

Walter Northway School

Northway, Alaska

School Handbook



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Mission of Walter Northway School

To develop confident
individuals, who
accomplish goals and
have the knowledge and
will to survive any
situation throughout life.

NORTHWAY SCHOOL RULES

ALL STUDENTS ARE EXPECTED TO:

- 1** ATTEND SCHOOL AND CLASSES ON TIME EVERY DAY. STUDENTS MUST HAVE PERMISSION FROM A PARENT/GUARDIAN AND THE PRINCIPAL TO CHECK OUT OF SCHOOL EARLY.
- 2** SHOW ACADEMIC HONESTY BY NOT COPYING OR CHEATING.
- 3** TREAT EACH OTHER AND ALL ADULTS WITH RESPECT AT ALL TIMES AND NEVER HARASS OR PICK ON OR BULLY OTHERS.
- 4** KEEP THE SCHOOL AND SCHOOL AREA CLEAN AND FREE FROM LITTER, GRAFFITI, OR ANY KIND OF DAMAGE AT ALL TIMES (EVEN AFTER SCHOOL AND WEEKENDS).
- 5** DO WHAT THEY ARE SUPPOSE TO DO INCLUDING BEING PREPARED FOR CLASSES AND FOLLOWING THE INSTRUCTIONS OF SCHOOL STAFF AND DELIVERING NOTES FROM TEACHER TO PARENTS.
- 6** NEVER USE CUSS WORDS OR ANY KIND OF PROFANITY DURING SCHOOL.
- 7** BE CAREFUL, WALK IN THE HALLS, AND RESPECT OTHER PEOPLE'S PROPERTY AND OTHER PEOPLE'S RIGHTS NOT TO BE TOUCHED OR BOTHERED.
- 8** WEAR APPROPRIATE CLOTHING. Logos that may be considered to promote drug/alcohol use or inappropriate language will not be allowed. Classroom rules may require the removal of hats/headgear.
- 9** LEAVE LIGHTERS, POCKET KNIVES, LASER POINTERS, and any other prohibited items at home. Prohibited items will be confiscated in accordance to school discipline plan. The school is not responsible for lost or stolen personal items.
- 10** HELP OTHER STUDENTS WITH LEARNING AND NEVER MAKE FUN OF ANYONE WHO IS HAVING A DIFFICULT TIME LEARNING OR DO ANYTHING THAT MAKES LEARNING MORE DIFFICULT FOR OTHERS.

Parents Picking Up Students During School

Parents have a right to pick up their children from school at anytime through the school day. If secretary is in the office please stop there and you will be assisted in dismissing your child. If the secretary is not available then the parent should see the principal. If neither is available, the parent should go to the classroom and wait by the door for the teacher to assist them.

Please note the removing a student from school without prior notice and arrangement or without valid reason under district policy will result in an unexcused absence for that student. All unexcused absences are reported to the State Department of Education and may also result in disciplinary action.

Additionally, if the guardians of the student are not picking up the student, a note or verbal discussion will need to take place with the guardian prior to dismissal.

BP 5156 Nutrition and Wellness

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore the School District will provide environments that promote and protect children's health, well being, and ability to learn by supporting healthy eating and physical activity.

Working within this policy: NO Energy Drinks, or drinks high in sugar and or caffeine are allowed at school or any school sponsored events. (ASB May 2018).

Walter Northway School Personal Device Usage Policy

As a school, we feel it is in the best interest to educate and prepare students for success once they graduate or leave our physical space. For this reason, the school has developed the personal device use policy below. This policy covers all personal technological devices, including but not limited to, cell phones, iPods, iPads, DVD players, laptops, tablets, and gaming systems.

Classroom Use

Students will be able to use personal devices with permission from the teacher. A teacher must give permission or asked directly for the device to be in use. During this time, students may listen to appropriate music if the teacher allows with one earbud in. Additionally, music must be at a level where no other person can hear it. Students who fail to use common courtesy with these devices will be subject to the discipline plan below.

Common Area Use

Students are welcome to use their personal devices at lunch and in passing periods. Students may listen to appropriate music with 1 earbud in. There shall be no sound coming from the speaker on the personal device. Students who fail to use common courtesy with these devices will be subject to the discipline plan below.

