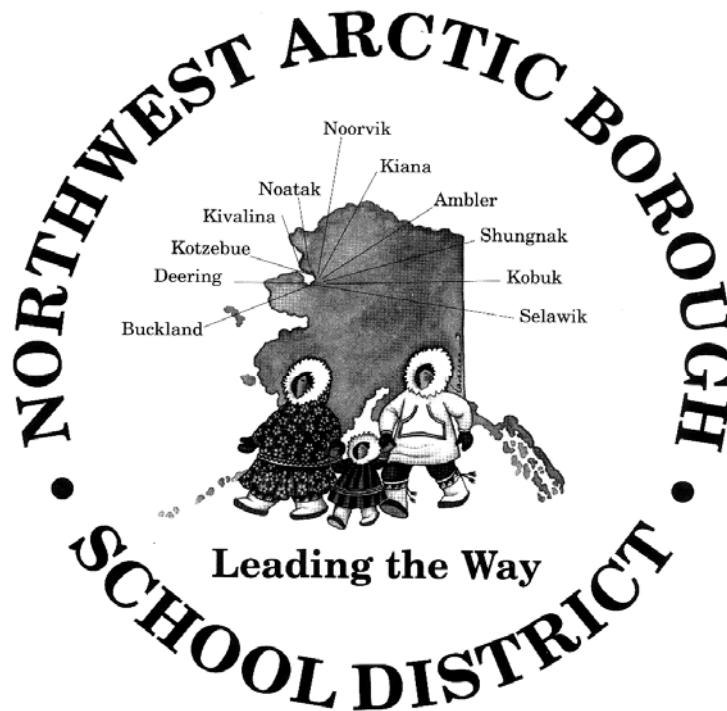


Educating Our Children To Lead Successful Lives

Parents as Partners in Education



Student/Parent

Handbook

2008 – 2009

STATEMENT OF NON-DISCRIMINATION

The NWABSD will endeavor to provide equal education opportunities to all students regardless of race, color, national origin, sex, religion, or mental or physical disabilities.

Please note that the material contained in this handbook is meant to serve as a guide and may not be the most current policy. If there are any discrepancies between this handbook and current Board Policy or Administrative Regulations the current Board Policy/Administrative Regulation will take precedence. If you have any questions contact your local principal for the most up to date versions.

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2008 – 2009**

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**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
PRINCIPAL'S ROSTER
2008 – 2009**

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Northwest Arctic Borough School District

Vision Statement

By 2012, NWABSD will be in the top 10% of districts in Alaska based on graduation rates and student achievement.

Concepts and Roles

The School Board recognizes that the success of our educational system relies heavily on educational planning and ongoing evaluation in order to adapt district programs and activities to the changing needs of society and the community. To guide these efforts, the School Board adopts the following definitions for the development of sound and responsible educational policies:

1. “Vision” means the philosophical direction by consensus, which guides the educational system.
2. “Mission,” means a composite statement of the relationship between the individual and society based upon beliefs, concepts and attitudes from which the goals and objectives of the district are derived.
3. “Goal” means a statement of broad direction or intent, which is general and timeless and is not concerned with a particular achievement within a specified time period.
4. “Objective” means a specific accomplishment to be achieved, which can be measured within a given time and under specifiable conditions and which, if attained, advances the system toward a corresponding goal.

The School Board believes that in order for education to succeed there must be an ongoing partnership between educators, parents/guardians, students and the community. The School Board encourages the participation of all segments of the community in order that an educational climate is created which promotes the positive and healthy development of each child.

Mission Statement

To graduate students with the skills and confidence to be good citizens.

Goals for the School District

The School Board is committed to excellence and self-evaluation and believes that the public schools exist to meet the needs of students, parents/guardians and other community members. It is, therefore, important that citizens may express their expectations of the schools. The School Board encourages students, parents, teachers and other community members to participate in educational planning for the district.

The School Board shall adopt written goals for the school district, which reflect local needs. These goals shall be consistent with Board Policy and statewide goals adopted by the State Board of Education. The Superintendent or designee shall develop objectives for meeting these goals. The development and adoption of the budget shall be consistent with district goals and objectives.

The Superintendent or designee shall annually file with the Alaska Department of Education & Early Development and make available to the public a report which includes the adopted district goals and priorities, plans for achieving these goals and priorities and the means of measuring the district’s success in reaching its goals and priorities.

***Northwest Arctic Borough School District
Board of Education Goals
2008 – 2009***

Programs and Instruction

Provide educational delivery options to expand course offerings for secondary students.

- Establish a magnet school in Kotzebue for eleventh and twelfth grade students.
- Increase educational delivery options for small high schools.

Teach standard English to Limited English Proficiency (LEP) students.

- Inservice all K-12 teachers in LEP instruction and monitor LEP student achievement in reading.

Provide a rich and relevant K-8 curriculum including academics and fine-arts.

- Inservice all K-8 teachers in fine-arts curriculum and ensure fine-arts instruction in all elementary schools.
- Ensure weekly delivery of language arts, math, science, social studies, fine-arts, physical education, and technology in all K-8 classrooms.

Support the delivery of Inupiaq language instruction.

- Obtain monetary and in-kind support for the Inupiaq language program.
- Review, evaluate, and improve the Inupiaq language program.

Students will read on grade level by the end of third grade.

- Enforce literacy.

Increase and improve instructional technology.

- Increase access to technology for students and staff.

Workforce

Standardize administrative and instructional practices within district.

- Update policy and procedures manuals.
- Improve orientation and mentorship for new staff members.

Parents/Community

Parent awareness and involvement in education.

- Engage and educate parents to take an active role in the education of their children.

Establish and build connections with community leaders.

- Improve community relations.

Business/Government Partnerships

Improve safety for all children and youth.

- Support the Northwest Arctic Borough in their efforts to establish a borough police force.
- Establish school safety programs.

Engage business and government in career exploration/development opportunities.

- Increase career exploration opportunities for students.

Budget

Improve long-range fiscal planning.

- Create a three-year fiscal plan.

Facilities

Ensure a well-maintained safe physical environment in the schools.

- Improve site-level building management.

School Site Documents Principals and Principal/Teachers have the responsibility of insuring that all sites have procedures in place to deal with both routine situations and crisis situations. The following documents should be available in the principal's office at each site and have guidelines and policies that must be followed:

1. Board Policy Manual
2. Alaska Special Education Handbook
3. Student/Parent Handbook
4. Proposed Site Budget
5. Parent Curriculum Guide (Math and Language Arts)
6. Alaska Education Regulations & Complied School Laws of Alaska
7. Vocational Education Program Description
8. 504 Plan- Handbook for Regular Educators
9. Language Arts Curriculum
10. Social Studies Curriculum
11. Vocational Education Curriculum
12. Math Curriculum
13. Health Curriculum
14. Science Curriculum

Age of Admission – BP 5111(b) A child four years of age before September 1 may be admitted to the two-year kindergarten, and a child five years of age before September 1 may be admitted to the one-year kindergarten. A child six years of age before September 1 may be admitted to first grade. The School Board may admit students under school age who exhibit the ability to perform satisfactorily. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. (AS 14.03.080) Proof of age shall be required of all enrolling students.

Birth Certificates All students must have a birth certificate on file. New students transferring from a private or denominational school must provide a birth certificate. No birth certificate will be accepted which shows erasures. If a parent or student cannot obtain a birth certificate, the school will accept notarized affidavits from three (3) persons who have knowledge of the student's birthdate. One of these three (3) must be from an attending physician, a hospital official, or public official, such as a city clerk, police chief, mayor, etc.

Immunizations – BP 5141.31 Prior to first entry into school, a child must be fully immunized as required by law against diphtheria, tetanus, polio, pertussis, measles, mumps, hepatitis A, hepatitis B and rubella. Children over the age of 12 shall not be required to be immunized against rubella. Beginning **July 1, 2009**, varicella. (4 AAC 06.055).

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician, physician's assistant, or advanced nurse practitioner stating reasons for exemption based on medical reasons or personal beliefs, shall be excluded from school until such time as the immunization is obtained or affidavit of exemption has been filed with the school.

The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

Day in Session The day in session in every school shall be at least four hours long, exclusive of intermissions, for the first, second and third grades and five hours, exclusive of intermissions, for all other grades. The period of the day in session shall be devoted to the instruction of pupils or to study periods for the pupils.

Provisional Admission: Where regular weekly medical services are not available, the Superintendent or designee may grant provisional admission to students in exceptional circumstances for up to ninety (90) days.

Provisional admissions shall be reported to the Department of Health and Social Services. The Superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance.

Exclusions from Attendance – BP 5112.2 The School Board recognizes that there may be cases where denying admission is necessary because a student's presence in school presents a danger to the life, safety or health of students or school personnel.

The School Board may exclude children from school because of a physical or mental condition, which in the opinion of a competent medical authority will render the child unable to reasonably benefit from the programs available or will cause the attendance of the child to be inimical to the welfare of other students.

Children and their parents/guardians will be afforded due process rights to which they are entitled by law, board policy or administrative regulations.

Open/Closed Campus – BP 5112.5 The School Board shall delegate the responsibility to Advisory School Councils for deciding if a campus will be open or closed for elementary and/or secondary students.

Student Safety Drills State law requires that safety drills be held at regular intervals. The signal for fire is a continuous bell, which will continue to ring until a representative of the Fire Department or administration announces the 'All Clear' signal. It is essential that when the alarm sounds that everyone clears the building as quickly and safely as possible. Escape route maps are displayed in all areas of the building. Students are to follow the instructions of their teacher and leave the building in an orderly fashion. Teachers will take grade books and take roll after exiting the building; missing students will be counted absent and parents notified.

Parent Notification for Compulsory Education Every parent, guardian or other person having the responsibility for or control of the child should ensure that the child is not absent. There are several exceptions to this law. The only one of which concerns the Board is that if the child lives more than two (2) miles from the school, or from a route on which transportation is provided by the school authorities, the child or his/her parents need not comply with the compulsory education requirements.

AS 14.30.020 provides that anyone violating AS 14.30.010, therefore mentioned, is guilty of a violation. Each five (5) days of unlawful absence under AS 14.30.010 is a separate violation. Each violation is punishable by a fine of up to \$500.

The implementing statute setting forth the procedures and report violations, AS 14.020.030 provides that the Board shall establish procedures to prevent and reduce truancy. If it reasonably appears, upon investigation, that a person has violated the law, the Board shall file with local law enforcement authority a complaint against that person.

Attendance Policy – BP 5113 Regular attendance at school has been identified as a primary indicator of success in school. Students are encouraged to get to school every day on time, attend all classes, and actively participate in all classes in which they are enrolled.

Compulsory Education Each parent or person having charge of a child within the compulsory attendance age shall be responsible for such child's regular, punctual, and active attendance at school as required under provisions of the law. Students share this responsibility. The administration shall enforce Alaska Statutes pertaining to compulsory education.

Regular and punctual attendance as well as active participation is essential to the successful learning process of students; excessive absenteeism disrupts and hinders that process, not only for the absent student, but for his/her classmates as well.

The Board believes that patterns of good attendance are set by students in their early school years and are dependent in large part on the attitude of parents. In all schools there will be firm, fair, and well-publicized rules of student attendance and close cooperation with parents on attendance problems.

The following procedures are established to prevent and reduce truancy. The Superintendent shall take necessary action to correct the problems of excessive absence or truancy. If it reasonably appears, upon investigation, that a person has violated the compulsory education laws, the Board or designee shall file a complaint with local law enforcement.

Daily Attendance Reporting Education School principals are responsible for an adequate and comprehensive system of attendance reporting, with each teacher held responsible for accurate reporting of daily attendance in his/her classroom.

Each school site shall make every effort to notify the parents/guardians of their child's absence the first hour of the school day and to verify why the student is absent.

Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. The district, the school, the parents/guardians, and the students shall work together to develop an appropriate plan for improving school attendance.

Excused Absences The following are considered to be acceptable absences:

1. Illness, medical, dental, and vision appointments substantiated by a statement from a parent/guardian, and/or medical practitioner. The principal may ask a parent/guardian to provide medical evidence from a physician or medical practitioner for excessive absences.
2. Death in the student's immediate family necessitating an absence. Immediate family is defined as legal guardians, birth or adoptive: grandparents, parents, and siblings.
3. Other special circumstances approved by the principal.

When students who have been absent return to school and have not had that absence excused in advance, the student/parent must present a satisfactory explanation verifying the reason for the absence. One of the following methods will be used to verify students' absences.

1. Written notes from parent/guardian.
2. Conversation, in person or by telephone, between the school and the student's parent/guardian.
3. Any other reasonable method that establishes the fact that the student was actually absent for the reason stated. The school shall retain or make a written record of the reasons for the absence.

Return to School Students will have the right to make up schoolwork after returning to school. The teacher will determine the time required to complete assignments. It will be the responsibility of the student and parent/guardian, in conjunction with the classroom teacher, to ensure that the student completes any schoolwork missed while absent from school.

