appreciated that the vast majority of students at PHS demonstrate responsibility and caring for the school and its people.

An important part of education is the right to make decisions and the responsibility to accept the results of the choices one makes. Inappropriate behavior without consequence is not appropriate. The Discipline Plan lists the major behavior areas identified by staff, parents, and students which interfere with education and with our efforts to provide a safe, positive, effective educational environment for students and adults.

The Discipline Plan also lists the disciplinary actions that may be taken for various infractions. It is not possible to cover every potential infraction, but the major behavior areas and the range of disciplinary consequences that may be imposed, are listed. The plan is a guideline and cannot describe all behaviors and consequences, nor can it describe the many positive activities used to help students to improve their behavior. In addition to PHS sanctions, students whose actions are a violation of state or federal law may be reported to the Palmer Police.

BEHAVIORS

AUTOMOBILE MISUSE: Inappropriate use of an automobile on school property: includes parking, speeding, unsafe driving, and use of a vehicle to commit truancy.

BUS MISCONDUCT: Failure to follow bus rules and regulations (see District Handbook).

CONCERTED ACTIVITY (CONSPIRACY TO COMMIT A CRIME OR BREACH THE PHS CODE OF CONDUCT): Conspiracy is the crime of two or more people having an agreement with the intent to commit a crime or a breach of a code of conduct. To be liable for a disciplinary action these people must also make a plan with a [mutually agreed to] concerted act to complete that plan (Conspiracy is, today, what "aiding and abetting" used to be).

CREATING A NUISANCE: This includes littering, failure to properly store personal items, unreasonably impeding access or *free movement within the building or other activities, which infringe on the rights of others and the orderly function of the school.*

DEFIANCE OF AUTHORITY, WILFUL DISOBEDIENCE, & INSUBORDINATION: Refusal to follow the reasonable requests of school personnel; refusal to identify himself / herself when requested; refusal to comply with disciplinary sanctions or refusal to report to disciplinary assignment (work detail, detention, etc.).

DISORDERLY CONDUCT: Abusive or vulgar language, be it verbally or non-verbally expressed through writings, drawings, behavior, or dress which is inappropriate for a public school environment and/or disruptive to the orderly operations of the school or class are not tolerated. Freedom of expression is assured all community members. However, as directed by the Mat Su Borough School District Handbook the manner of expression may not be vulgar, obscene, defamatory, neither promote nor advertise alcohol or drugs or substantially interfere with the rights of others or the education process.

FIGHTING: Having or threatening physical contact with another person with the intent to inflict harm or start a fight: includes "self-defense" when both parties were aware of an impending fight and failed to take the appropriate action or to notify school officials to prevent the fight from taking place. *This also applies to any student who films a fight.

FORGERY, CHEATING, FALSIFYING INFORMATION, PLAGIARISM: See PHS Honor Code.

GANGS: The District Student Handbook has determined that "whenever two or more students conspire or otherwise work in concert to commit an offense sanctionable under this policy...the seriousness of the policy is compounded..." this behavior may be considered

gang behavior. Persistent action such as wearing emblems, badges, symbols, signs, graffiti, and other things which are evidence or indicate membership or affiliation in a gang.

HARASSMENT/BULLYING: “A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons.” *Olweus, D. (1993) Bullying at School: What We Know and What We Can Do, Cambridge, MA: Blackwell Publishers, Inc.*

Harassment and bullying takes many fo Palmer High School policy, the following definition will apply. Harassment/bullying is conduct and behavior which the receiver perceives to be:

1. offensive or hostile, causing discomfort, distress or exclusion
2. unwanted and unreasonable, constituting an infringement of the rights of the student
3. Note: Harassment does not simply depend on the intention of the offender, but rather the impact of that behavior on others. What one individual may be able to accept can nevertheless cause distress to another person. What are important, therefore, are the perceptions and feelings of the persons involved.

SEXUAL AND RACIAL HARASSMENT- Offensive language, jokes, names, gestures, notes, innuendoes, pictures, and other means of a derogatory or embarrassing nature are strictly prohibited in school and at all school functions. Offending students will comply with the school’s corrective measures to stop such harassment or they will be removed from school.

