

**COMPASS HONORS HIGH SCHOOL
2009-2010**

COMPASS HONORS HIGH SCHOOL

Student/Parent Handbook

Our mission "... to provide a strenuous, in-depth college preparatory education for any students who are willing to accept the challenge, where excellence is our standard, not our goal." Because the CHHS course of study is rigorous, students will have the tools to be successful at the college or university of their choice, and will perform well on college entrance exams. Additionally, students enter into a career focus program (apprenticeship) as they begin to consider their future vocation in life, and community service learning also takes place with 200 hours required for graduation.

GRADUATION REQUIREMENTS

Students at Compass Honors High School follow a rigorous, honors college preparatory course of study.

	Graduation Credit Requirement
Language Arts	9
Mathematics	8
Science	8
Social Studies	9
Humanities	4
Health	1
PE	1
Career Focus	5
Electives	7
Family/School/Comm. Service	4
College Readiness Exam	PLAN, PSAT and COMPASS
Senior Project	Required including oral presentation, project and written report
College Entrance Exam	ACT, SAT or COMPASS by the end of 11 th grade
TOTAL CREDITS	56

GRADING

Parents receive both interim reports and full report cards regarding their children's academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning interim report and full report card grades.

Teachers in the High School assign letter grades according to the following scale:

90-100% = A 80-89% = B 70-79% = C 60-69% = D 0-59% = F (no credit)

An A is defined as excellent; B as above average; C as average; D as below average; F as failing. On the report card, grade-point average and class rank are published.

CONCURRENT COLLEGE CREDIT

Keeping true to our mission of preparing students for success in college, we also encourage our students to enroll in classes that will earn both high school and college credit. CHHS has developed a partnership with the College of Western Idaho (CWI) that provides our students the opportunity to earn college credit while taking courses both at CHHS as well as on the CWI campus. While students must pay for the college credit they earn, the cost is significantly less. Students with less than a 3.0 GPA will be counseled on a case by case basis in regards to enrolling in concurrent college credit. Students who are highly motivated and who choose to enroll in college courses during the summer could graduate from CHHS with a College Associate Degree.

COMMUNICATION

Apart from the normal parent-teacher conferences, teachers are asked to stay in communication with parents regarding the quality of student work. Parents are also invited to communicate with teachers via email or appointments to discuss student work. PowerSchool can be accessed for progress and attendance reports. In so doing, parents are kept apprised of their student's work on a consistent basis.

HONOR ROLL

Students who achieve a grade-point average of 3.0 or higher in a given marking period are placed on the Honor Roll. In addition, students who achieve a grade-point average of 3.5 or higher are placed on the Administrator's List.

NATIONAL HONOR SOCIETY

The National Honor Society was established to recognize and encourage academic achievement while developing service, leadership and similar characteristics essential

to citizens of a democracy. Membership in the CHHS chapter of the National Honor Society is an honor that the school bestows on selected students, beginning in their sophomore year. Members are expected to maintain the high academic achievement and good character which first earned them admittance into the chapter. Membership eligibility will be reviewed in the spring semester of each school year. Candidates eligible for membership selection must be members of the sophomore, junior, or senior class. Candidates are eligible for membership selection after three full-time semesters and must have a minimum cumulative grade point average of 3.50. Their eligibility will then be considered on their service, leadership, and character. A five member faculty council will then select members from the candidates who demonstrate outstanding performance in service, leadership, and character.

ACADEMIC WARNING AND PROBATION

A student is placed on academic warning for receiving one F or two grades of D or lower in a marking period. A parent conference will follow.

A student is placed on academic probation for:

- (1) receiving two Fs or three or more grades of D or lower in a marking period, or
- (2) being placed on academic warning for two consecutive marking periods.

A parent conference will follow. If, after the next marking period the student remains on probation, another parent conference will be held to consider alternatives to attendance at Compass Honors High School. Parents may also at this point appeal to the Board of Directors for continued enrollment.

Any student who receives an F in a course will not receive credit. Arrangements shall be made to retake the course inside or outside of the regular school day. Any applicable course fee shall be paid by the student.

CONFERENCES

Conferences are held two times per year. The first conference is a Parent-Teacher conference, the second is a Student-led conference. These meetings are designated for discussing the student's academic achievement and citizenship. In addition, parents and teachers are welcome to request conferences throughout the year.