Satisfactory attendance at school is essential to learning, and regular attendance is key to academic success.

High School students (grades 9-12) must not be absent more than sixteen (16) times from each semester course in which they are enrolled if they are to receive credit for that course. Failure to meet this standard will lead to withholding of credit and an alternative placement may occur. The principal will make the determination of placement. This decision will take into consideration input from the parent/guardian, student and teachers. The principal's decision shall be final.

Elementary students (grades Pre K-5) and middle school students (grades 6-8) must not be absent more than sixteen (16) times per semester or they may be strongly considered for retention in the same grade the following year.

Tardiness Middle and high school students are considered tardy through the 10th minute of the class period. After the 10th minute, the student is considered absent from that period. Elementary students are considered tardy through the 30th minute of the day. After the 30th minute, the student is considered absent for one half day. If the student is tardy, he/she should report directly to the office to secure an admit slip.

Habitual tardiness is a constant disruption to the class as a whole. Therefore, in middle school and high school to attempt to alleviate this behavior, each five (5) tardies will be considered an absence.

Appeals Procedures If a parent or student wishes to appeal a decision made pursuant to this policy, such an appeal must be initiated in writing within fifteen (15) school days of the date of the decision or the date of the letter of notification to the principal who will, in turn, notify the Superintendent. The letter requesting an appeal must include specific reasons that the request should be considered. If an appeal is not filed within the timeline provided, the student/parent/guardian shall be deemed to have waived the right to an appeal and a hearing. The Superintendent shall render a written decision within five (5) school days of the close of the hearing. A parent/guardian may appeal the Superintendent's decision by requesting in writing that the school board review the decision within five (5) days of the Superintendent decision. The Board will hear the appeal in executive session at the next scheduled board meeting.

Attendance Definitions – AR 5113 The following definitions are applicable to the District's attendance rules:

- Punctual Attendance – Being in the classroom prepared to participate at the assigned starting time of class.
- Active Participation – Being engaged in appropriate activities while in the classroom.
- Satisfactory Explanation of Absence – Parent notification of the dates, times and reasons for a student's absence.
- Absent or Absences – Those times when a student is not in school. (School sponsored activities are not considered absences and will be handled through the eligibility policy.)
- Approved or Excused Absences – Absences from school that are for a legitimate reason and that have been approved by the Principal or designee upon parent notification of the reason for the absence. (Extra days may be added to the 10-day policy for these types of absences if parents have been and are diligent in keeping the school informed about reasons for their student's absences.)
- Exceptional Circumstances – Absences that are unexpected or emergency in nature; or subsistence activities.
- Truancy (Unexcused or Unapproved Absence) – Absence of a student from class without the knowledge or prior consent of the parent/guardian.
- Alternative Placement – An educational program provided outside the regular classroom or possibly the regular school day.

Active Participation

1. All students are expected to actively participate in class. Students that are not actively participating will be sent home if they fail to actively participate despite the teacher's request. High school and middle school students will be counted absent for that period and subsequent periods remaining in the school day.
2. In the case of elementary students, they will be counted absent for one-half day.
3. Students sent home in the morning may be allowed to return in the afternoon upon: a) a parent, student, principal conference to discuss classroom expectations, and b) a determination by the principal that the student is committed to active participation in class.
4. Students will be allowed to return the following day without a parent conference.

Parent Notification Parents will be notified of a student's absence as soon as possible after the absence has been identified during the school day.

Multiple Absences Parent/Student/School conferences will be scheduled for students with multiple absences. Notification will be hand delivered, or sent by mail. Written notice will be preceded by a telephone call from the school to inform parents/guardians of the need for a meeting.

The purpose of the meetings will vary depending upon the number of absences accumulated:

1. At fourth absence, develop a plan for improvement.
2. At eighth absence, rewrite attendance plan.
3. At eleventh absence, develop an alternative education plan.
4. At the 16th absence, the issue will be referred to the Superintendent or designee.
5. At the 20th absence, the case may be referred to court for truancy action.

Students Returning to Regular Program After Alternative Program

1. Prior to the conclusion of the alternative program time-period, the Principal shall schedule a meeting with the student, parent/guardian, and other relevant staff members to discuss and make decisions about the student's return. Various options to be considered include:
 - a. Possible return to the regular classroom without additional measures;
 - b. Remain on the current alternative plan;
 - c. Return to the regular program following development of an attendance plan;
 - d. A combination of regular classroom and alternative program courses; and/or
 - e. Take an assessment to determine placement status.

Tardy Discipline Procedure:

1. Tardy discipline procedures will be handled on a school-by-school basis depending upon facility and human resource availability.
2. All in-school suspensions distinctions in the student handbook will be handled in a manner, which is in conjunction with facilities and human resources availability.
3. Students that show marked improvement in their punctuality may be moved back on the steps for discipline. (Each of their 5th tardies will remain an absence.)
4. Step 6 and beyond on the tardy procedure will be:
 - a. Student admit slip required from the office
 - b. Parent or guardian are notified
 - c. Student remains on gym list.

On going monitoring of improvement plan with periodic meetings for continued absences.

Leaving School Students are prohibited from leaving the school premises during the school day. If it is necessary to leave, students may sign out after verbal or written confirmation of permission to leave is given by a parent/guardian to a secretary or administrator. **Students must sign in with the office with a written note from the parent/guardian upon returning to school, or the absence is unexcused.**

School Attendance Boundaries – BP 5116 Students who reside within district boundaries may apply for enrollment in any district school where space is available. Students shall attend school in their attendance area unless otherwise authorized by the Superintendent or designee. The district will not provide transportation to schools outside of a student's attendance area.

Transfers into the District – AR 5118 Students who apply for admission to district schools will be placed at the level they have reached elsewhere pending observation and evaluation of their academic, social, and emotional performance by their teachers, guidance personnel and the principal or designee. Within fifteen (15) days of the student's enrollment, staff shall complete its observation and evaluation and the principal or designee shall determine the student's appropriate grade placement.

Transfers out of the District – AR 5118 When a student transfers out of the district, a brief statement will be attached to his/her permanent record showing which basic proficiencies, if any, have been assessed and satisfactorily met according to the standards of this district. This statement will be appended to any permanent record sent to another school, and copied to the parent/guardian. Students transferring or withdrawing from school shall return all school books and materials, and settle any unpaid fines on or before the last day of attendance.

Visitors Federal Law requires all visitors to check in at the school offices. This is for student and staff safety. Visitors may accompany students to class only with the permission of the administration and the classroom teacher, and only for one (1) day. Twenty-four hour notice is required except under extenuating circumstances. Adult visitors and parents are encouraged to visit the school and are welcome to observe classes and visit with teachers. The administration does ask that regular classroom instruction disruption be kept to a minimum. Visitor sign-in and badges are required.

Grades/Evaluation of Student Achievement – BP 5121 The School Board believes that students and parents/guardian have the right to receive course grades that represent an accurate evaluation of the student’s achievement. Teachers shall evaluate a student’s work in relation to standards which apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Grades should be based on impartial, consistent observation of the quality of the student’s work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student’s behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

In order to promote self-esteem and experiences of success, students in kindergarten through second grade shall receive narrative performance or skill-based evaluations rather than letter grades.

The Superintendent or designee shall establish and regularly evaluate a uniform grading system. Principals shall ensure that student grades conform to this system.

Grades for Achievement – AR 5121 The site administrator shall provide for a continuous evaluation of each student’s academic progress. A grade given by a teacher may only be changed by the teacher who gave the grade, the Principal or Superintendent.

The grading system for the NWABSD will be as follows:

Kindergarten through 2nd:	Grades 3rd – 12th:	GPA:
E = Excellent Progress	A = 90-100 Superior Achievement	4.0, 3.5 – 3.99,
S = Satisfactory Progress	B = 80-89 Above Average	or 3.0 – 3.49
I = Improving	C = 70-79 Average	
N = Needs Improvement	D = 60-69 Below Average	
U = Unsatisfactory Progress	F = 59 & Below Failing	

In Kindergarten through 2nd grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

A mid quarter progress report shall sent home to parents/guardians by return/receipt mailing or hand delivered documented by a parent/guardian signature no later than the fifth week of each quarter. The progress report shall indicate the grade in each class/subject as well as teacher comments that can assist students and parents with understanding how the grade was arrived at and what parents can do to assist their children with their schoolwork. The comment section of the progress report will reflect the actual student performance level. (e.g. A 4th grade student receiving “B” grades for work successfully completed at the 3rd grade level. The comment section could read: (student name) is performing above average on assignments completed at a 3rd grade level.).

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall notify the parents/guardians immediately by return/receipt mailing of the student's progress. The mailing shall request that a parent/teacher conference be scheduled to discuss why the student is failing the course/subject and to discuss a plan to remedy the situation.

An incomplete is given only when a student's work is not finished because of illness, other excused absence, or failure on the part of the teacher to contact parents/guardians as required by the previous paragraph. If not made up within four school weeks, the incomplete will become an F.

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.

5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.

Crediting System for Secondary Courses

1. Credits for 7th and 8th grade courses may not be applied toward the high school graduation requirements.
2. The *Curriculum Guidelines* for the NWABSD contains the major objectives for approved secondary courses of study with corresponding course guides that sequence the content.
3. The Director of Elementary or Secondary Instruction shall review proposals for courses not included in the NWABSD *Curriculum Guidelines* and assign credits where applicable to courses which are in the process of approval or which are interdisciplinary or fragmented in nature. Requests for new courses must be submitted in a timely manner.
4. In order to be credited, a course must meet one of the following criteria:
 - a. Approved Course – as listed in the *Curriculum Guidelines*
 - b. Proposed Course – this means the proposal for the course has been filed with the Director of Elementary or Secondary Instruction and is being considered for inclusion in the *Curriculum Guidelines*.
 - c. Approved Learning Opportunity Outside of District Programs – a course, workshop, seminar, camp or other learning experience offered by an institution other than the NWABSD which has on file an approved course outline/guide and for which the credit has been approved.
 - d. Approved Transfer Credit – a course taken in another school district, which has been found, by the Principal to be the equivalent to an approved NWABSD course.

Postsecondary/High School Dual Credit The School Board recognizes that individual students may wish to enroll in college classes for a variety of reasons. By using the following guidelines the Superintendent or designee may accept college coursework for credit in lieu of high school coursework.

1. Enroll in alternative course offerings.
2. Students must register for at least three (3) semester hours to receive 0.5 high school credits and six (6) semester hours for 1.0 high school credit.
3. Upon completion of the college coursework, the student must submit proof of the grade to the Principal or Assistant Principal for inclusion in their permanent records.

Guidelines:

Fees Under an agreement with the UAF Chukchi Campus and NWABSD, tuition fees are split 1/3, 1/3, 1/3 between the college, NWABSD and the student. All books and materials fees are the responsibility of the student.

Other Accredited Universities Students enrolled in dual credit course with no prior split payment agreement will be reimbursed in the amount equivalent to the District’s 1/3 portion of payment at Chukchi Campus.

Approval for Courses Students must have the approval of the school principal prior to enrolling in the class.

The course must replace a class offered during the regular school day and the class must be taken during the regular school day.

Research Involving Students The District and the Principal shall have on file a copy of the research objectives, methods to be used and a specific statement of the requirements of students and school officials in conducting the research.

The District must have on file a copy of the researcher’s assurance of compliance with the Alaska Department of Education’s regulations regarding the protection of human subjects and must comply with the “Family Education Rights and Privacy Act of 1974.” (Federal Public Law 98-380). The assurance must include the statement:

“No individuals who might be identified as ‘human subjects’ . . . or who could be identified by personal data would be involved in the proposed activity.”

Any instruments or testing devices to be used must be reviewed and approved by the Superintendent prior to their use with students in the NWABSD.

Approval of the Principal must be obtained before any research involving students in his or her school may be conducted.

The Principal and the District must have on file a signed parent's permission slip for every student who is to participate in a research project in any school of the NWABSD.

A copy of any reports of findings based on research in the NWABSD must be supplied to the District.

Published research reports or findings must carry the following disclaimer:

"The findings contained herein are those of the researcher and do not represent the official position of the Northwest Arctic Borough School District, the NWABSD Board of Education, staff or students."

Any person conducting research in the NWABSD will furnish all materials, supplies, equipment, food, lodging, transportation, personnel and other costs required by the research project.

Grade Appeal Process: The following steps outline the appeal process for students/parents when the question of a grade, or how a teacher arrived at a grade, is in dispute:

1. The parent/guardian shall submit in writing to the principal requesting that the principal review the grade his/her child received in a specific class. The request shall be made within thirty (30) days of the date the parent/student receives documentation of the grade given to his/her child.

The parent/guardian needs to identify the class/teacher/grade(s) and specify why he/she believes that the grade(s) given are not proper pursuant to BP 5121 and AR 5121. To the extent the parent/guardian can cite the specific provisions of the BP/AR violated, the parent/guardian shall do so. The parent/guardian shall also state what remedy he/she wants, i.e. grade change, make-up work allowed, new test given, etc.