Cellular Phone Use

Cellular service may or may not be available for students in Northway in the future. In the event that access becomes available, students with cell phones must have the phones on vibrate/silent at all times during the day. There may be times where the teacher and/or principal will ask students to have their devices off. Students who fail to use common courtesy with these devices will be subject to the discipline plan below.

Discipline Plan for Personal Devices

- 1st Offense** – Student receives warning from Teacher. Teacher records warning.
- 2nd Offense** – Student loses privilege of personal device for remainder of the day. Teacher/Principal holds on to device and student gets it back at the end of the day. Student also has the right to contact parent to come get the device instead of teacher or principal holding on to device.
- 3rd Offense** – Student loses privilege of personal device for the remainder of the day and parent must pick up the device.
- 4th Offense** – Student loses privilege of personal device for the remainder of the school semester.

**ARTICLE 5 STUDENTS SERIES 5000
STUDENTS BP 5000**

Nondiscrimination and Affirmative Action BP 5010

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, disability, marital status, pregnancy, or any other basis of discrimination prohibited by law, except where a bona fide requirement may lawfully disqualify an individual. The Board shall adopt an affirmative action plan designed to ensure nondiscrimination in all education programs and activities.

04/04/02

Sexual Harassment BP 5020

It is the policy of the district to maintain a learning environment that is free from sexual harassment. It shall be a violation of policy for any person under school authority to harass a student through conduct or communications of a sexual nature. It shall also be a violation of policy for students to harass students or other persons through conduct or communications of a sexual nature. Any student who believes he/she has been the subject of sexual harassment should report the alleged act immediately to the site administrator, counselor, or other individual designated to receive such complaints. An investigation of the complaint will be undertaken immediately.

04/04/02

Alcohol and Drug-Free Schools BP 5030

It is the intent of the district to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs and controlled substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to work with parents and community agencies in solving the problems related to substance abuse.

04/04/02

Student Conflict Resolution Program BP 5030.1(a)

The Board recognizes the negative impact of conflicts that arise between students in the schools. Student safety, welfare, health, and discipline are affected by conflicts between students. As such, the site administrator or designee in each school shall implement a student conflict resolution program as recommended by the district safe and drug-free schools committee. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of students, parents, guardians, teachers, school administrators, and advisory school boards in each community.

The student conflict resolution program recommended by the district safe and drug free schools committee and implemented in the schools shall include training for teachers, staff, and students in the nonviolent resolution or mediation of conflicts. Moreover, the program must provide procedures for reporting and resolving conflicts between students at each school. Not less than once every three years, the District's discipline and safety program shall be reviewed and revised if appropriate. The review process shall make available the opportunity for collaborative input by students, parents, guardians, staff, and advisory school boards in each community. Policies reflecting Note: HB 99 (2001) requires that school districts adopt policies for implementing a student conflict resolution strategy. The strategy must provide for the nonviolent resolution or mediation of conflicts, and procedures for reporting and resolving conflicts. AS 14.33.120(a)(7). A district's school disciplinary and safety program must be amended by January 1, 2002, to provide for a student conflict resolution strategy. Note: AS 14.33.120 requires the discipline and safety program to have procedures for periodic revision and review. 4 AAC 07.050 requires that a district's student rights and responsibilities policies be reviewed at least once every three years. The following language utilizes a maximum three-year duration for the review process.

Student Conflict Resolution Program BP 5030.1(b)

standards of student behavior, including those identifying prohibited student conduct and penalties, should be reviewed to determine consistency with community standards, including the basic requirements for respect and honesty.

The Board desires to give all administrators, teachers, and other employees the authority they need to implement and enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with Board policies and administrative regulations.

01/03

Note: One of the purposes of the school disciplinary and safety program is to protect and support teachers who enforce standards of student behavior and safety in the classroom. AS 14.33.110(3). The law provides that a teacher, teacher's assistant, a principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. AS 14.33.130. It is recommended that a district desiring to take disciplinary action against a staff member for unreasonable or unlawful enforcement of student discipline should contact legal counsel. Finally, school employees are also protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. AS 14.33.140 and the No Child Left Behind Act of 2001.

Admission and Placement BP 5040

Every child of school age residing in the district is entitled to attend school without paying tuition.