HOMEWORK

The Compass Honors High School administration and teachers consider the practice of homework as one of the vital means by which students can better learn the required material in each curricular area. The primary responsibility of homework belongs to the students themselves. The administrators, teachers, and parents also play an integral

role in a successful homework experience. The need for active communication is essential throughout the homework process.

PURPOSES OF HOMEWORK

At the high school level, the purposes of homework include:

- **Preparation:** to introduce material to be presented in future lessons
- **Practice/Review:** to reinforce and/or master basic skills already presented in class
- **Feedback:** to give teachers valuable feedback to monitor student progress
- **Application:** to enable students to connect skills and concepts to new situations within the subject matter
- **Extension:** to provide students with opportunities to transfer specific skills or concepts from one subject to another

Homework builds the value of **self-discipline** in a person. Away from the school environment where one is expected by a teacher to complete tasks, taking time to finish homework is a sign of strong self-discipline as it denotes sacrificing another activity in exchange for time spent on assigned school work.

Time-management is another skill mastered by those who manage to finish their homework while maintaining a good balance among extra-curricular activities, personal hobbies, and family time. Time-management is a vital skill in adult life and starting the habit early is essential.

Spending time on homework and focusing on the task at hand is very difficult considering all the distractions students encounter. Being able to handle all the distractions at home has a big impact in the formation of students' ability to **concentrate and focus** on the task at hand.

Most homework is designed to provide students with deeper knowledge of a lesson to students in a way that the teachers may not be able to incorporate in class. Aside from learning more about a certain topic, the students will also get to practice the value of **resourcefulness** in searching for answers—whether in the library, the internet, or other sources. This would also help encourage students to be more independent in searching for knowledge instead of having to be “spoon-fed” by the school. The motivation to delve into a topic is a technique of being **pro-active** which will help students succeed in higher education and in the work place.

Another important skill developed from homework is being organized. One will need to juggle various subjects, research assignments, and intern/service hours as well as meeting the different homework deadlines. To survive, students have no other option but to practice their **organizational skills**. This is another strong value that is beneficial in higher education as well as being sought after by employers.

ARRIVAL PROCEDURES

High School students are to arrive at school no earlier than 7:20 a.m. Students with a driver's license and a parking permit, which can be purchased in the high school office, and are in good standing with CHHS academic and behavior standards, may drive to campus. Vehicles must be parked in the designated student parking area in the back parking lot. Upon arrival, students should proceed to the commons area and arrive on time to morning opening.

ATTENDANCE

Students, parents, and educators recognize the importance of attendance and punctuality at all grade levels. Key reasons for regular and punctual attendance are employability, educational benefits and success in school.

- **Employability** – Punctuality and attendance are important skills for employment identified by employers. Developing these skills is critical whether students plan to work during the school year, after graduation, or after college.
- **Educational Benefits** - Regular attendance helps to assure that students are getting the benefits of a program that is 75% interdisciplinary study at the 9 - 12 levels along with 20% cooperative problem solving.
- **Success** – Students must be present in order to experience success. Further, each student's presence enhances the success of the entire class.
- **Financial Solvency of our School** – The school's funding is based on obtaining an average of 96% attendance. Average daily attendance is determined on a weekly basis. It is critical to the financial viability of the school that parents/guardians adhere to their commitment of at least 96% attendance. Students who are not in attendance 96% of the time and whom are not on a 504 Accommodation Plan or have an IEP that accommodates for attendance will be referred to the Board of Directors for discussion of appropriate action that may include denying promotion to the next grade. Additionally, it is the policy of Compass Public Charter School to administratively call for withdrawal of any student who accumulates five (5) consecutive unexcused absences (see Withdrawal Policy below).

Definition of Absences – Absences due to illness and death in the family are the only absences that Compass Public Charter School will consider excused absences. All other absences will be considered unexcused unless there are extraordinary circumstances. Extraordinary absences other than illness, accident or bereavement require prior written request from parent or guardian. Court appearances, professional appointments or religious observances may be considered extraordinary with administrative approval; family trips or vacations won't be considered extraordinary. Compass Public Charter School recognizes that attendance decisions ultimately rest with the parent or guardian. In order for absences due to illness or bereavement to be excused, oral or written communication from the student's parent or guardian must be received within 48 hours of the last day of the absence. A physician's letter documenting the need for absence from school is required for excessive absences due to illness. All absences, excused or unexcused, count toward the 96% attendance criteria.