2. The principal shall then provide that writing to the teacher and request a written response within three (3) working days. If the teacher agrees with the remedy requested by the parent/guardian, then this would bring closure to the issue. If the teacher disagrees with the parent/guardian, the principal shall set up a meeting between the principal, teacher, parent/guardian and the student if the parent/guardian so requests. This meeting shall be an informal effort to resolve the matter.
3. If the matter cannot be resolved informally, the principal shall set a time and place for a formal hearing. That hearing should be held with five (5) days of the failed informal meeting process. The parent/guardian shall be afforded a full and fair opportunity to present evidence and arguments relevant to the issues raised in their initial writing, or to any new issues resulting from the information presented in the informal process set forth above. In other words, if in the informal process the teacher provides information as to a violation of the BP/AR not previously known, the parent/guardian shall be able to raise and issue as to that information. A representative of his/her choice, including an attorney can assist the parents/guardians. The teacher shall be allowed to respond and to be represented as well.
4. Within seven (7) days after the hearing, the principal/guardian shall prepare a written decision based solely on the evidence/information presented at the hearing. The decision shall include a summary of the evidence/information presented and the reasons for the decision.
5. If the decision of the principal is to change a grade, the decision shall be considered a recommendation for the Superintendent's action pursuant to AR 5121(a).
6. If the parent/guardian is not satisfied with the decision of the principal, he/she can send in writing to the Superintendent within five (5) days requesting that the Superintendent review the record of the hearing and modify the principal's decision. The Superintendent or his/her designee shall perform that review within five (5) days of receipt of the request and issue his/her decision at the Superintendent's discretion, he/she

can set a time when the parent/guardian and the teacher can present any arguments they wish to make in support or against the principal’s decision.

7. If the parent/guardian is still unhappy with the Superintendent’s decision, he/she can request in writing within five (5) days that the Board review the entire record at its next meeting. The Board shall do so in executive session and issue a decision. The parent/guardian, teacher, principal and Superintendent shall have the right to be present in the executive session and to present any arguments. No new evidence can be presented at this session.

Honor Roll: Each high school shall post an Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.0 or better.

At the end of each semester for grades 9-12 each student who has an earned 4.0 grade point average for all coursework taken shall be recognized by the Superintendent for their efforts. Each school shall submit this list to the Superintendent’s office for recognition within two weeks of the end of the semester. Recognition would include a letter, note or certificate from the Superintendent and a media release of all students’ names who have earned this distinction.

Certificate of Achievement

Students must accumulate twenty-one (21) credits with a passing grade in order to graduate.

High School Diploma

Students must accumulate twenty-one (21) credits with a passing grade and pass all three (3) sections – reading, writing and mathematics – of the Alaska High School Qualifying Exam.

High School Special Honors (Minimum Requirements):

Valedictorian: is the student who has passed all sections of the High School Qualifying exam and has the highest GPA or at least 3.5 or above.

Salutatorian: is the student who has passed all sections of the High School Qualifying Exam and has the next highest GPA of a least 3.0 after the Valedictorian.

- Honors:**
1. Superintendent’s List 4.0
 2. High Honors 3.5 - 3.99
 3. Honor 3.0 - 3.49

Graduation Ceremonies and Activities – BP 5127 High school graduation ceremonies shall be held to recognize those students who have successfully completed the district and state graduation requirements and earned the right to receive a diploma. Students who have met the district graduation requirements may participate in graduation exercises. They may be awarded a certificate of attendance/achievement. In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct. School-sponsored invocations and/or benedictions shall not be included in graduation ceremonies.

High School Graduation Requirements – BP 6146.1 The Superintendent or designee shall prepare for Board approval a plan consisting of district graduation requirements. Students shall receive diplomas of graduation from high school only after meeting the following graduation requirements:

Subject	Units of Credits
Language Arts	4.0
Mathematics	3.0
Science: <i>to include 1 unit of Integrated Earth Science and Physics and 1 unit of Integrated Biology and Chemistry</i>	2.0
Social Studies: <i>to include ½ unit of Inupiaq Studies, 1 unit of United States History, ½ unit of Alaska</i>	3.0

<i>Studies, and 1/2 unit of United States Government</i>	
Health/Physical Education: <i>to include 1 1/2 units of Physical Education and 1 unit of Health (1/2 of which is Family Life)</i>	2.5
Electives	6.5
Total Graduation Credits	21

Communication with Parents/Guardians - BP 5124 Because parental involvement contributes greatly to student achievement and conduct, the School Board encourages frequent communication between parents/guardians and teachers by means of parent-teacher conferences, class newsletters, mail, telephone, and school visits by parents/guardians.

As part of this communication, teachers shall send progress reports and other data relating to standardized testing results to parents /guardians at regular intervals and shall encourage parents/guardians to communicate any concerns to the teacher.

Conduct – BP 5131(a) The School Board believes that all students have the right to a public education in a positive environment free from disruptions which interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the School Board, parents/guardians, students, teachers and the administration be cognizant of their responsibilities related to student conduct.

Parents/Guardians: Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians may be held liable for misconduct of their children to the extent provided by the law.

Students: Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the School Board. All students shall comply with the regulations of the school district, comply with the course of study and submit to the authority of the teachers and administration of the schools.

Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program.

Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative programs, discipline, suspension, or expulsion.

Academic Honesty – BP 5131.9 The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.

The School Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The School Board expects that students will not cheat, lie or plagiarize.

Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

Dress and Grooming – BP 5132 The School Board believes that appropriate dress and grooming contribute to a productive learning environment. The School Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

Dress and Grooming Code All students are required to wear clothing that is clean, safe and in good repair. Clothing should not disrupt or distract from the instructional processes of the school. Clothing which has inappropriate words or pictures displayed is prohibited. This includes sexually suggestive clothing and words or pictures, drugs, profanity, tobacco, liquor or identification with gangs.

Hats, hoods, hee-lies and articles of clothing that are considered loungewear or pajamas, are prohibited in the classroom. Students wearing inappropriate clothing will be sent home to change. Appropriate disciplinary action may be taken against those who are insubordinate and in violation of the dress code.

Electronic Devices Radios, MP3 players, blackberries, iPods, palm pilots, CD/tape players, tv's, DVD players, pagers, cell phones, and other electronic devices are not permitted in the school during class time. They are only for use during the lunch hour. NWABSD is not responsible for lost or stolen items. These items will be confiscated and held by the administration if used in the classroom. Repeated violations may result in disciplinary action under willful disobedience.

Hacky-sacks Hacky-sacks are not allowed in classrooms, hallways or the commons areas at any time.

Positive School Climate – BP 5137 The School Board desires to provide orderly and caring learning environments in which all students feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school and their achievements.

The district shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. The schools shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. The Superintendent or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns, and other programs in which students may identify and solve problems that affect their school.

The schools shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults, slurs, or fighting words which may disrupt school activities.

Fighting Fighting is not appropriate behavior and endangers fellow students as well as those who are fighting. This includes pushing, bumping and arguing. This not allowed on campus or at school sponsored activities. If the fight begins at school and is then taken off campus, the students involved will be disciplined according to the school discipline policy.

Bullying – BP 5131.43 The Board is dedicated to providing a safe and civil learning environment. Bullying is a form of harassment and intimidation that disrupts a student's ability to learn and a school's ability to educate. Students and staff are prohibited from engaging in any form of bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in an act of bullying are subject to appropriate disciplinary action, up to and including suspension or expulsion. Staff who engage in an act of bullying are also subject to appropriate disciplinary action up to and including suspension and termination.

Students or staff members who have witnessed or have reliable information that a student has been subjected to bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school.

In determining the appropriate response to students who commit one or more acts of bullying, the following factors should be considered:

- a. the development and maturity levels of the parties involved;
- b. the level of harm;
- c. the surrounding circumstances;
- d. past incidences or past continuing patterns of behavior;
- e. the relationships between the parties involved;
- f. the level of disruption in or interference with the orderly operation of the school.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by law and Board policy. Conduct that does not rise to the level of bullying may still be prohibited by other policies or rules.

Public Complaints Concerning the Schools – BP 1312 The School Board places trust in its employees and desires to support their actions in such manner that employees are free from unwarranted, spiteful or negative criticism and complaints. The Superintendent or designee shall develop procedures, which will permit the public to lodge criticism against staff members, assure full consideration, and protect the rights of the staff members and the district. Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent or designee for appropriate consideration and action.

This policy shall not apply when a public complaint involves accusations of child abuse. When a school employee is accused of child abuse, it shall be investigated by proper authorities in accordance with child abuse laws.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with handicaps in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Northwest Arctic Borough School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school district.

The school district has specific responsibilities under the Act which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) Inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the that it is inaccurate, misleading, or violates the child's rights; 6) a hearing on the issue if the school refuses to make the amendment. **If there are any questions, contact Kris Lucas, Director of Special Education and 504 coordinator for the Northwest Arctic Borough School District at 442-3472, ext. 226.**

Section 504 Grievance Procedure Students and their parents have the right the file a formal complaint alleging noncompliance with regulations implementing Section 504 of the Rehabilitation Act of 1973. A grievant alleging discrimination on the basis of sex, race, national origin, or disability may act according to the following grievance procedure.

Level One: Grievant has the option to informally discuss the complaint with the school principal or immediate supervisor. A student grievant may discuss the complaint with a teacher or counselor.

Level Two: Grievant may formalize the complaint by submitting the grievance in writing to the Section 504 Coordinator. A grievance form is available from the section 504 Coordinator. The grievant shall state the nature of the grievance and the remedy requested. The filing of the Level Two grievance must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date which Grievant could reasonably become aware of such occurrence. The grievant may request a meeting with Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Section 504 Coordinator shall investigate the complaint and attempt to resolve it. The Section 504 Coordinator will send Grievant a written report regarding the investigation and action taken within fifteen (15) working days after receipt of the written grievance.

Level Three: Grievant may appeal the Level Two response to the Superintendent. Grievant shall present the appeal in writing within the (10) working days after receipt of the written report from the section 504 Coordinator. Grievant may request a meeting with the Superintendent or his or her designee. The Superintendent of his or her

designee has the option of meeting with the Grievant to discuss the appeal. The Superintendent or his or her designee will render a written decision within ten (10) working days after receipt of the written appeal.

Level Four: Grievant may appeal the Level Three response to the Board of Education. Grievant shall present the appeal in writing to the President of the Board of Education within ten (10) working days after receipt of the decision from the Superintendent or his or her designee. Grievant may request a public or private meeting with the Board of Education to discuss the appeal. The Board of Education will render a decision at their next regularly scheduled meeting. Grievant will receive written notice of the School Board's decision within ten (10) working days.

This grievance procedure does not deny or limit the right of the Grievant to file formal complaints with the Alaska Department of Office of Civil rights (Region X); to contact other agencies for mediation or recertification of right's; or to seek private counsel.

Alcohol and Other Drugs – BP 5131.6(a) Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and any drugs. The lawful use of prescription and/or over-the-counter medication in the treatment of diagnosed medical conditions or ailments is not prohibited by this policy.

Intervention: The School Board recognizes that there are students on our campuses who use alcohol and any drugs and can benefit from intervention. The School Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

Nonpunitive Self-Referral: The School Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students who disclose past use of alcohol or any drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use.

Recovering Student Support: The School Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding reinvolvement with alcohol and any drugs. The School Board shall provide ongoing school activities which enhance recovery.

Alcohol and Other Drugs Enforcement/Discipline: The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and any drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or any drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

School authorities may search students and school properties for the possession of alcohol and any drugs as long as such searches are conducted in accordance with law.

Activity Enforcement/Discipline Tobacco, Alcohol, Drugs – AR 5131.6 Participation in Activity Programs at NWABSD is considered a privilege earned by observing activity regulations, training rules, and all travel rules. Positive co-curricular environments require students to follow District level and Site specific regulations, as well as criminal laws of the State. Activity Program Rules are enforced from the first day program member(s) meet; all Training Rules are enforced from the first day of a season as determined by AASA calendars.

Tobacco Enforcement/Discipline

1. Possession or use of Tobacco
 - a. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees, the following shall result:

- (1) Parent/guardian contact.
- (2) The student is eligible for practice, but may not participate in games or travel during this time.
- b. In addition, the following action may be taken:
 - (1) Enforcement of other school policies related to the offense.
- 2. Continued Use or Possession of Tobacco

If the student continues to use or possess tobacco the following shall result:

 - a. Second offense shall result in suspension of eligibility for the remainder of the season or forty-five (45) calendar days whichever is longer.
 - b. Subsequent offenses over following school years are accumulative and are treated as additional violations.