This includes, but is not limited to, the use of social media (i.e. Twitter, Facebook, Snap Chat, Instagram, text messaging, etc.). The use of any electronic device via personal or social media to harass another student in any way is strictly prohibited.

ILLEGAL / BANNED SUBSTANCES: The use, possession, exchange, sale or being under the influence of alcohol, drugs, marijuana, inhalants, or other illegal substances while at school or while in attendance at school sponsored activities. This also includes substances that are legal but are look-alike substances to illegal ones. It also includes possession, use or exchange of drug paraphernalia.

PHYSICAL ASSAULT: Physical attack by one or more persons on another who does not wish to engage in conflict. Sexual assault includes any unwanted or inappropriate physical contact of a sexual nature.

PUBLIC DISPLAY OF AFFECTION (PDA): Any display of affection beyond hand holding is inappropriate in school or during school activities.

RECKLESS ENDANGERMENT: Engaging in an activity that endangers others; this includes, but is not limited to, throwing objects or running in crowded areas, irresponsible “horseplay,” and any conduct that is unhealthy toward others.

TARDINESS: Not on time to class.

THEFT: Taking or removing property belonging to another person, organization, or the school without consent; includes transmitting or receiving property that is stolen.

THREAT OR HARASSMENT: Statements or actions, which are intended to intimidate or harass another person or persons; also includes “initiation” or “hazing” and extortion. Sexual harassment includes any unwanted or inappropriate sexual remarks or actions.

TOBACCO/RELATED PRODUCTS (CIGARETTES, CIGARS, CHEWING TOBACCO, LIGHTERS, ETC): A student shall not possess, smoke, or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property, as provided by law.

TRUANCY: Any absence from class, school or a school sponsored activity without the knowledge and consent of the student’s parent/guardian and the administration. According to School Board Policy 5112.5, students who leave campus without written authorization from parents and permission from school authorities shall be classified as truant and subject to disciplinary action.

VANDALISM: Intentional destruction or defacing of objects or materials.

WEAPONS: The possession of guns, weapons, ammunition, knives, explosives or any device designed to shoot projectiles such as slingshots, BB/Pellet or paint pellet guns, dangerous implements or devices, incendiary bombs, chemical dispensing devices or firecrackers on the school campus, or the use of any object to inflict bodily injury to another person will result in expulsion from school for one year.

DISCIPLINARY ACTIONS

LEVEL I: *These actions may be taken by teachers for those behaviors that are under their direct control and all interventions listed should be used before LEVEL II interventions are requested.*

INFORMAL TALK/WARNING: A school staff member will talk to the student to try to reach an agreement regarding student behavior.

PARENTAL INVOLVEMENT: A parent or legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, parent or guardian, appropriate school officials, and other individuals.

CLASSROOM WORK DETAIL: A student may be assigned to a work detail under the teacher's supervision in the teacher's classroom.

DETAINING STUDENTS: A teacher, after having established that a student has committed an infraction, may detain the student after class or after school, or may assign a time for detention to be served in the teacher's classroom. (Teachers will ensure that students are not kept so that they are late to their next class.) Teachers may keep students after school with parental notification and parents may request a 24 hour delay in imposition of detention if the student uses district transportation.

Students who refuse to comply with the teacher's disciplinary assignments are considered to be willfully disobedient and shall be referred to the administration for further disciplinary action with a Level II intervention request.

CONFERENCE: A formal conference is held with the student, and one or more school officials. The parent/guardian may also be involved. During this conference, the student must agree to change his or her behavior prior to being readmitted to class.

SEVERE CLAUSE

STUDENTS WHOSE BEHAVIOR IS DEEMED TO BE A DANGER TO SELF OR OTHERS WILL BE IMMEDIATELY REMOVED FROM CLASS AND ESCORTED TO THE ADMINISTRATION

LEVEL II: *These actions require administrative implementation and/or approval.*

CONFERENCE: A formal conference is held with the student, and one or more school officials. The parent/guardian may also be involved. During this conference, the student must agree to change his or her behavior prior to being readmitted to class.