04/04/02

Ages for School Attendance BP 5041

Any child who is six years of age or who will become six years of age before September 1 following the beginning of the school year, and who is under the age of twenty and has not completed the twelfth grade, is of school age.

02/18/08

Evidence of Age BP 5041.1

Each student upon first entering a kindergarten or first grade shall present a copy of his/her birth certificate. No certificate shall be honored which shows erasures or other indications of alterations. If the parent cannot procure a birth certificate, notarized affidavits from three persons who have knowledge of the birth date will be accepted. If the required documents are not filed within thirty days of the date of entrance, the student will not be allowed to attend school until the documents are provided.

04/04/02

Under School Age BP 5041.2

A child who is five years of age before September 1 following the beginning of the school year, and who is under school age, may enter kindergarten. AS 14.03.080(d). A child under school age shall be admitted to school in the district in which the child is a resident if, immediately before the child became a resident of the district, the child was legally enrolled in a school of another district or state. A.S. 14.030.080(e). There will be no exceptions to this

policy.

04/04/02; 02/18/08

Over School Age BP 5041.3

If a student's twentieth birthday occurs during the school year, he/she may complete the school year. A student of twenty years of age or over may apply to continue secondary school attendance or to enter secondary school. The student must state reasons for such attendance, provide assurances of responsibility and agree to abide by the district's rules and regulations. Tuition shall be charged. The Superintendent may waive tuition in a case of financial need.

Placement BP 5042

A child who is six years of age before September 1 preceding the beginning of the school year may be admitted to first grade. A student who has completed the first grade in a state approved school either inside or outside of Alaska and whose age of entrance was in compliance with the law where the school was located shall be eligible for admission to second grade. If a child's entrance age was not in compliance with the applicable state law, he/she will be registered in grade one. The parents of such students may, at their own expense, consult a psychologist and arrange for appropriate tests. The results of such tests will be made available to the site administrator who will determine the grade placement. Final placement determination will be made not later than eleventh school day of the school year. Any student having completed grade two or higher in a state approved school inside or outside Alaska may transfer to or enter the next higher grade. Any student transferring from a school that is not state approved may be required to take examinations to determine grade level placement. In case of any question arising under this section, it will be the responsibility of the parent(s) to furnish evidence to support placement that is satisfactory to the district.

06/17/13

Exchange Students BP 5043

Exchange students from other nations may be enrolled in any of the secondary schools in the district.

Tuition BP 5044

Tuition for nonresident students, except exchange students, shall be charged at a rate equal to that portion of the average per student cost of the previous year. The district may offer special programs for which students pay on a full or partial cost basis.

04/04/02

Interdistrict Agreements BP 5044.1

The Board may enter into agreements with other school districts or agencies to provide more efficient or economical educational services for students. AS 14.14.110.

04/04/02

Part-Time Enrollment BP 5045

03/07/02

Note: AS 14.03.095 requires school districts to allow part-time enrollment of students enrolled in private school, correspondence, or home school programs. However, part-time enrollment is not required if enrollment would be denied even if the enrollee were a full-time student. Enrollment may be denied to full-time students only for the following reasons: a physical or mental condition that creates a risk to others or renders the child unable to benefit from the school program; continued willful disobedience of school authority; behavior injurious to the welfare or safety of others; or conviction of a felony which is injurious to the welfare of others. AS 14.30.045. Enrollment may also be denied if it would result in the expenditure of public funds for the direct benefit of a private school.

Part-Time Enrollment AR 5045

1. Enrollment requests will be received by the building administrator.
2. Applications for part-time enrollment will be available at the district schools ten (10) days prior to the first day of each semester.
3. Parents/guardians of part time students will follow all related district enrollment procedures

and must provide transcripts, birth certificate, and immunization records as required by Alaska law 4 AAC 06.055. (*cf.* 5140 - *Immunizations*)

4. The application for part-time enrollment must include a signed statement by the student and parent/guardian that they will comply with the policies and procedures of the District, including those rules governing student conduct. The application must also contain a signed statement by the parent/guardian that the part-time enrollment does not result in the expenditure of public money for the direct benefit of a private school. The application may contain other requirements as established by the Superintendent or designee.

5. Part-time enrollment applications will be processed on a first-come, first-served basis.

6. The building administrator will notify the Superintendent or his/her designee as to the enrollment of students who are primarily enrolled outside of the district.