Alcohol/Illegal Drugs/Misuse of Prescribed Drugs/Over-the-Counter Substances/Inhalant Misuse Enforcement/Discipline

- 1. Alcohol use under the influence and/or possession; Illegal drugs under the influence and/or possession and/or possession of paraphernalia; Misuse of prescribed drugs, over-the-counter-substances, or Inhalants.
 - a. Students shall not be allowed to consume or possess alcohol and/or alcohol products on school property or during school hours, at school-sponsored events, or under the supervision of district employees, the following shall result:
 - (1) Parent/guardian, advisor/counselor, and principal meeting to develop written contract of school service and all required steps to re-gain eligibility.
 - (2) Student must perform fifty (50) hours of school service during suspension as determined by the meeting above.
 - (3) Attend school regularly during suspension of eligibility.
 - (4) The student is eligible for practice, but may not participate in games or travel during this time.
 - b. In addition, the following action may be taken:
 - (1) Enforcement of other school policies related to the offense.
- 2. Continued Use or Possession of Alcohol, Illegal drugs and/or paraphernalia possession, or misuse of prescribed drugs, over-the-counter substances, or inhalants.

If the student continues to use or possess alcohol, illegal drugs, possess paraphernalia, or misuse prescribed drugs or over-the-counter substances the following shall result:

 - a. A second offense of this regulation will result in a one-year suspension from all activities, games, practice, and travel.
 - b. Subsequent offenses over following school years are accumulative and are treated as additional violations.

Travel Violations Enforcement/Discipline Violations of activity, training rules, and travel procedures, during activity travel may result in the student being sent home prior to conclusion of the activity.

- 1. Students will be sent home with the following procedure:
 - a. The chaperone will follow due process in determining the student infraction.
 - b. With chaperone determination of early return the student shall follow all chaperone decisions.
 - c. When a student is sent home prior to the completion of an activity, an appropriate school employee will accompany the student. An employee may be sent from the site or District Office.

Any costs concerns associated with the student's infraction and early travel return, including all airfares for student and chaperone, must be reimbursed by student/parent/guardian.

Illegal substances The use, possession and/or being under the influence of any illegal substance such as alcoholic beverages, drugs, chemicals, or other controlled substances is strictly prohibited.

Student Drug/Alcohol Testing Policy – BP 5131.61 Drug and alcohol use by students is detrimental to the educational environment and poses a direct threat to the health, morals, and welfare of the student population. Further, drug and alcohol use by those students who are participating in District activity programs poses a threat to the physical and mental safety of those students and the students with whom they are competing. As a result of observed and suspected use of alcohol and drugs by District students, the School Board believes that initial and random testing of students participating in all activities as well as testing of the general student population upon an articulation of individualized suspicion of drug or alcohol use, is necessary for the protection of student safety and welfare. The Superintendent is to develop regulations consistent with this policy.

Students of this District who are suspected of using, possessing, or selling illicit drugs or alcohol while within the jurisdiction of the District shall be subject to drug or alcohol testing. A determination of suspected use, possession, or selling of drugs or alcohol shall be made by a qualified individual in a position of authority in relation to the student. Students in all activities are required to complete an authorization form that allows the District to conduct drug and alcohol screening prior to the commencement of athletic activities and on a random basis thereafter. Should a student decline to complete this form, that student will not be allowed to participate in interscholastic athletics until such time as the student's parent or guardian signs the authorization.

The District shall develop appropriate disciplinary policies in the event of a positive test. These policies shall be consistent with the District's disciplinary policies for possession or consumption of illicit substances or alcohol.

The District shall develop, or contract with a third party to develop, procedures for drug and alcohol testing consistent with those procedures authorized by the Alaska Statutes. The District shall also develop procedures that ensure the confidentiality of student test results and shall require all persons having access to those results to abide by these procedures.

All students affected by this policy shall be given notice of the policy and of the testing regulations adopted by the District.

Tobacco – BP 5131.62 Smoking presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures, which may result in suspension from school.

While on school property, lighters, matches and other paraphernalia are also prohibited.

Students participating in extra curricular activities must abide by ASAA Bylaw Article 12, Section 8, Citizenship Rule and Tobacco, Alcohol and Controlled Substance Policy Reference

Citizenship Rule:

The determination by a member school that a student is ineligible based on poor citizenship or violation of the Tobacco, Alcohol and Controlled Substance Policy, is not appealable to the Association.

Expelled Student:

A student who is expelled from a member school will not be eligible in another member school for the duration of the period of the expulsion.

A. Controlled Substance, Alcohol and Tobacco Position Statement:

ASAA and its member schools recognize that the use of tobacco, alcohol and controlled substances is a significant health problem for many students, resulting in negative effects on behavior, learning and their total development. The use of tobacco, alcohol and controlled substances by students affects academic

development, personal growth, extracurricular activities participation and the development of related skills. Others affected by misuse and abuse are family members, teammates and other significant persons in their lives.

ASAA and its member schools believe that close contact of parents, coaches, advisors, students and communities in interscholastic activities and classrooms provides a unique opportunity to observe, confront and assist one another. It is the philosophy of ASAA and its member schools that students should be encouraged and supported in their efforts to develop and maintain a chemical-free life style.

Participation in ASAA sanctioned sports and activities is a privilege which requires all participants to adhere to rules imposed by member schools and/or member districts that students attend and represent. The policy described in this article is intended to further the following purposes:

1. To emphasize the health and safety of students while participating in activities, to recognize the long-term physical and emotional effects of tobacco, alcohol and controlled substance use on student health, and to minimize the potential for injury.
2. To promote a sense of order and discipline among students.
3. To recognize that a student's possession, distribution or use of tobacco, alcohol and controlled substances during the school year or during interscholastic competition outside of the school year, even during times when the student is not actively participating in interscholastic activities, may nevertheless be detrimental to health, safety, order and discipline when the student is participating.
4. To assist schools in the establishment of policies that are consistent with ASAA standards of athletic and activity eligibility.
5. To support schools that have programs to assist students in resisting peer pressure which influences students to use tobacco, alcohol and controlled substances.

B. Policy Reference Regarding Possession, Distribution and Use of Tobacco, Alcohol and Controlled Substances:

The ASAA Board of Directors has adopted a statewide policy regarding the possession, distribution and use of tobacco, alcohol and controlled substances which will go into effect, beginning with the 2008-09 school year, or at the beginning of any sport or activity season which begins prior to the first day of school. This policy includes clear minimum guidelines and penalties which are cumulative and progressive, a time period in which the policy applies, various educational components, an explanation of how violations are determined and reported, a required Student/Parent/Legal Guardian TAD Acknowledgment Form which must be signed prior to participation, and a definition of terms.

The complete Tobacco, Alcohol and Controlled Substances (TAD) Policy follows below.

Tobacco, Alcohol and Controlled Substances (TAD) Policy

In order to ensure adoption of tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the following policy. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts.

1. **Prohibited Conduct:** The possession, distribution or use of any tobacco products, including smokeless tobacco, alcohol and controlled substances by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.
2. **Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal practices which precede interscholastic competition after the initial signing of the *Student/Parent/Legal Guardian (TAD) Acknowledgment Form*, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "calendar days" as defined in this section. The policy first goes into effect on July 28, 2008 for students

playing football, tennis, and cheerleading. Middle school students will follow the same policy, but will start fresh upon entering high school.

3. Educational Component: The education component is a critical part of the policy and is comprised of four parts: Pre-Participation Orientation, First Offense, Second Offense, and Third Offense. ASAA will provide the first three parts of this component to member schools on DVD and through the ASAA website. An overview of each part is included under Section 10. Definitions.
4. Cumulative and Progressive Penalties: Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's high school years. If a student transfers from one ASAA member school to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.
5. Minimum Penalties for Violation of this Policy: Minimum penalties for violations of this policy are:

First Offense The student will be suspended from interscholastic activities and practice for ten (10) 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 ten (10) 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 ten (10) 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 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 one (1) calendar year. 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 education component. A student may need additional days of practice before returning to competition. (See Article 7, Section 5).

Fourth Offense The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school years.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a

violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

6. Determination of Violations: In implementing this policy, it will be the member school's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on a standardized form, and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal.

Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

7. Violations Reported to ASAA and Confidentiality Requirement: After determining that a violation has occurred, the member school shall report the violation to ASAA on the required form. ASAA will provide a *School Report of Violation Form* to member schools and districts. Member schools and districts must report to ASAA a violation of this policy within three (3) calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at the member school or district and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intention to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school which the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent violations and to assist the student in maintaining a lifestyle free of tobacco, alcohol and controlled substance use, and to maintain eligibility to participate in interscholastic activities. An administrator who provides any confidential information to a student's coach or other activity supervisor shall assure that such person will use the information only in communications with the student and shall otherwise maintain strict confidentiality of the information. ASAA's records of violation shall be made available to the student and/or the student's parent or legal guardian upon written request.
8. Student and Parent/Guardian Acknowledgement: ASAA will provide a *Student/Parent/Legal Guardian TAD Acknowledgement Form* to member schools and districts. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. Prior to each season in which a student participates in interscholastic activities, a copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed form on file.
9. Students Emancipated by Age or Marriage: The requirements in this policy that a parent or legal guardian sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* and that require that a student's parent or guardian participate in the Pre-participation Orientation or in mandatory education arising from an offense do not apply to a student who has obtained the age of eighteen (18) years, or who becomes married if the student has reached the age of sixteen (16).

10. Definitions: As used in this section, terms are defined as follows:

Calendar Days – Each day, including weekends and holidays, during the member school's school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the

school year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student’s usage of such substance is consistent with a physician’s prescription for the student’s usage. The DEA list of Controlled Substances appears on its internet website at www.deadiversion.usdoj.gov/schedules/schedules.htm. ASAA will, on at least an annual basis, provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA’s policy, the current list maintained by the DEA is controlling.

Report to ASAA – Transmission of reporting form to ASAA by facsimile (fax) within the reporting period, or telephonic reporting of violations with reporting period followed by mailing of reporting form. ASAA may adopt an electronic reporting form.

Suspension – As defined in Article 5, Section 1 (A) (6) of ASAA bylaws.

Educational Component – A series of DVD’s software and web based training programs and counseling ranging from a pre-participation orientation session to remedial programs for first through third time offenders. These are designed to keep students in school, teach them responsibility, educate them and their parents/guardians on new behaviors and lifestyles, instill accountability, exemplify teamwork, teach positive decision making skills, and keep students eligible for interscholastic activities.

An overview of each part follows:

Pre-Participation Orientation: The Orientation is required of all student participants prior to each season of participation, and of a parent/guardian annually, before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* as stated in B.2. above for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the Master Eligibility List.

First Offense: This optional session for students who have committed a First Offense is designed to educate students and their parents/legal guardians on how to make positive decisions that will instill accountability and new behaviors in the students. Upon successful completion of this part by both the student and parent/guardian, 50% of a student’s suspension from activities will be forgiven. Students completing the First Offense component may return to practice prior to the completion of the period of suspension.

Repeat violations of the Tobacco Rule during the ten (10) calendar days of suspension will result in mandatory participation in the First Offense educational component prior to returning to competition. For repeat violations of the Tobacco Rule only, the Second Offense penalties, if based on violations of the Tobacco Rule, will not be imposed unless there is a repeat violation of the Tobacco Rule after the student has completed all suspensions and re-suspensions under the First Offense.

Second Offense: This required session for students who have committed a Second Offense as well as their parents/guardians, must be completed before a student regains eligibility. It is more in-depth than is presented in First Offense. Students completing the Second Offense component may return to practice prior to the completion of the period of suspension. There is no forgiveness of mandatory suspension and students returning to play after this offense may need additional days of practice prior to competition.

Third Offense: Students who violate this policy for a third time have a significant problem. This required session for students who have committed a Third Offense under the rule and wish to regain their eligibility, will target the specific at-risk behaviors and may involve multiple agencies. There is no forgiveness of mandatory suspension. Students completing the Third Offense component may return to practice prior to the completion of the period of suspension.

Vandalism, Theft and Graffiti – BP 5131.5 The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the district also may withhold the students grades, diploma and/or transcripts.

Weapons and Dangerous Instruments – BP 5131.7 Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

School employee may confiscate weapons or dangerous instruments on school grounds, or school-related or school sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff, and the public.

The district shall, by regulation, define the terms “deadly weapon,” “dangerous instrument,” and “firearm.”

The School Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The School Board shall suspend for at least thirty (30) days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy. The Superintendent shall develop procedures and conditions for early reinstatement.

Weapons and Dangerous Instruments – AR 5131.7 The Superintendent or designee shall permit the possession of weapons, dangerous or deadly instruments, or their replicas at school or at school-related or school-sponsored activities only at the request of a teacher and with the assurance that such possession serves a positive, appropriate purpose. Before granting permission, the Superintendent or designee shall verify that proper precautions have been taken to ensure that no accidents will occur and that the weapon or dangerous or deadly instrument will not be misused while under school supervision.

Weapons Report A school employee confiscating any weapon or dangerous or deadly instrument shall deliver it to the building principal or other appropriate authority immediately.

If an employee confiscates a weapon or dangerous or deadly instrument or knows or suspects that a student possesses such a weapon or instrument which has not been confiscated, the employee shall report the matter to the principal immediately, and the principal shall take appropriate action.