REFERRAL TO INTERVENTION TEAM: For some infractions, such as substance abuse, fighting or tobacco use, mandatory participation in counseling, support groups or treatment programs may be a condition for reentry into the regular school program.

DISCIPLINARY REASSIGNMENT: The reassignment of a student to a separate supervised environment away from usual activities within the school or different from the student's usual schedule. This may include referral to counseling, or a schedule change.

INABILITY TO PARTICIPATE: As a result of a student's behavior(s), their participation in extracurricular activities, use of hall passes, access to certain areas, or other school privileges may be impacted.

IN-SCHOOL SUSPENSION (ISS) {ISS will be used as available}: The student is excluded from regular classes and school activities and assigned to the designated ISS room. The ISS program requires that the student continue to work on class assignments and exhibit behavior as defined in the student handbook (see Behavioral Expectations of PHS Students).

SHORT TERM SUSPENSION: The student is excluded from school and all school related activities for a period of up to 10 school days. The student is informed that he/she is subject to a short-term suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of the action.

LONG TERM SUSPENSION: The student is excluded from school and school related activities for a period of more than 10 days. The student is informed that he/she is subject to a long-term suspension and may discuss his/her side of the situation with the appropriate school official. The student and his/her parent or guardian will be notified of the pending action and information about his/her rights under due process will be provided.

INTERIM SUSPENSION: An interim suspension is used for students whose presence poses an immediate or continuing danger to persons or property or an on-going threat of disrupting the academic process. Immediate removal from school may occur. In such cases, the necessary hearing process shall follow as soon as is practical.

Students suspended for any reason, who return to campus or attempt to participate in school or school activities without administrative approval are subject to further disciplinary action.

Staff members shall complete a Disciplinary Referral for inappropriate student action and submit it electronically to the appropriate entity so that a record of such action and the resulting consequences can be maintained in the student's file.

Palmer High School Recommended Discipline Sanction

	Recommended Sanction - <i>First Offense</i>	Recommended Sanction - <i>Second Offense</i>	Recommended Sanction - <i>Third Offense</i>
Behavior Dishonesty	Sanctions up to and including suspension, at discretion of school administration	At discretion of school administration	At discretion of school administration
Dress Code Violation	Change of clothing article(s) in violation and student conference	Change of clothing article(s) in violation and parent contact	Change of clothing article(s) in violation, parent contact and detention
Fighting	Up to 10-Day Suspension May be reduced to 7-Day suspension with student completion and submission of relevant essay	30-Day Suspension May be appealed for reduction based on completion of an Educational Conference and plan for improvement	30-Day Suspension
Illegal Substances (possession / consumption)	* Minimum 10-Day Suspension up to semester suspension Suspension may be reduced by student completion of Educational Conference and compliance with E.C. recommendations	* Semester Suspension	* Recommendation for Expulsion
Illegal Substances (distribution to others)	*Recommendation for Expulsion		
Insubordination (direct and wilful)	Conference and discipline sanction up to and including suspension	Suspension	Suspension
Public Display of Affections	Student Conference	Conference and parent contact	Conference, parent contact and detention
Threats of Serious Harm or Death	* Sanctions up to and including long term suspension with loss of credit		
Tobacco	* 3-Day Suspension	* 5-Day Suspension	* 10-Day Suspension
Truancy / Campus Violation	Conference and discipline sanctions up to In-School Suspension	In-School Suspension	In-School Suspension
Vandalism	Sanctions up to and including suspension, at discretion of school administration Restitution for repair is to be part of the sanction	At discretion of school administration	At discretion of school administration
Weapons	30-Day Suspension May be appealed for reduction based on plan for improvement	30-Day Suspension	Semester Suspension

***District prescribed sanction. Recommended sanctions may be modified at the discretion of administration.**

PHS Honor Code

“Honor is doing what is right, even when no one is looking”

Preamble

Palmer High School offers a quality education that cultivates the virtue of *honor*, a sense of personal responsibility, and respect for property, self and others. Students are expected to demonstrate these virtues on the playing fields, in the classroom, and at school events. The *honor code* is central to our tradition of excellence at Palmer High School.