Transcripts Grades

Parents/guardians of students who are not primarily enrolled in district schools will be responsible for obtaining the necessary report cards/transcripts and/or other indicators of academic progress and providing them to the district. Part-time students will receive grades based on impartial, consistent observation of the quality of the student's work in the course(s) in which the student is enrolled. Part-time students will be graded by use of the grading procedures utilized for all students enrolled in the district.

03/07/02

Eligibility BP 5045.1

The Board encourages all school age students who reside within the district to take advantage of the educational opportunities available at our schools. School aged children who are primarily enrolled in private school, correspondence school, home school, or other programs of that nature are eligible to enroll as part-time students in the district.

03/07/02

Note: AS 14.03.095 states that a Board may not discriminate between part-time and full-time students or require that part-time students be enrolled after full-time student enrollment is complete.

Definition of Part-time Student BP 5045.2

A part-time student is a pupil who attends a district school for a length of time each day which is less than the full school day. A part-time student may be primarily enrolled in a private school, correspondence program, home school, or other program of a similar nature and also seek enrollment in the district in order to take advantage of classes and other programs offered in a single district elementary school, middle school or high school. A child between the age of seven and sixteen years is required to be enrolled full-time in a public school or other state approved educational program. A child will not be permitted to enroll as a part-time student unless the child is also enrolled in a private school, correspondence program, or home school program, unless part-time enrollment is otherwise authorized by law.

03/07/02

Transportation BP 5045.3

Part-time students may use the district's pupil transportation system on the same basis as full-time students. In all other circumstances, the part-time student and/or his or her parent/guardian will be responsible for the student's transportation to and from school.

Extracurricular and Curricular Activities BP 5045.4

A part-time student may participate in extracurricular and co-curricular activities provided that the student meets all eligibility requirements of the district and the Alaska School Activities Association. It is the responsibility of the parent/guardian to obtain and make available to the district all necessary report cards/transcripts/grades and/or other indicators that are required by the district to determine eligibility for extracurricular and co-curricular activities. Part-time Enrollment Requirements: Part-

time elementary (K-5 grade) students are required to be enrolled in at least two AGSD classes. One of the two AGSD classes must meet a core academic requirement. If a part-time elementary student enrolls in the required two AGSD classes after the last school day of October a \$350 activity fee will be assessed for participation in extracurricular and co-curricular activities. The activity fee allows the parttime elementary student to participate in all extracurricular and co-curricular activities for the remainder of the school year. Part-time middle school (6-8 grade) students are required to be enrolled in at least three AGSD classes. Two of three AGSD classes must meet a core academic requirement. If a part-time middle school student enrolls in the required three AGSD classes after the last school day of October a \$350 activity fee will be assessed for participation in extracurricular and co-curricular activities. The activity fee allows the part-time middle school student to participate in all extracurricular and co-curricular activities for the remainder of the school year. High School (9-12) enrollment requirements shall not be less than those set by the Alaska School Activities Association or Board policy.

03/21/11

Transcripts Grades BP 5046

Parents/guardians of students who are not primarily enrolled in district schools will be responsible for obtaining the necessary report cards/transcripts and/or other indicators of academic progress and providing them to the district. Part-time students will receive grades based on impartial, consistent observation of the quality of the student's work in the course(s) in which the student is enrolled. Part-time students will be graded by use of the grading procedures utilized for all students enrolled in the district.

03/07/02

Attendance BP 5050

Each school shall maintain accurate records of attendance for each of its students. A student may be excused temporarily from attendance upon a written request by the person having charge of him/her, subject to approval by the site administrator or designee. If a student is absent without written authorization, the school shall immediately notify the person having charge of him/her. If the student persists in unexcused nonattendance, the site administrator shall arrange a conference with the student and the person having charge of him/her. A student will be subject to disciplinary action for unexcused absence. No student under the age of 16 may be excluded from school for nonattendance.

Grades 9 - 12

Students in grades 9 – 12 may be absent no more than the maximum 12 days allowed per semester, excused or unexcused. Students who exceed the allowed total absences shall not receive credit unless there are extenuating circumstances, (e.g.; death in the family, or a serious injury) and a written waiver request is approved by the Regional School Board. Absences to attend college classes and trainings for college credit will not count against the number of days allowed.