Unexcused absences – Three (3) unexcused absences in any class during one semester will result in a loss of credit unless the absence is cleared by the school administrator as extraordinary within five (5) days of the absence.

Excused absences - Students who receive six (6) absences in any class during one semester will lose credit unless the absence is cleared by the school administrator as extraordinary within five (5) days of the absence.

Excessive absences – If a student is absent for 15 days in a semester, whether or not the absences are verified, the student will be dropped from school. If the student seeks re-enrollment, the student will be required to present his/her academic goals and attendance commitment to a faculty committee. Following this process, the student may be re-enrolled if space allows. Otherwise the student will be placed on the waiting list for his/her grade.

Administrators will make decisions in keeping with the overall intent of this policy. The appeal process will be first to the secondary principal, then to the school administrator and finally to the board of directors.

Tardies – Students are expected to be in their assigned seats at the start of each class period; if they are not, they will be considered tardy. The only "excused" tardies are for illness or scheduled medical appointments. Three (3) unexcused tardies is equivalent to one unexcused absence and furthermore subject to the policy/consequences related to unexcused absences. In addition, for every three (3) unexcused tardies, high school students will serve one (1) hour of detention.

Make-up Work – Make-up work and make-up tests are allowed for students who have excused absences only. It is not the burden of the classroom teacher to create alternative

assignments or put together homework “packets” for students who miss school due to family choice.

WITHDRAWAL POLICY

If it is brought to the attention of the Administrator of Compass Public Charter School that a family desires to withdraw their student(s) from Compass Public Charter School, a “Notice To Parent Regarding Student Withdrawal From Enrollment” form will be provided to the parent.

This form shall be completed and returned to the Administrative Assistant of the Compass Public Charter School within 2 business days of receipt. If the form is not completed and returned within 2 business days, personal contact shall be made with the parent by the Administrator of Compass Public Charter School or its designee to notify the parents that the student has been administratively withdrawn from Compass Public Charter School. Confirming written communication shall be sent to the parent(s) of the student.

If a student has unexcused absences for 5 or more consecutive days, the student may be administratively withdrawn in accordance with this policy. In the case of serious illness, the parent shall provide the school written documentation from a physician indicating the necessity for the student to be absent. If documentation is provided to the school, the student shall not be administratively withdrawn.

CONDUCT AND DISCIPLINE

The role of discipline at Compass Honors High School is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the school community will be allowed to pursue learning without distraction. In addition, discipline at Compass ought always to uphold the essential qualities established in the school’s Mission Statement and professed in its curriculum. The school recognizes that requiring good conduct in school promotes students’ education on campus, encourages good behavior off campus and helps prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom. Students who maintain behavior in “good standing” are eligible for the monthly Aim High Leadership Award, may drive a vehicle to and from school with a purchased permit and as a Junior and Senior may leave school grounds for lunch with parent permission. Good standing is defined as having no demerits for the quarter and no more than 2 tardies in a quarter.

DISCIPLINARY ACTION

Disciplinary action usually proceeds as follows:

1. Automatic
2. Demerit
3. Detention (after school or Saturday)
4. Suspension
5. Expulsion

To ensure uninterrupted learning, Compass Honors High School maintains a policy of demerits and detentions with parental notification. The school's goal is to work closely with parents to uphold standards of courtesy, respect and kind behavior.

Demerits are issued for the following:

1. Improper classroom behavior.
2. Being disrespectful to an adult or child.
3. Teasing, roughhousing or fighting.
4. Lying or creating a false impression.
5. Displaying conduct deemed by the teacher or administrator to be unbecoming of a Compass Honors High School student.

A student serves a detention when a third demerit is issued. Any student who is subject to a fourth demerit during one marking period serves, instead, a one-day suspension. Suspended students are required to submit all missed academic work at the beginning of the next school day. The administrator may suspend any student when, in his/her judgment, circumstances necessitate it. Any student who demonstrates a general unwillingness or inability to abide by classroom or Compass Honors High School rules is subject to expulsion. After meeting with parents, the student and involved faculty, the administrator will decide if expulsion is warranted and a recommendation to the Compass Public Charter School Board for an expulsion hearing pursuant to Idaho Code § 33-205 may be made.