The Code

As a member of Palmer High School community, I pledge to conduct myself at all times honorably, in a way that shows pride in myself, my family, my school, and my community. I pledge to uphold the following standards of the Palmer High School *Honor Code*:

❖ **Respect For Academic Honesty in all my scholastic efforts.** I will, at all times, use my best efforts to accomplish the highest academic achievement of which I am capable. I will not cheat, represent the work of others as my own, or allow others to copy my work or plagiarize.

❖ **Respect For Others in all my words, expressions and actions.** I will – be courteous to teachers, staff and fellow students, refrain from hurtful remarks, and respect people's privacy.

❖ **Respect For Property at all times.** I will take pride in my campus and go out of my way to see that my school maintains its quality and appearance to a level in which I can take pride. I will not steal, deface, destroy, or litter. At all times I will treat my school and the property of others as private -- not to be touched without their permission.

❖ **Respect For Myself in everything I do.** I understand that my academic work, my conduct with others, my attitude towards property, my personal *honor*, and the *honor* of my school community are my personal responsibility. I am responsible for personally upholding the *Honor Code* and for assisting other students in fulfilling their commitment to do likewise. I accept my responsibility not to passively participate in a violation by allowing it to continue without taking some positive action.

Staff Academic Integrity

The substantive standards of academic honesty stated in this policy apply, naturally, to staff members; all members of the Palmer High School community are expected to act according to the highest principles of academic and personal integrity.

Honor Code Definitions

This *honor code* calls for a commitment from staff and students. Below are some areas encompassed by the *code* (for each of the areas, the definitions and examples include, but are not limited to, the items listed);

Cheating: Willfully giving to or receiving from other students -- unauthorized, unfair, dishonest, or unscrupulous advantage in school work.

EXAMPLES:

- ❖ The use of talking, signs, or gestures during a quiz or test.
- ❖ Unauthorized use of study aids, notes, books, data, or other information.
- ❖ Copying from another student or allowing the copying of an assignment.
- ❖ Submission of pre-written writing assignment at times when such assignments are supposed to be written in class.
- ❖ Passing to others, a test or quiz during a class period, or from one class period to another class period with the same teacher.
- ❖ Illegally exceeding time limits on timed tests, quizzes, or assignments.
- ❖ Sabotaging the projects or experiments of other students.
- ❖ Unauthorized use of calculators, cell phones or any electronic devices such as watches, palm pilots, etc.
- ❖ Computer fraud.

Plagiarism: Presenting as one's own, the works or the ideas of someone else, including the Internet or any other form of technological equipment, without proper acknowledgment. Submitting as one's own, a previously submitted document or project.

EXAMPLES:

- ❖ Having another person write an essay or do a project which is then submitted as one's own work
- ❖ Failing to use proper documentation and bibliography.

Lying: Willfully reporting an untruth or falsehood (deceit, attempted deception, or fraud) or not reporting a truth of interest, in an oral or written statement.

EXAMPLES:

- ❖ Failing to give accurate or complete information to a teacher.
- ❖ Feigning illness to gain extra preparation time for tests, quizzes, or assignments and listing fictitious reference sites.

Theft: Taking or appropriating the school work or materials of another individual or organization, or the instructional materials of a teacher, without the right or permission to do so and with the intent to keep or improperly use.

EXAMPLES:

- ❖ Stealing copies of tests or quizzes.
- ❖ Illegitimately accessing the teacher's answer key for tests or quizzes.
- ❖ Stealing the teacher's edition of the textbook.
- ❖ Stealing another student's homework, notes, handouts, or property.

Vandalism: Destruction or defacing of personal or public property.

EXAMPLES:

- ❖ Destruction or defacing school furniture, lockers, electronics, athletic equipment, vending machines, and all other school equipment.
- ❖ Destruction of another’s notebook, apparel, electronic device, etc.

Forgery: Forging the signature of a Parent/Guardian, a school employee, or a Physician (or any Professional individual); on a letter, or on any other document.