When informing the principal about the possession or confiscation of a weapon or dangerous or deadly instrument, the employee shall report the name(s) of persons involved, the names of any witnesses, and the location and circumstances of the matter.

The principal shall report any possession of a weapon or dangerous or deadly instrument to the student’s parents by telephone or in person, if practicable, and shall follow this notification with written notification to the parents, and shall report all violations of this policy to the Superintendent.

Disciplinary Action The principal shall take appropriate disciplinary action in accordance with existing Board Policies and regulations and shall report all such actions to the Superintendent.

When the weapon involved is a firearm, as defined in Section 921 of Title 18 of the United States Code, or a deadly weapon as prohibited in AS 14.03.160, the principal shall immediately refer the matter to the Superintendent for appropriate action. In cases of firearms, the Superintendent shall recommend the student’s expulsion from school for a period of not less than one (1) calendar year. In cases of deadly weapons, the Superintendent shall suspend the student for a period not less than thirty (30) days. A different period of suspension or expulsion may be justified after consideration of the matter on a case-by-case basis. The Superintendent shall consider any special

circumstances involved in the violation, including those in aggravation or mitigation. The Superintendent shall also be responsible for referring to law enforcement authorities any student who violates this policy.

If the student involved has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline or placement of the student, in accordance with applicable law.

A student who has been suspended or expelled for violating this policy may seek early reinstatement by submitting a written request to the Superintendent. The request must identify all the reasons why the student feels that early reinstatement is appropriate. In evaluating the request, the Superintendent should consider the severity of the weapons violation, the student's discipline record, the amount of the suspension or expulsion the student has served at the time of the request, and any other relevant criteria. As a requirement of early readmission, a student must sign a written contract with the District which identifies conditions of early reinstatement. The contract shall clearly state that any violation of school rules by the student will result in immediate reinstatement of the remaining suspension or expulsion period for the prior weapon violation. A decision of the Superintendent to grant or deny a request for early readmission shall be final and the student will be notified of the decision within ten (10) school days.

The Superintendent shall provide the School Board with a written report of all violations of this policy, including the circumstances of the violation, the type of weapon involved, and the disciplinary or other action taken in response to the violation of policy.

Weapons Report to State of Alaska In addition to the Superintendent's report to the School Board of violations of the Board's policies on weapons and dangerous instruments, the Superintendent shall provide a report to the Alaska Department of Education and Early Development with a description of the circumstances surrounding expulsions imposed under Board Policy relating to violations of the Board's Policy on weapons and dangerous instruments. This report shall include, at a minimum, the following information:

1. the name of the school concerned,
2. the number of students expelled from such school, and
3. the types of weapons or dangerous instruments concerned.

Weapons Definitions The term "Firearm" shall have the meaning as defined in section 921 of Title 18, United States Code.

The terms "Deadly Weapon," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun, zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, slingshot, bludgeon, nightstick, straight razor or throwing stars, brass knuckles, or artificial knuckles of any kind, any knife, axe, or club.

The term "parent," shall include legal guardians, foster parents, or other individual(s) who have a similar legal responsibility for the child.

Health Care and Emergencies – BP 5141 The School Board recognizes the importance of taking appropriate action whenever an accident or illness threatens the safety, health or welfare of a student at school or during school-sponsored activities. To facilitate immediate contact with parents/guardians on such occasions, the School Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.
4. Local physician to call in case of emergency.

Emergency Information In case of an emergency it is important that the following information for each student be on file in the school office:

- Parent/guardian name
- Home address (building and apartment or house number)
- Home/work telephone numbers of parent/guardian
- Telephone number of a friend/relative
- Medical information

Administering Medication – AR 5141.21 (a) Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the district shall have received:

1. A written statement from the student’s physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student’s parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.

Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student’s identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician’s indicated dosage schedule.

All medications, prescription and non-prescription, must be delivered to the school by the parent/guardian or his/her adult representative.

All medication shall be kept in a locked drawer or cabinet.

Infectious Diseases – BP 5141.22(a) The admission of a student with an infectious disease identified by state health officials shall be determined by the Superintendent or designee according to standard health procedures. The Superintendent or designee shall consult with the student’s parent/guardian and, as required, with the student’s physician and/or the local health department.

Science Laboratory Instruction: Students involved in science laboratory experiences shall be protected from contamination from body fluids of other persons and from contaminated instruments. Whenever possible, laboratory experiences involving body fluids will be conducted by way of teacher demonstrations rather than by student participation.

Injuries and Accidents: Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures.

Health Examinations – BP 5141.3 The School Board recognizes the importance of periodic health examinations conducted according to state health regulations. To determine the health status of students, facilitate the removal of handicaps to learning, and determine whether special adaptations of the school program may be necessary, the School Board shall require that physical examinations be conducted, including tests for vision and hearing upon entry into school or as soon as practical.

All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.

Child Abuse and Neglect – BP 5141.4 With concern for the well-being of each student, teachers and school administrators shall be trained to report known or suspected incidences of child abuse in accordance with state law. District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

Authority of Teachers Teachers are responsible for creating an environment in which students have the best opportunity to learn. They are further responsible for the learning and social development of students. Any teacher may require a parental conference regarding attendance or other class related problems. Failure to conclude such conference to the mutual satisfaction of all parties involved may result in administration referral. Teachers are

therefore, vested with the necessary authority to discharge these responsibilities. This includes the right to remove students from class. It should also be understood that any teacher has this authority at any time on school property or at school functions.

Discipline – BP 5144 The School Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The District shall foster a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The School Board recognizes that there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the District in order to maintain an environment conducive to learning. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or, sex.

The administration, teachers and classified staff share mutual responsibility for the enforcement of district policies and regulations pertaining to student conduct and safety. The School Board shall give reasonable support and assistance to employees with respect to student discipline. The School Board shall review its policies related to student rights and responsibility at least once every three (3) years and shall modify its policies as needed in accordance with law.

The School Board recognizes that not all students will adhere to District rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

In-school suspensions: In an effort to establish disciplinary procedures that are effective in reducing student truancy and misbehavior and do not interrupt the educational process, the School Board Superintendent or designee may authorize in-school suspension as an alternative to out-of-school suspension. In-school suspension removes the student from the school social scene while still requiring him/her to maintain the same basic school day schedule and to keep up with required academic assignments. Failure to serve in-school suspension or removal from the in-school suspension program for disciplinary reasons shall result in out-of-school suspension or additional time assigned.

Discipline – BP 5144(b) Each principal shall publish school rules for student discipline which describe the school's behavior management plan and consequences for student misconduct

At the beginning of each school year, the Superintendent or designee shall ensure that every student and his/her parents/guardians are notified in writing of the availability of Board Policies and administrative regulations related to student rights and responsibilities. Such policies shall be posted in accordance with law. (4 AAC 07.030)

Discipline Policy NWABSD Schools recognize the responsibility to prepare students to be educated, responsible, contributing citizens. Included in the education process is appropriate behavior. Appropriate behavior includes self-control and consideration for other students and staff members. Inappropriate or disruptive behavior not only interferes with the rights of others to learn and teachers to teach, it may endanger other students and adults. Every student has the right to attend a school that provides a safe environment that is conducive to learning.

Kindergarten through 2nd Grade Discipline will be conducted on site by the principal. For Grades 3-12 infractions, please refer to following Discipline Chart.

Offense Levels		Offense 1	Offense 2	Offense 3	Subsequent Offenses
Level 1	General Misconduct/ Health Issues	Offenses in this level are offenses that should be dealt with by the teacher. Level 1 infractions include behaviors, which disrupt the learning environment and occur within the classroom. In addition to the mentioned consequences, other consequences may include: detentions, verbal reprimands, demerits, time-outs, withholding honorary offices in clubs or organizations, seating changes, assigned school duties other than class tasks, student contract, denial of class privileges, and specially-designed assignments, Because a teacher must establish the classroom environment and trust with students, use of some of the mentioned consequences above may be used before the numbered steps are taken. Parent contact on a minor incident that may be easily corrected probably doesn't merit a call home. It is highly recommended that the teacher should try to bring a student into understanding before the prescribed measures set forth in this level are implemented unless it is a more major issue.			
	Disobeying classroom rules	<ol style="list-style-type: none"> 1. Discussion with student. 2. Parent/guardian contact by teacher. 3. No-Gym List 	<ol style="list-style-type: none"> 1. Formal teacher/student conference. 2. Parent/guardian contact by teacher. 3. No-Gym List 4. Written suggestions for improvement & further consequences. 	<ol style="list-style-type: none"> 1. Formal teacher/student conference. 2. Parent/guardian contact by teacher. 3. No-Gym List 4. Written suggestions for improvement & further consequences. 	<ol style="list-style-type: none"> 1. Student conference. 2. Parent/guardian and Administration contacted by teacher. 3. No-Gym List 4. School suspension 5. Student moved to Level 2 offenses
	Violating dress code				
	Public Display of Affection				
	Refusal to obey staff directives				
	Violating safety rules				
	Insults, put-downs, name-calling, teasing				
	Disruptive Behavior				
	Unauthorized foods or drinks				
	Littering				
	Non-Participation in the classroom				
	Un-authorized use of phones				
	Horseplay; pushing, shoving, scuffling				
	Non-Direct use of profane language or obscene manifestation				
	Any violation which the teacher or principal may deem reasonable to fall within this category				
Sleeping	Child may be sent home if unable to stay awake.				
Cheating	Same as above	All of the above plus receiving a grade of 0 on that assignment or test.			
Possession of Electronic Devices during instructional time: lasers, cell phones, electronic games, pagers, and/or other devices not appropriate during classtime.	Same as above plus device will be confiscated for the day.	Same as above plus device will be confiscated and not returned except to parent or guardian.	Same as above plus device will be confiscated and not returned at all or held until the end of the school year.		

Offense Levels		Offense 1	Offense 2	Offense 3	Subsequent Offenses
Level 2	Significant Misconduct	Offenses in this level are offenses that should be dealt with by the administrator. Level 2 infractions include behaviors, which result in potential harm to other students or persistent misbehavior. In addition to the mentioned consequences, other consequences may be included: Saturday detention, temporary removal from class, referral to outside agency or law enforcement, school suspension (in, out, and/or after), withdrawal or restriction of privileges in extracurricular activities or honorary offices, computer restrictions, behavioral contracts, counseling, or other consequences determined to be reasonable and appropriate by the school principal.			
	Persistent Level 1 Infractions				
	Theft and related offenses less than \$50.00				
	Gambling				
	Trespassing				
	Directed use of profane language or obscene manifestations	1. Mandated 1-day of School Suspension	1. Mandated 2-days of School Suspension	1. Mandated 5-days of School Suspension	1. Mandated 9-days of School Suspension
	Vandalism	2. Parents contacted	2. Parents contacted	2. Parents contacted	2. Parents contacted
	Leaving campus without permission	3. No Gym List for 1 week (7 days) minimum	3. No Gym List for 1 week (7 days)	3. No Gym List (minimum 10 days)	3. No Gym List (minimum 14 days)
	Leaving classroom without permission	4. Theft/Extortion/Vandalism require the student to recompensate for the damages done.	4. Theft/Extortion/Vandalism require the student to recompensate for the damages done.	4. Theft/Extortion/Vandalism require the student to recompensate for the damages done.	4. Theft/Extortion/Vandalism require the student to recompensate for the damages done.
	Racial slurs	5. Each violation in this section requires written apologies.	5. Each violation in this section requires written apologies.	5. Each violation in this section requires written apologies	5. Each violation in this section requires written apologies
	Bullying				
	Harassment				
	Inappropriate physical contact of another person				
	Possessing or using matches or a lighter				
	Sexual Harassment				
	Disruption of School Activities				
	Possession of Tobacco Products	Same consequences as above PLUS completion of educational component. Enforce AR 5131.6.			
Any violation, which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.					