ACADEMIC HONESTY

Compass Honors High School seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing—will be treated with utmost gravity. You are to be evaluated on your own work. Plagiarism is a serious academic offense and a mark of dishonesty. Some examples of plagiarism are the following:

- Using a phrase or a sentence from a book or magazine article in your essay without acknowledging your source i.e. without putting quotation marks around the quoted material and without mentioning the author.
- Borrowing specific ideas from another writer without acknowledging your source, **even if you write the ideas in your own words.**

- Cutting and pasting into your own paper paragraphs of information retrieved from the world wide web, without acknowledging the source.
- Handing in as your own paper a paper someone else has written.
- Downloading an essay from the web and handing it in as your own.

If you plagiarize an assignment, you will receive “0” credit for the assignment, and you may be subject to further disciplinary action as follows:

1st incident = zero on the assignment, demerit, ISS

2nd incident = zero on the assignment, demerit, OSS

3rd incident = zero on the assignment, demerit, Board Hearing for expulsion

STUDENT OFFICERS

The goal at CHHS is to develop student leaders. Therefore, CHHS offers many leadership opportunities which allow students to practice and grow their leadership skills.

Elected positions:

Student body president, vice president, secretary, school board representative,

Senior class president, vice president, secretary

Junior class president, vice president, secretary

Sophomore class president, vice president, secretary

Freshman class president, vice president, secretary

National Honor Society president, vice president, secretary

Other clubs as formed will have the same leadership formation.

Any student can hold at most one major office and one minor office.

Major offices include any student body or class officer. Minor offices include any offices within a club or organization.

SCHOOL DRESS CODE POLICY

In an effort to provide a safe and orderly school environment free of distractions for your children, we will expect the following dress guidelines followed by the students of Compass Public Charter School. The dress code underscores the school’s seriousness of purpose by encouraging students to think of their attire as an aspect of their work.

Failure to follow the dress code policy will result in consequences as outlined in the conduct and discipline policy.

1. Gang attire of any kind is strictly prohibited (i.e., hair nets, bandanas, garments that are suggestive, colors, bandanas, or belts that have gang symbols on them).

2. Garments/items that advertise illegal substances or display obscene statements are not allowed.
3. Pants will be worn at the waist! We do not want to see your undergarments!
4. Brief garments such as halter-tops, shirts that don't cover the stomach when sitting (bare midriffs), tube tops, net tops, tank tops, spaghetti straps, and plunging necklines (front or back) are **not** appropriate. Length of shorts and skirts should be at the mid-thigh, and anything shorter than mid- thigh length will be considered inappropriate.
5. Hats are not to be worn in the school buildings.
6. It is at the Administrator's discretion to deem other articles of clothing or jewelry as disruptive to the learning environment.

PROHIBITED ITEMS

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

EXTRACURRICULAR PARTICIPATION

There are a variety of activities in which students can become involved. Among these are athletics, student government, honor society, and service clubs.

Eligibility

Students participating in school activities/athletics must maintain a "C" in each of their classes to be eligible to participate in games/matches/meets/activities. Grade checks will be requested weekly by the coaches/advisors. Grade checks will begin within two weeks after the activity start date. The following guidelines will be followed for each student that is involved in a school activity and is below a "C" in a class:

1. From the date of notification by the classroom teacher, the student has one week to raise the unacceptable grade to a "C", or show significant improvement as determined by the classroom teacher.
2. If the grade is not raised to a "C" or the student does not show significant improvement, the student will not be eligible to participate in the upcoming week's games/matches/meets/activities. The student will be required to practice and attend all contests/activities as a part of the team, but will not participate in the event.

Students must be in attendance at school for the entire day in order to participate in the extracurricular activities after school or in the evening of that same day. Exceptions include: court appearance, bereavement, medical/dental appointments, or family emergency. Any exception will be determined by the Administration.

Any student receiving a behavioral DAR (Disciplinary Action Report), demerit or suspension will incur loss of eligibility for extra-curricular activities during the next five school days.

It is the responsibility of students with permission to leave early for an extracurricular activity to contact their teachers in person in a timely manner prior to departure to obtain work and assignments that will be missed. Students will be held accountable for all work, assignments and due dates regardless of participation in extracurricular activities.

PERSONALLY OWNED COMPUTER USE POLICY

Use of personally owned computers/laptop computers at Compass Public Charter School and Compass Honors High School is considered a privilege, not a right. Computers at Compass will be used for school-related work only, whether they are lab/classroom computers provided by the school or personally owned computers brought from home.