Grades K - 8

Students in grades K - 8 may be absent no more than the maximum 30 days allowed per school year, excused or unexcused. Students who exceed the allowed total absences shall be retained unless there are extenuating circumstances, (e.g.; death in the family, or a serious injury) and a written waiver request is approved by the Regional School Board. Regular class attendance is an important part of the learning process. Teachers will make reasonable efforts, consistent with their responsibilities to the other students, to assist students who have been absent in making up missed work. A student may obtain and perform known assignments from his/her teachers in advance of anticipated absences. In the event of medical or emergency absences, the student may make up missed work subject to the reasonable limitations of available teacher time. If, because of excused or unexcused absences, a student is not able to meet the performance requirements in any grade or course of study, he/she will receive a failing grade.

04/21/14

Excused and Unexcused Absences BP 5051

Regular daily attendance in class is of prime importance in ensuring the academic success of students. Attendance is the responsibility of the students, the parents, and the school.

Absences have a negative effect upon a student's success in school. Teachers cannot teach students who are not present. The following absences are considered excused absences:

1. Absences resulting from illness or injury. At the discretion of the site administrator, a student may be required to provide suitable evidence of his or her illness or injury.
2. Absences due to participation in a school-sponsored activity or event.
3. Other absences through prior arrangement with the site administrator, e.g. medical or dental appointments. If the student and his or her parents fail to make prior arrangements, any days of school missed will be counted as unexcused absences.

An unexcused absence is defined as any day, partial day, or class period missed for any reason not listed above as an excused absence. Unexcused absences, as well as tardies, may subject the student to appropriate disciplinary measures.

Discretionary Attendance BP 5052

Parental discretion is advised in determining whether his/her child/children should attend school during extreme weather conditions. Any student not attending school during these conditions will be considered absent. Written excuses from parents/guardians may be required by the site administrator upon the student's return to school. It is not the practice of the district to close school due to cold weather unless exacerbated by other severe conditions. However, the Superintendent may close schools when extreme conditions pose a threat to the safety of students. All school days missed due to school closures shall be made-up at a later time during the school year unless a waiver is granted by the Commissioner of Education and Early Development.

04/04/02

Transportation Zones BP 5060

Establishment of Boundaries BP 5061(a)

The following boundaries define school attendance areas for the communities of Mentasta, Dot Lake, Northway, Eagle, and Tetlin: (boundary info for Northway only in this document)

An area two miles surrounding the school, and for those schools with bus routes, an area two miles on either side of the local highway, including a two mile extension beyond the end of the local bus route.

All other areas are served by the district correspondence program.

Any change in a bus route due to a decrease or increase in student enrollment may thus affect attendance area boundaries. The Superintendent shall establish transportation zones for bus routes to serve the various school attendance areas taking into consideration such factors as geographic location, school population, hazardous conditions, school building capabilities and program needs. Students who reside within an attendance area will have preference for enrollment at the school in that attendance area.

Establishment of Boundaries BP 5061(b)

A student shall be permitted to attend a school other than the one in his/her transportation zone on a space available basis. The Superintendent will establish regulations governing enrollment in a school out of the student's transportation zone. If a student enrolls out of his/her attendance area, he/she must provide for his/her own transportation unless the district has assigned the student to a special program available only in a designated building or the student qualifies under AR 5061(b).

04/04/02; 01/21/08

Establishment of Boundaries AR 5061(b)

If a current bus route exists, a student may elect to utilize district transportation to another

school outside his/her attendance area, on a space available basis, providing enrollment at the school in the student's regular attendance area meets minimum state enrollment requirements.

The student must be enrolled in the school outside of his/her attendance area by the opening day of the current school year in order to use established district transportation. Once a student has elected to enroll in a school outside of his/her attendance area, he/she may subsequently transfer only to the school in his/her attendance area. The Superintendent may waive this requirement in the case of hardship. Neither the bus nor the school schedules will be adjusted, nor may any additional costs be incurred to the district to accommodate student transportation outside of his/her attendance area. If a school's enrollment falls below minimum state requirements at any time prior to November 1st, district transportation will not be provided for students to attend a school outside of their regular attendance area for the remainder of the school year.