Offense Levels		Offense 1	Offense 2	Subsequent Offenses
Level 3	Significant Misconduct	Serious Misconduct Warranting Mandatory Removal From Classroom setting immediately. Discipline administered by Site Principal. Behavior in this category is potentially dangerous or destructive to people and property. When applicable, refer to Law Enforcement. In addition, other consequences may be administered that is deemed appropriate and reasonable by the site principal. These offenses will be investigated and further sanctions may be imposed.		
	Engaging in repeated violations of Level 2 offenses	<ol style="list-style-type: none"> 1. Mandatory Out-of-School Suspension (1-9 days). 2. Students may not participate in any extracurricular activities for a period of 1 week from the date of suspension. 3. No-Gym list district-wide (14 days minimum) 4. Parent/Guardian Contact 5. All destruction of property, vandalism, or theft requires complete restitution by the student. 	<ol style="list-style-type: none"> 1. Mandatory long-term Out-of-School suspension (10-20 days) 2. Removal to Alternative Learning Center or Program 3. No-Gym list district wide (21 days minimum) 4. Parents/guardians notified 5. All destruction of property, vandalism, or theft requires complete restitution by the student. 	Student moved to Level 4 category – Mandatory referral for expulsion.
	Fighting or instigating a fight			
	Display or possession of knife, chain or other dangerous objects			
	Threats to do harm to person or property/Extortion			
	Blatant Insubordination toward School Employees			
	Possession of an illegal drug, alcohol, or drug paraphernalia			
	Gang behavior			
	Burglary, theft, or destruction of District Property over \$50.00			
	Possession of fireworks, smoke or stink bombs, or any other pyrotechnic device			
	Possession of pornographic materials, printed or electronic			
	Hazing			
	Pulling Fire Alarms			
	Any violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances			

Offense Levels			Any Offense
Level 4	Expellable Misconduct		Expellable Misconduct. Consequences administered by the Superintendent and NWABSD Board of Education upon recommendation from Site Principal. Refer to Law Enforcement Personnel. Behavior in this category is totally unacceptable and is punishable by the law.
	Persistent violations of Level 2 and/or Level 3	Engaging in conduct containing the elements of the offenses of arson, murder, indecency with a child, or aggravated kidnapping	Automatic 20 day Out-of-School suspension with recommendation for expulsion for the period of 1-year minimum. Student is put on No-Gym list for the entire school district and is prohibited from all NWABSD property while serving the expulsion time period. Law Enforcement personnel contacted. Parent/guardian contacted.
	Engaging in conduct that contains the elements of the offense of public lewdness or indecent exposure		
	Major sexual abuse or harassment		
	Retaliation against school employees	Making a terroristic threat	
	Assault	Arson or attempt of Arson	
	Selling, giving, or delivering controlled substances	Making bomb threats, false threats or hoaxes, regarding school safety	
	Threat to kill or maim another person		
	Possessing, using, or exhibiting a firearm or replica (without specific permission from the principal)		
	Possessing, using or exhibiting a prohibited weapon or replica	Any violation which the principal and Superintendent may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.	
	Using or exhibiting any device, in a threatening manner, including any knife, pocketknife, or etc.		

Student Intervention Team A Student Intervention Team (SIT) will consist of an administrator, Healthy Lifestyle Specialist/Counselor, at least one (1) teacher, at least one (1) parent/guardian and, if appropriate, a special education teacher.

A concern regarding a student may be brought to the team by any staff member or parent/guardian. Appropriate concerns may be, but are not limited to, the following: academic areas, social skills, physical health, language skills, attendance and behavior.

At the first meeting the team will discuss the concerns and make suggestions for appropriate intervention strategies. The teacher(s) and/or parent shall use those strategies for a specific time period determined by the team. At the end of this time period, the team will reconvene and discuss the results as to how the interventions are working for the student, and then make appropriate adjustments to be used for another specified period determined by the team.

At the end of that time period, if the student has made appropriate progress, then no further intervention will be necessary. If no growth or improvements have occurred and the team agrees, the student shall be considered for other appropriate actions, such as special education testing, suspension, or other types of referrals. In addition, appropriate follow-up measures should be taken as often as necessary to assure the success of the student.

Step-by-step process for Student Intervention Team referrals:

1. Any member of the team may initiate the first meeting, and bring to the meeting appropriate documentation to support his/her concerns.
2. A team meeting is held and concerns discussed. Interventions are identified along with an appropriate time period, and the second meeting scheduled.
3. The second team meeting is held. Modifications are made to the intervention plans, if necessary, and followed through for another predetermined time period.
4. A third meeting is held to determine if the intervention was successful, or if the student needs to be considered for other types of referrals.
5. Additional meetings and/or correspondence should be conducted as often as necessary to assure the success of the student.

Reporting to Law Enforcement – BP 4144(c) In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The Superintendent should ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

Suspension and Expulsion – BP 5144.1 The Superintendent or principal may impose suspension when other means of correction fail to bring about proper conduct or for serious misconduct.

The School Board may expel a student for severe or prolonged breaches of discipline. Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

The School Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall specify procedures for notices and appeals.

Grounds for Suspension and Expulsion – AR 5144.1(a) A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony, which the School Board determines, will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school or a school-sponsored activity.
3. During the lunch period, whether on or off the school campus.

Authority to suspend: A Superintendent or Principal may suspend a student from school for any of the acts listed under “Grounds for Suspension and Expulsion.”

Authority to expel: A student may be expelled only by the School Board.

The Superintendent or principal shall recommend a student’s expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the School Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school or at any school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

Suspension and Expulsion/Due Process – BP 5144.2 (Individuals With Exceptional Needs) Disabled students shall be suspended or expelled only in accordance with the policies outlined in The Alaska Special Education Handbook as adopted by the Northwest Arctic Borough School District Board of Education.

Questioning and Apprehension – BP 5145.11 Law enforcement officers may interview students on school premises, as suspects or witnesses. When such an interview is requested, the principal or designee shall ascertain the officer’s identity, official capacity, and the authority under which he/she acts. If the officer needs to interview the student immediately, the principal or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities. **Note:** Parents/guardians do not need to be informed or to give consent before interviews on school premises. When a site administrator releases a student into the custody of a law enforcement officer, he/she shall notify the parent/guardian or responsible relative of the student’s release and the place to which the student is reportedly taken, except when prohibited by law enforcement such as in the case of suspected child abuse.

Whenever a student is suspected of being a victim of child abuse and is being removed from the school premises, the Superintendent or designee shall give the telephone number and address of the student’s parent/guardian to the law enforcement officer so that the appropriate authorities may contact the parent/guardian.

Search and Seizure – BP 5145.12(a) The School Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials.

The School Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

The law allows school officials to have access to school lockers, desks and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time if there is reason to suspect the locker contains something harmful, illegal, or dangerous. School officials also have the authority to detain and search any student or property in the possession of the student when he/she is on school property or at school functions if there is reasonable

suspicion to believe that there is something, harmful, illegal or dangerous in the possession of the student or concealed in their property.

Student Lockers: Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to students health, welfare or safety emanate from the locker.

Non-Discrimination – BP 5145.3 District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities.

Separate arrangements may be made for students according to gender during sex education programs and physical education activities involving bodily contact. (AS 14.18.050)

School staff and volunteers must be especially careful to guard against unconscious sex discrimination and stereotyping in instruction, guidance and supervision.

NWABSD does not discriminate on the basis of race, religion, sex, age, national origin, handicap and other human differences. We are aware of the provisions of Title IX and Section 504 and intend to comply. The Assistant Superintendent coordinates the district's Title IX efforts, and the Director of Special Education coordinates Section 504. Should you suspect or observe discrimination, please contact them by calling (907) 442-3472 or by fax at (907) 442-2246 or by mail to: NWABSD, P.O. Box 51, Kotzebue, AK 99752.

Sexual Harassment – BP 5145.7 The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure that they need not endure any form of sexual harassment.

The School Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Sexual or "dirty" jokes.
4. Graphic verbal comments about an individual's body.
5. Sexually degrading words used to describe an individual.
6. Display of sexually suggestive objects or pictures in the educational environment.
7. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
8. Graffiti of a sexual nature.
9. Sexual gestures.

10. Touching oneself sexually or talking about one's sexual activity in front of others.
11. Spreading rumors about or rating other students as to sexual activity, performance or sexual orientation.
12. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

If you believe that you have been discriminated against under this law, you should immediately contact:

Dr. Annmarie O'Brien, Assistant Superintendent

Northwest Arctic Borough School District

P.O. Box 51

Kotzebue, Alaska 99752

Phone: (907) 442-3472 ext. 235

Fax: (907) 442-2651

Married/Pregnant/Parenting Students – BP 5146 Married, pregnant and parenting students in the district shall have the same educational opportunities as all students.

The School Board believes that pregnancy and parenting should not be a barrier to education or a reason for dropping out of school. Rather than ending the teenager's need for education, pregnancy and parenting increase the need to cope with adult responsibilities and to prepare for an economically self-sufficient future.

The instructional program provided for pregnant students shall be determined on a case-by-case basis and shall be appropriate to the student's individual needs. The student may continue attending school in the regular classroom setting, may attend a separate program established for pregnant students, or may pursue a home instruction or correspondence study program.

Wherever possible, program staff shall work closely with the pregnant student's partner and/or parents/guardians and shall collaborate with local public and private agencies in order to expand the student's learning opportunities and support system.

After the birth of her baby, the student may:

1. Return to regular school program.
2. Remain in an alternative program.
3. Request exemption from attendance because of personal reasons, which may relate to the care of the child.

Freedom of Speech/Expression – AR 5145.2(a) Students are prohibited from making any expressions or distributing or posting any materials which are obscene, libelous or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

All printed matter and petitions distributed, circulated or posted on school property shall bear the name and the address or contact location of the sponsoring organization or individual.

Printed materials or petitions may be distributed only:

1. Before school begins, during lunchtime, or after dismissal.
2. In locations that do not obstruct the normal flow of traffic within school or at entrances.
3. Without undue noise.

No student shall use coercion to induce students or any other persons to accept printed matter or to sign petitions. No funds or donations shall be collected for any material distributed.

Students violating any of these regulations are subject to disciplinary action.

Appeals: The following procedures shall be used to address disputes regarding student freedom of expression:

1. The student and faculty member shall first attempt to resolve the problem by themselves.

2. If the student and faculty member are unable to resolve the dispute, the student and/or faculty member may bring the matter to the principal or designee, who shall hear both sides and strive to resolve the dispute as quickly as possible.
3. If the principal or designee is unable to resolve the dispute, the student and/or faculty member may bring the matter to the Superintendent or designee, who shall hear both sides and strive to resolve the dispute as quickly as possible.
4. If the Superintendent or designee is unable to resolve the dispute, the student and/or faculty member may ask for a hearing to determine whether a deprivation of freedom of expression was justified under the above regulations. This hearing shall be held before the Board or impartial person(s) appointed by the Board as soon as possible after it is requested. Both sides shall be given an opportunity to demonstrate that Board policy and administrative regulations were properly applied.

Educational Incentives The following activities are examples of A PORTION of the extended curriculum available to eligible students in the Northwest Arctic Borough School District:

Basketball	Spelling Bee	Science Fair
Volleyball	Career Day	Wrestling
Cross Country Running	Battle of the Books	Future Teachers
Intramurals	Native Youth Olympics	

Ceremonies and Observances – BP 6115

Patriotic Exercises: The School Board encourages activities that instill pride in our country. The Pledge of Allegiance shall be recited or patriotic exercises conducted on a regular basis as determined by the School Board.

The district respects the legal right of individuals not to participate in the salute to the flag for personal reasons. An individual not participating in the salute to the flag must maintain a respectful silence.

Special Days and Events: District schools shall commemorate special days and events in accordance with law. Schools are encouraged to recognize days and events of local significance.

District schools shall be closed in observance of Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year’s Day, Memorial Day, and the Fourth of July.

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday.

Sportsmanship – BP 6145.21 The School Board expects athletes, coaches and spectators to demonstrate good sportsmanship during athletic competitions. District staff and parents/guardians have a duty to promote an environment of good sportsmanship by serving as models of fair play and proper conduct.

Students and employees are responsible for maintaining sportsmanlike behavior at all times and shall be subject to disciplinary action for improper conduct.

The Superintendent or designee shall provide for the proper supervision and safety of students at athletic events.

Homework/Make-Up – BP 6154

Homework: The School Board believes that homework serves many important purposes. The administration and certificated staff shall design homework plans and assignments so that through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners.

The School Board believes that homework is the responsibility of the student. It is the student’s job to develop regular study habits and to do most assignments independently. The School Board encourages teachers at all grade levels to use the parent/guardian as a contributing resource and to structure homework assignments so as to involve the parent/guardian without diminishing the student’s sense of responsibility. When assigning homework which

involves interaction with parents/guardians, teachers should include instructions that show how parents/guardians can best help their children.

To be effective, homework assignment should not place an undue burden on students and families. Homework should reinforce classroom-learning objectives and be related to student needs and abilities.

Makeup Work: Students shall be given the opportunity to make up school work missed because of an absence and shall receive full credit if the work is turned in according to a reasonable makeup schedule.

Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Textbooks: Students are issued textbooks without charge. Students are responsible for the books issued to them and will be expected to pay for damaged or lost books, no matter who is responsible. A textbook is the sole responsibility of the student to whom it is issued. Before a student's record can be cleared, all charges against the student must be paid. This will include library fines and any other fines for damaged school property. Before a student may participate in graduation or promotion exercises, all charges against the student must be paid.

Right to Know Your Child's Teachers' Qualifications As required by NCLB §1111(h)(6)(A): At the beginning of each school year, a school district shall notify the parents of each student that the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The teacher's baccalaureate degree major and any other graduate certifications or degrees.
4. Whether paraprofessionals provide services to the student and, if so, their qualifications.