- 1) All rules that apply to school computers and their usage, also apply to personal computers/laptops that a student may bring to school.
- 2) Personal computers/laptops may be used in class only with the teacher's permission.
- 3) The teacher may, at any time, for any reason, have the students turn off personal computers/laptops and disallow them in the classroom.
- 4) Personal computers/laptops may be used during break, lunch, and before or after school only for working on school projects, homework or school research. They may NOT be used to play music, videos, video games of any kind, e-mail or instant messaging while on school property.
- 5) Compass staff will NOT be responsible for providing tech support for personal computers/laptops.

- 6) Compass Public Charter School and Compass Honors High School will NOT be held responsible for any damage, loss or theft of any personal computer/laptop computer. It is brought to school at a student's own risk.
- 7) If a student fails to follow the directives of a teacher, the personal computer/laptop will be sent to the Principal's office and held there until the end of the school day, at which time the student may take the computer home.
- 8) Any use of a computer for criminal behavior including: threats, obscenity, bullying, harassment or fraud will be reported to the proper authorities.
- 9) Any attempt to circumvent school policies using a personal computer will result in loss of use of a personal computer/laptop at school.
- 10) Any violation of these terms will result in loss of the privilege of using a personal computer/laptop for a time specified by the Principal or Administrator.

MISCELLANEOUS

MESSAGES TO STUDENTS FROM PARENTS

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends.

PUBLIC DISPLAYS OF AFFECTION

Compass Public Charter School relies on parents to educate their children regarding dating morals and dating behaviors. However, a display of affection (hugging, kissing or holding hands) is considered unacceptable during school as well as at all school activities and functions.

DELIVERY OF ITEMS BY OUTSIDE VENDORS

Students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, e.g. food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students' homes; otherwise, items delivered to the school will be kept at the front office until the end of the school day.

FOOD

Aside from the lunch period, students are allowed to partake of food and drink only during specified times. When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities.

Otherwise, personal consumption of food and beverages, including candy, is never permitted during class. In regards to the Computer Labs, there is to be no food or drink, including water, while sitting or working at a station. Under no circumstances may students keep food or beverages at school overnight in their lockers.

TELEPHONES

Students must obtain permission at the front office for using the school's telephone. Outgoing calls should be of an urgent nature and should be kept brief. Students do not have permission to use cell phones on campus.

Parents who wish for their child to carry a cell phone for emergency purposes (for example – students who walk home) should instruct their child to keep the cell phone off during school hours and stored in their backpacks.

ELECTRONIC EQUIPMENT

Compass Public Charter School's goal is to provide an academic environment, free of distractions, that is conducive to learning and a social environment that supports the development of kind and respectful relationships. Use of electronic devices such as Game Boys, MP3 players, CD players and cell phones during any period of time at school is in conflict with both of these goals. When students attempt to use these devices in the classroom, they are not learning and they are distracting the learning environment of other students. When students utilize these devices during free time such as lunch, they are isolating themselves rather than developing social skills that will benefit them in life.

There may be occasions that students are permitted to bring electronic devices for a specific activity at school. Students, who wish to use electronic devices on the school bus, as allowed by Brown Bus Company, may keep such devices in their backpacks or school lockers at their own risk. The school is not responsible for loss or damage of any electronic device.

LEAVING THE CAMPUS

If you need to pick up your child during the day, please check him/her out through the office. For safety reasons, students are not to leave the grounds at any time without a parent/guardian. In the case of students who drive themselves to and from school, the parent must seek approval through prior written permission for his/her student to leave school grounds during the school day. A student who leaves school grounds without permission or without an adult will be considered truant. The local law enforcement will be contacted in the case of truancy.

Juniors and Seniors who are in “good standing” and have written documentation of parent approval on file are allowed to leave the school campus for lunch.

INCLEMENT WEATHER ANNOUNCEMENTS

Delayed openings and school-day cancellations are generally announced by 6:00 a.m. on local radio stations. Parents and students are requested not to call school personnel for this information.

VISITORS

After checking into the main office, parents are invited to visit the school or classroom. Parent visits must be supportive of instructional and testing activities going on in the classroom. Students from other schools will not be permitted to visit during the school day. This restriction is due to space, insurance requirements, and legal liability. Students not enrolled in CPCS are restricted from social activities without prior authorization from the Administrator or Principal.

MEDICAL INSURANCE POLICY

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

Compass Public Charter School does **not** provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. Compass Public Charter School carries only legal liability insurance. Parents, please be prepared to pay for your child’s possible medical expenses.