EXAMPLES:

- ❖ Passes
- ❖ Progress / Grade Reports
- ❖ Parent letters
- ❖ Permission slips
- ❖ Birth certificates, Medical documents, or other legal documents

General Misconduct: Willful disobedience, insubordination, harassment, disorderly conduct, possession of illegal substances, and concerted activity.

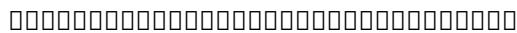
EXAMPLES:

- ❖ Dress code violation.
- ❖ Instigating a fight.
- ❖ Failing to stop misconduct by others, when it is possible to do so.
- ❖ Harassing of peers or staff in any form.
- ❖ Possessing, exchanging, consuming, and/or being under the influence of any illegal substances. ❖ “Minor” misbehaviors that are a part of a pattern of misconduct.

Procedures resulting from violations of the *Honor Code*

Overview: All alleged offenses against the *Honor Code* will be investigated by the appropriate staff member(s). Parents will be notified and the incident will be documented in the student’s file. Consequences will be imposed upon agreement by staff members involved; examples of these include but are not limited to the following:

- ✓ Reprimanding the student orally or in writing.
- ✓ Requiring work affected by the academic dishonesty to be redone.
- ✓ Administering a lower or failing grade on the affected assignment, test, or course.
- ✓ Removing the student from the course.
- ✓ Removing the student from clubs, boards, teams, etc., related to school.
- ✓ Imposing probation or suspension; or recommending expulsion.
- ✓ Placing a temporary or permanent notation on the student's permanent academic record indicating suspension or expulsion due to academic misconduct.
- ✓ Reporting incidents of misconduct to appropriate law enforcement officials. Prosecution may ensue if the incident involves the commission of a crime (e.g., breaking into an office or building, stealing an examination, etc.).



Sources:

Stanford (CA) University Alumni Magazine “The Honor Code” The North Broward (FL) Preparatory Schools “Honor Code” Lexington (MA) High School “Honor Code” Langley (VA) High School “Langley Honor Code” Mainland (NJ) Regional High School “Honor Code” Mt. Rainier (WA) High School “IB Honor Code” University of Colorado at Boulder “Honor Code” Brigham Young University (UT, ID, HI) “Church Educational Honor Code”

A Guide to 4Cs

Credit ~ Career ~ College ~ Community

What is 4Cs?

4Cs at PHS is a daily class (Tuesday through Friday) that will ensure all students are ready for life beyond high school. 4Cs supports our shared vision of creating successful and responsible citizens and community members by supporting their Credit, Career, College, and Community goals.

During 4Cs we will provide:

- A consistent adult mentor for every student for all four years at PHS.
- Weekly goal setting and grade check
- A variety of outcomes geared toward students being equipped to be successful academic scholars.
- 4Cs mentor that will coordinate with teachers, counselors, and families to foster the success and growth of each student.
- Students will spend structured time each week working on reading, writing, and mathematical skills.
- Gaps in learning will be identified and addressed.
- Students will be supported in accelerating their learning.

To PHS 4Cs Students:

- Be on time
- Be prepared
- Stay with your 4Cs teacher unless you have the appropriate permission and documentation to work elsewhere.
- 4Cs occurs Tuesday through Friday, from 1:20-2:15. You should be in the correct place when the 4Cs bell rings at 1:20.
- Always bring something to work on. If you have no current or make-up work, bring a book to read or something to write in like a journal. This is a great opportunity to accelerate your learning!
- Work diligently
- This is a structured work time with limited distractions. It should be apparent that you are engaged in productive activity.
- Conference with your 4Cs teacher
- Check your grades together
- Using a planner can be very helpful in keeping track of assignments
- Plan to work at home as well as during 4Cs to improve grades
- Use the pass system to see another teacher
- All students have 4Cs for orientation first 2 weeks of school

Palmer High School Standard Heading

In order to save both staff and students' valuable time that can be better spent teaching and learning, our staff has adopted the "Palmer High School Standard Heading". Unless you have special requirements for a specific assignment, have your students use our standard heading.

<u>Palmer High Standard Heading</u> □	First and Last Name Date Period Assignment
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