Notice of FERPA Rights The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll. Additionally, by September 15 of each year, the district will provide to the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Release of a student's name to the University of Alaska will not be made if the parent or eligible student objects. A parent's objection should be made in writing to the school principal.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Cafeteria Breakfast is available to all students. The NWABSD also provides breakfast and lunch for those students who qualify for free and reduced price meals. Menus will be posted in classrooms, with copies available in the office. A student will not be permitted to participate in the food service program if he/she is absent from school that day. Only diet pop, water, and pure fruit juice, are allowed in school. No pop, energy drinks, or candy is allowed in the lunchroom during the school day.

Lost and Found Articles found in classrooms and halls are turned into the office and are placed in the "Lost and Found." It is the student's responsibility to check for lost articles in the office. Articles not claimed by the end of the semester may be given to a shelter or other social service agency.

Extra-Curricular Activities Students must meet eligibility requirements in order to participate in activities or travel, which includes athletic and extra-curricular activities.

2008-2009 TENTATIVE STUDENT ACTIVITIES SCHEDULE

(ask local school office for final schedules)

Activity	Location	Season	Date
Cross Country Practice Begins	Sites	8/4-10/4	August 4
Cross Country Elem/MS District	Kotzebue		September 20
Volleyball Practice Begins	Sites	9/22-12/13	September 22
Cross Country Regionals	Noorvik		September 27
Wrestling Practice Begins	Sites	9/29-12/13	September 29
Cross Country State	Palmer		October 4
Student Government Fall Conference	Palmer		October 9-11
HSGQE Testing	Sites		October 14-16
Wrestling – Bush Brawl	Kotzebue		October 24-25
Cheerleading Practice Begins	Sites	11/3-3/21	November 3
Wrestling Elem/MS District	Kiana		November 21-22
Basketball Practice Begins	Sites	12/1 –3/21	December 1
Volleyball Regionals (Girls)	Nome		December 4-6
Volleyball Regionals (Mixed 6)	Noorvik		December 5-6
Wrestling Regionals	Barrow		December 5-6
Volleyball State	Anchorage - Dimond		December 11-13
Wrestling State	Bartlett		December 12-13
District Science Fair	Kotzebue		TBA
Husky Shootout Tourney	Kotzebue		January 22-24
Kotzebue Klassic Tourney	Kotzebue		February 19-21
MS Basketball Championships	TBA		TBA
3A Regionals – Basketball	Nome		March 13-14
2A Regionals – Basketball	Noorvik		TBA
1A Regionals – Basketball	Kotzebue		TBA
1A State – Basketball	Anchorage		March 16-21
2A State – Basketball	Anchorage		March 16-21
3A State – Basketball	Anchorage		March 16-21
Battle of the Books, District Meet	Kotzebue		TBA
Battle of the Books, State Playoffs	Audio conference		TBA
District Spelling Bee	Kotzebue		Early February
State Spelling Bee	Anchorage		February/March
NYO Practice Begins	On Site		TBA
State Science Fair	Anchorage		TBA
HSGQE/SBA Testing	Sites		April 7-9
Student Government Spring Conference	Mt. Edgecumbe		April 16-18
Region I Music Festival	Bethel		TBA
District NYO Meet	Kotzebue		TBA
State NYO Meet	Anchorage		TBA
State Solo/Ensemble Festival	UAA - Anchorage		May 7-9

All dates and locations are subject to change.

School-Sponsored Trips – BP 6153 The School Board recognizes that school-sponsored trips are important components of a student’s development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

Senior Class Trips can only be scheduled between April 10, 2009 through April 30, 2009. They will only be approved for one full week (5 school days).

Summer Trips must be approved prior to planning.

Student Activities Approval Procedures

1. All travel within the District must be approved by the principal.
2. All travel which takes the student outside of the District or State must be approved by the Principal and the Superintendent.
3. All Out-of-District travel plans must be on file with the Superintendent’s office before travel takes place.
4. The Principal must approve, without exception, all chaperones for travel initiated at a school site.
5. The Superintendent, or his/her designee, must approve all chaperones for travel initiated by the District Office.
6. One week prior to the date the student travel is to occur, the trip sponsor must submit to the Principal a Travel Plan for approval. Upon approval of the plan the Principal shall send the plan to the Superintendent.
7. An approved Student Travel/Eligibility Form must be on file in the Principal’s Office before a student is permitted to travel.

Student Activities General Procedures – AR 6153

1. Students must have written parental permission in order to participate in trips requiring transportation. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.
2. Students shall remain with the chaperone(s) at all times except as listed below:
 - a. Free-time activities in another village. Chaperones, however, are responsible for checking on students at least once every three (3) hours during free-time activities.
 - b. If a snowmachine or boat is the method of transportation, the student must be accompanied by a chaperone while traveling.
3. On overnight student trips, appropriate female supervision shall be provided for female students and appropriate male supervision shall be provided for male students.
4. Students shall not be released to any individual without specific written authorization from the parent(s)/ guardian(s) and the Principal prior to the initiation of the trip. Chaperones may refuse to release a student to any individual.
5. When approved travel plans include lodging in private homes, explicit parental/guardian permission must be obtained in writing prior to the initiation of the trip. If parent(s)/ guardian(s) object, alternative lodging arrangements shall be made.
6. All students traveling by means other than commercial jet must have access to a District travel kit.
7. All student travel must comply with NWABSD Cold Weather Travel Procedures.
8. Not more than nine (9) NWABSD personnel or students shall be transported at one time in any vehicle. This provision applies to all modes of surface, water or air transportation except commercial jet or other pre-approved aircraft.

Student Activities Pre-Travel Orientation

1. Prior to any student travel, all chaperones, students, and parent(s)/guardian(s) shall be required to attend a meeting about the proposed trip. The agenda of the meeting shall include:
 - a. The purpose of the trip;
 - b. NWABSD Travel Procedures; and
 - c. Orientation in the proper usage of the District's survival kit, unless traveling by commercial jet. (See survival equipment for details.)
2. For school organizations or groups which travel more than once per year for the same purpose (i.e. basketball) parent(s)/guardian(s) need to attend only once prior to the beginning of the first trip.
3. If the travel is planned by the District Office, the Principal of each school, which sends students on the trip, shall be responsible for conducting the pre-travel orientation meeting.

Student Eligibility Rules for Travel In order to participate in extra/co-curricular activities, students in grades 4 through 12 must demonstrate satisfactory educational progress.

Students will be eligible to participate in extra/co-curricular activities. Eligibility will be based on the previous quarter grades and bi-monthly grade checks. The bi-monthly grade checks will be due every other Friday and will determine eligibility for the upcoming two-week period. The following criteria will determine eligibility.

1. Students in grades 6-12 will be eligible for extra-curricular activity and travel if the student:
 - a. A "C" (2.0) average, with no "F's" to compete and travel in student activities;
 - b. Students with less than a "C" (2.0) average can still practice and be part of an organization;
 - c. Students ineligible for the grading period (currently the quarter) may become eligible anytime after the mid-grading period (currently four weeks) if at that time (the fifth week) their average has been raised to a 2.5 GPA with no grade lower than a "C."
 - d. Maintains an acceptable behavior and attendance as assessed by the Principal during the participation period of time. Students in grades 9-12 must also adhere to all Alaska School Activities Association rules for participation.
2. All students must complete the Student Travel/Eligibility Form. In cases where the student receives a disapproval from one (1) or more teachers the Principal or his/her designee shall make the decision to determine the students eligibility for travel.
3. All students are allowed a maximum of fifteen (15) days for student travel per year. Absences for travel beyond the fifteen (15) day limit must have the specific approval of the Principal.
4. All students must be in regular attendance at school on the day of their departure and depending on the time of day the students return to their community, the Principal will decide if it is appropriate for them to return to school that day.

ASAA Eligibility Requirements: In order to be eligible, beginning with the second semester of the 2005-2006 school year, and thereafter:

1. All second-semester freshmen, sophomores and juniors, as well as, seniors who are not on track to graduate and/or who have not passed all parts of the High School Graduation Qualifying Exam (HSGQE), must be enrolled in a minimum of five (5) semester units of credit, or the equivalent,* at the School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting of credit toward graduation from the school district or the School of Eligibility.
2. Seniors who are on track to graduate and who have passed all parts of the HSGQE must be enrolled in a minimum of four (4) semester units of credit, or the equivalent,* at the School of Eligibility or supervised by the School of Eligibility or its school district that lead to granting of credit toward graduation from the

school district or the School of Eligibility. Full time seniors who are not required to take the HSGQE, and who are on track to graduate, must be enrolled in a minimum of four (4) semester units of credit, or the equivalent,* at their School of Eligibility.

**(Semester units may be earned through university courses or school district operated or approved correspondence programs.)*

3. In addition, all students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. To be eligible, a student must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program.)

ASAA CITIZENSHIP RULE: A student who is expelled from a school will not be eligible in another school during the duration of the expulsion.

SNOW-MACHINE / BOAT TRAVEL GUIDELINES

1. The Superintendent or his/her Designee must approve all travel by snow-machine/boat in advance.
2. Only students in grades eight (8) through twelve (12) may travel by snow-machine/boat.
3. Snow-machine travel will be on marked, permanent, winter trails between approved sites.
4. All travelers must be team members and have District approved chaperones.
5. Snow-machine/boat drivers/chaperones must be selected from a list of applicants prescreened by the Site Administrator for compliance with applicable State Law and Board Policy and approved by the site Advisory School Council. Driver's names will be included on the parent permission slips.
6. No snow-machine/boat trip will be taken without at least one (1) chaperone familiar with the terrain accompanying the students and one (1) chaperone designated as the Trip Guide/Leader. There will be at least one (1) chaperone per every five (5) students. At least two (2) chaperones will accompany each group of students. The Site Administrator and presiding officer of the Advisory School Council must approve the non-certificated individual(s). Chaperones may also be drivers. There will be a least two (2) snow-machines on any trip.
7. The chaperone designated as the Travel Guide/Leader shall work with the Site Administrator, and these two (2) persons shall be jointly responsible for communication and compliance with applicable district rules and policies related to the approved travel. The Site Administrator must confer with the Superintendent or his/her designee, the Advisory School Council President, and the Travel Guide/Leader no earlier than one (1) hour before the trip is scheduled to begin to discuss whether or not the trip should take place taking into consideration the weather conditions.
8. The traveling group must have survival bags, sleeping bags (one for each person), tent (large enough for all travelers to fit comfortably in case of an emergency), There must be 24 hour's emergency food supplies and rations for each traveler, stove, VHF radio, emergency flares, GPS, and one rifle to be carried by the Travel Guide/Leader for emergency use only. All travelers must have proper winter gear for traveling. Proper winter gear is defined as heavy boots, wool or fur hat, facemask, parka, snow pants, heavy gloves, and goggles. For boat travel: life jackets (one for each person), rubber boots and raincoat.
9. Each snow-machine/boat shall have the following: spare gas, extra belt, spark plugs and a toolkit. The Site Administrator shall have the authority to determine if a student or chaperone is not wearing the proper gear and deny these individuals the right to take part in the trip.
10. No snow-machine travel will be permitted if the temperature is below -35° Fahrenheit and / or adverse weather conditions as determined by the Principal/Coach/Superintendent or his/her designee. Visibility must be greater than five (5) miles and the weather service for both sites must be contacted prior to departure and the weather conditions entered into a travel log, which is to be submitted at the completion of the trip.
11. Approved sites, site in **BOLD** are allowed to travel to the listed sites:
 - Kivalina:** Noatak, Kotzebue
 - Noatak:** Kotzebue, Kivalina
 - Noorvik:** Kiana, Kotzebue, Selawik, Buckland
 - Kotzebue:** Kivalina, Noatak, Noorvik, Buckland, Selawik, Kiana
 - Kiana:** Noorvik, Kotzebue, Selawik, Buckland
 - Ambler:** Shungnak, Kobuk, Selawik
 - Shungnak:** Kobuk, Ambler, Selawik

Kobuk: Ambler, Shungnak

Buckland: Deering, Selawik, Kotzebue, Noorvik

Selawik: Buckland, Deering, Noorvik, Kiana, Kotzebue

Deering: Buckland, Selawik

12. **Boat travel:** Travel between sites is at the discretion of the Principal/Coach/Superintendent or his/her designee.

Northwest Arctic Borough School District
Student Travel Form For Snow-Machine Travel

Student _____ School _____

Activity _____ Date _____

TRAVEL PLAN

General Information:

Travel Dates: _____ Destination _____

Purpose of Travel _____

Number of Students _____ Grade Level of Students _____

Number of Adults _____ Number of Certificated Adults _____

Number of Snowmobiles _____

Number of Basket Sleds _____

Travel roster:

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

Student Name: _____ Adult Name: _____

If more room is needed please add second sheet.

I also understand that the School District is not responsible for any damages or maintenance to the snowmobile(s) and sleds incurred during the travel described above. I agree to hold the NWABSD and its agents harmless from losses, claims or damages arising out of this travel that may occur to my child, snowmobile, sled or myself. I further understand and acknowledge that this activity involves greater than normal risk of injury from the hazards that are inherent in travel by snowmobile. If my own personal snowmobile or sled is used for the trip I believe it to be reliable and in good working order.

I have read and fully understand the Northwest Arctic Borough School District Travel Procedures and the Northwest Arctic Borough School District's Board Policy covering Student Activity Travel by Snowmobile and I hereby agree to follow such rules.

A. Parent/Guardian _____ Date _____

B. Student _____ Date _____

C. Principal _____ Date _____

Chaperone Rights and Responsibilities – AR 6153

1. Students on approved trips are under the jurisdiction of the School Board and subject to school rules and regulations.
2. All out of district student travel must include a certified person as one of the chaperones. This is not a requirement within District travel. Within District travel, it is up to the principal whether a certified person is required to accompany students. It is not required that the coach be certified, but that a certified person travel on the out of District trips.
3. Chaperones shall be 21 years of age or older.
4. Chaperones are expected to set an example of proper behavior. In addition, chaperones must be supervising students at all times.
5. Chaperones are expected to enforce all NWABSD Activity Travel Procedures and to report all violations of the rules to the appropriate Principal(s).
6. Chaperones shall authorize all student free-time activities (such as movies, dances and contact with individuals not associated with the District.)
7. Chaperones shall abide by all Alaska State laws.
8. The use of alcohol and/or illegal drugs by persons chaperoning is prohibited.
9. The chaperone shall carry the original copy of the Student Travel/Eligibility Form on each trip and a copy of the Northwest Arctic Borough School District Activity Travel Procedures handbook.
10. If in the judgment of the chaperone(s), weather conditions are marginal for safe travel, the chaperone(s) shall have the authority to cancel or reschedule travel. All rescheduling of travel shall be coordinated through the Principal.
11. Chaperones shall have the authority to set and enforce appropriate curfew times insuring that students receive adequate rest.
12. The chaperone shall have the right to turn a student over to the police or juvenile authorities when, in their judgment, they are unable to control the student or the student presents a danger to others.
13. It shall be the responsibility of the chaperone(s) to immediately notify the Principal and the responsibility of the Principal to immediately notify the parent(s)/guardian(s) if the student is having medical problems, being returned to the village, being held by the police or involved in an accident. It is the Principal's responsibility to immediately notify the Superintendent.
14. It shall be the responsibility of the chaperone(s) to determine if a student is using or is under the influence of alcohol and/or illegal drugs. The decision of the chaperone(s) in these matters shall be final.
15. If a student leaves the group without authorization and cannot be located immediately or will not willingly return to the group, the chaperone(s) shall immediately contact the police, as well as, the Principal.
16. All air carriers must meet the District's insurance requirements and have a copy of their certificate of insurance on file with the District.
17. Only movies rated "G" and "PG" shall be permitted for student viewing by Primary, Middle and Intermediate level. "PG-13" movies with parent approval are permitted for High School students. At all times age restriction, no matter school placement must not be exceeded.

Chaperone's Signature

Date

Student Travel Rules

1. Students must follow all chaperone decisions.
2. Students shall abide by all Alaska State laws, such as laws related to shoplifting and the use of alcohol and/or illegal drugs.
3. Students shall be with designated chaperone(s) at all times.

Disciplinary Actions for Travel Rule Violations

1. A decision may result in the student being sent home prior to the conclusion of the activity.
2. When a student is sent home prior to the completion of the activity, an appropriate school employee will accompany the student's return. (An appropriate school employee may be sent from the site or District Office to return with the student.)
3. These disciplinary actions do not preclude the student from being suspended or expelled from school under other Board Policies or procedures.
4. The disciplinary actions listed below will start the day that the Principal or other school official makes the decisions that a school rule(s), NWABSD Board Policy or regulation, Alaska State law, or other rules have been violated.
5. Students who violate and/or are convicted of violating Alaska State laws, NWABSD Board Policy and regulations, school rules or other rules as specified by the chaperone, will be prohibited from participating in extra-curricular activities, including practices, for a period of:
 - a. A minimum of forty-five (45) school days for the first offense;
 - b. One full calendar for the second offense and all other offenses that follow the second offense.
6. An exception to the above consequence is:
 - a. Any student found to be in possession of, or under the influence of drugs or alcohol, will be prohibited from participating in extra-curricular activities including practices, for a period of one full calendar year.

**** All offenses are accumulative during grades 7th through 12th grade.**

Cold Weather Travel Procedures – AR 6153 The following procedures were developed to avoid unnecessary risk to students and staff during winter travel.

1. Student travel will not be allowed in temperatures below -35° F and/or adverse weather conditions as determined by principal/coach/Superintendent or Superintendent's designee.
2. Staff travel is not required at temperatures below -35° F.
3. Traveling out of district – provided students are in Kotzebue when the temperature drops below the allowable level for travel and the jet arrives (Alaska Airlines or Frontier) students may travel.
4. All students are required to wear clothing appropriate for existing and anticipated weather conditions.
5. Students will not be allowed to travel in cold weather without head cover, gloves, mitts, insulated boots or mukluks, insulated pants and jacket, and other cold weather gear as determined necessary by the chaperone.

Survival Equipment

1. All students traveling by any means other than commercial jet must have access to a District survival kit.
2. Survival kits shall contain the following items or equivalent substitutes when two (2) or more students are traveling:
 - a. High energy rations (replaced yearly)
 - b. One all steel hatchet with sheath such as Estwing
 - c. One flashlight such as Duracell
 - d. One 12 gauge flare pistol with nine flares such as Olin
 - e. One wool blanket
 - f. One space blanket
 - g. One six dimension tent such as Eureka
 - h. Two pair of socks such as Wigwam
 - i. Two pair double thick mitts with thinsulate
 - j. One first aid kit with manual
 - k. One knife such as Swiss Army
 - l. Three boxes of matches in waterproof/windproof container
 - m. One metal match fire starter
 - n. One stove nested in one cook kit such as Peak
 - o. Three candles
 - p. One signal mirror
 - q. One compass
 - r. One mountaineering medicine manual
 - s. Two packets of facial tissue paper such as Kleenex
 - t. One lockable duffel bag
3. Survival kits shall contain the following items or equivalent substitutes when one student is traveling:
 - a. Four candy bars
 - b. One flashlight such as Duracell
 - c. Three hand launched flares such as Skyblazer
 - d. One space blanket
 - e. One pair of Wool Socks such as Wigwam
 - f. One pair of double thick mitts with thinsulate
 - g. One first aid kit with manual
 - h. One knife such as Swiss Army
 - i. Two boxes of matches in waterproof/windproof container
 - j. One metal match fire starter
 - k. Four emergency candles
 - l. One signal mirror
 - m. One compass
 - n. One mountaineering medicine manual
 - o. Two packets of facial tissue paper such as Kleenex
 - p. One lockable duffel bag.

Northwest Arctic Borough School District
STUDENT ELIGIBILITY/TRAVEL FORM

Student _____ School _____

Activity/Event _____ Date(s) _____

Instructions to Students:

1. Take form to each teacher for his/her signature.
2. Turn in completed form to coach or sponsor twice monthly.

Teachers: Please indicate the student's current academic grade in your class, then initial the form and add comments as necessary. The Principal or his/her designee will approve or disapprove all student eligibility and travel.

SUBJECT	TEACHER	ACADEMIC GRADE	CLASS LEVEL	TEACHER INITIALS	COMMENTS RE: BEHAVIOR
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____

Students: Must have a “C” average with no “F”s” to compete and travel in student activities per BP 6145.

If participation includes travel, comply with the following directions:

1. Read the statement in italics below.
2. Obtain signature of parent or guardian (Item A below).
3. Place your signature on form (Item B below).
4. Obtain the signature of the Principal or his/her designee (Item C below).
5. Indicate the number of days absent from school this year for student travel _____.
6. Provide complete form to coach or sponsor.

I have read and fully understand the Northwest Arctic Borough School District Travel Procedures and I hereby give my permission for the chaperone(s) to seek necessary medical attention to ensure this student's health. My signature gives approval to travel and signifies the student is covered by the necessary insurance. I also understand my child may be sent back to site, at my expense, for not complying with the Travel Procedures.

A. Parent/Guardian _____ **Date** _____

I have read and fully understand the Northwest Arctic Borough School District Travel Procedures and I hereby agree to follow such rules.

B. Student _____ **Date** _____

C. Principal _____ **Date** _____

The original copy of this form must be in the possession of the chaperone(s) at all times while traveling with students.

**Northwest Arctic Borough School District
TRAVEL PLAN**

General Information:

School _____ Travel Dates _____

Destination _____

Purpose of Travel _____

Number of Students _____ Grade Level of Students _____

Number of Adults _____ Number of Certificated Adults _____

Method(s) of Travel _____

Travel Expenses:

Funding Source(s)	Transportation _____
_____ Amount \$ _____	Lodging _____
_____ Amount \$ _____	Other _____
_____ Amount \$ _____	Total _____

Approval:

Approval of the Principal:

_____ Date _____

Approval of the Superintendent: (For Out-of-District and Out-of-State travel only.)

_____ Date _____

Approval of Director of State and Federal Programs (Federal funds only. This travel must be approved six weeks in advance.)

_____ Date _____

A completed trip itinerary must be attached to this Travel Plan prior to submission for approval.

Definitions

Assault A threat or attempt to inflict offensive contact or bodily harm that puts the person in immediate danger or apprehension of such harm or contact.

Bullying Bullying is the repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another's property. Bullying may include, but is not limited to, conduct such as physical abuse, damage or theft of another's property, social exclusion from activities, verbal taunts, name-calling, rumors, innuendoes, drawings, jokes, gestures, pranks, and put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability or disability, or other distinguishing characteristics.

Burglary Knowingly enters or remains unlawfully in an inhabited or uninhabited building with the intent to commit a crime.

Cheating To violate rules dishonestly.

Defamation Harming another person's reputation or character through verbal or written statements that are not true and are intended to bring harm.

Defiance of Authority (Insubordination) Refusal to comply with a reasonable request of school personnel or disobeying any general rule of school conduct, such as leaving school without following the proper checkout procedure.

Disorderly Conduct Conduct and/or behavior that is disruptive to the orderly educational process. Scuffling and horseplay often precede more serious conflicts; and therefore is not allowed in the school building. Shouting, yelling or any unnecessary noise that may disrupt the educational process is not allowed.

Endangerment Engaging in conduct that creates a substantial danger of physical injury to another person.

Extortion Solicitation of money, or something of value, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

False Fire Alarm Falsely alerting the fire department of a fire either verbally or by activating a fire alarm.

Fighting Engaging willingly in physical contact for the purpose of inflicting harm on the other person.

Forgery An act of falsely using the name of another person or falsifying documents or correspondence such as absences/excuses, homework, passes, etc.

Gambling Participating in games of chance or wagering on the outcome of events for the purpose of financial gain at the expense of another.

Harassment Harassment of any kind, verbal or physical, on- or off-campus, or during a school-sponsored activity, which has the intent or effect of interfering with an individual's or group's educational, social or work performance at school or which creates an intimidating, hostile or offensive work or living environment will not be tolerated. This includes initiation and hazing.

Harassment on the basis of ethnicity, gender, disability, religion, national origin, sexual orientation or age includes harassment of an individual in terms of a stereotyped group characteristic or because of that person's identification with a particular group shall be prohibited. Non-sexual conduct, such as intimidation, hostility, rudeness or name-calling is abusive and therefore considered harassment. **(Note: Threats of violence will be taken seriously, even those threats that you may feel are made in a joking manner.)**

Hazing To initiate or discipline fellow students by forcing to do ridiculous, humiliating or painful things.

Intimidation of a Witness Physical or verbal intimidation of a witness to any school violation.

Menacing Actions, both physical and verbal, intended to place another person in reasonable apprehension of imminent physical injury.

Misrepresentation of Facts Knowingly deceiving school administrators and/or staff.

Pornography Disapproving books, magazines, films, etc. with no artistic value which describe or show sexual acts or naked people in a way that is intended to be sexually exciting but would be considered unpleasant or offensive by many people.

Possession of Illegal/Controlled Substances Having on the person or having access to illegal/controlled substances found in any place deposited by the student, including lockers and/or vehicles.

Possession of Weapons Having in possession, either on the person or in an area that is maintained by the student, an instrument such as fireworks, explosives, knives, clubs, guns, chains, etc. that can be used to inflict bodily injury to another person.

Robbery In the course of committing theft, a person uses or threatens the use of physical force upon another person with the intent to accomplish the theft.

Sexual Harassment Sexual harassment may take many forms. Sexual assault and request for sexual favors that affect educational or employment decisions constitute sexual harassment. Sexual harassment may also consist of unwanted physical contact, visual displays of degrading sexual images, sexually suggestive conduct or offensive remarks of a sexual nature.

Theft and Related Offenses The taking of others property, either individuals and/or organizations without their consent, possession of stolen property, or possession without the owner's consent and/or selling of said property.

NOTES –YOUR SCHOOL SITE RULES

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YOUR CLASSROOM RULES

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