01/21/08

Student Rights and Responsibilities BP 5070

Rights BP 5071

Freedom of Speech/Expression BP 5071.1(a)

1. Speech

Students are entitled to express orally their personal opinions in a manner that does not substantially disrupt the educational process or interfere with the freedom of others to express themselves.

2. Symbolic Expression

Dress and Appearance. A student is expected to dress and groom himself/herself in a manner which is appropriate to the activity in which he/she is engaged and which does not directly endanger physical health and safety, damage property, or substantially disrupt the educational process or interfere with the rights of others.

Buttons and Armbands. Students may wear or display buttons, armbands, flags, decals and other badges of symbolic expression, unless the manner of expression substantially disrupts the educational process or the rights of others.

Patriotic Expression. A student may abstain from the pledge of allegiance or the flag salute if

he/she desires, and he/she shall not be subjected to discrimination for such abstention.

3. Assembly Meetings

school sponsored organizations on school property shall be conducted at times and places as approved by the site administrator. Conducting meetings or demonstrations which interfere with the educational process or the rights of others is prohibited.

Student free speech extends to religious expression. Students may pray or practice other religious expression when not engaged in school activities or instruction, subject to the same rules of order and decorum that apply to other private expressive activity. The Superintendent or designee shall develop due process procedures for resolving disputes regarding student freedom of expression.

Note: 4 AAC 07.010 **mandates** districts to adopt policies regarding student rights and responsibilities. Limiting a student's constitutional right to freedom of speech involves balancing the right to free expression against the school's right to maintain discipline or order in the school. When a student speaks as an individual, school officials cannot censor that expression unless it creates a substantial disruption to the school. For student speech connected to the curriculum or school activities, school officials have discretion to regulate the speech. Note: Under the No Child Left Behind Act, each school district receiving federal funds must certify in writing to the Alaska Department of Education and Early Development that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools.

Freedom of Speech/Expression BP 5071.1(b)

01/03

Freedom of the Press BP 5071.2

Students publishing articles in school sponsored publications are engaged in a learning experience and are expected to exercise responsibility and good judgment. A written expression of opinion shall be signed by its author, except that editorials representing a newspaper position may be printed without a signature if all members of the editorial board are identified elsewhere in the paper. The publication and distribution of such material may not interfere with or disrupt the educational process and may not threaten such interruption or disruption as determined by the site administrator. Students have the right to do necessary research for articles, including public opinion polls, and shall have the responsibility not to abuse that right. Polls must first be authorized by the site administrator if they will interrupt class time. The site administrator shall be informed of polls taken during students' free time in school. Any publications being sold or distributed on school property may be seized by the site administrator, if he/she has reason to believe that the content or distribution will substantially disrupt the educational process or interfere with other students' rights. Seized publications must be returned to the student or made available to the parent or guardian at the end of the school day.

04/04/02

Search and Seizure BP 5071.3

The site administrator or designee shall conduct all searches in the presence of another staff member. The findings of such searches may be used in school disciplinary proceedings. The site administrator or designee may contact the police to conduct or assist with any search and investigation. Items which are used to disrupt or interfere with the educational process may be seized temporarily by school authorities. Such items shall, upon request, be returned to the student or the parent/guardian at the end of the school day, unless they are contraband. Contraband items (including weapons) will not be returned to the student, and shall be turned over to the police.

Search of Student

The site administrator or designee has the right and duty to search a student's person if there is reason to believe that drugs, weapons, dangerous, illegal or prohibited matter, or stolen goods, are likely to be found on the student's person. Specific searches of a student or his/her possessions shall require reasonable suspicion and a reasonable attempt shall be made to notify the student's parent or guardian. An effort shall be made to conduct the search of personal possessions in the presence of the student, and a third person to witness unless the suspected possession is believed to pose a threat to persons or property. If a student refuses a reasonable search request, the student will be presumed guilty and the maximum ten-day out-of-school disciplinary consequence will immediately apply.

Search of Facility

The site administrator or designee has the right and duty to search student lockers, desks, and other items or spaces provided to the student by the school. Student lockers, desks, and other items or spaces provided to the student by the school are school property and remain at all times under the control of the school. Students, who have accepted the use of such storage areas shall, as a condition of use, be deemed to have waived any possessory claim to such areas, and students shall not have any expectation of privacy in such area or use of area. Periodic general inspections of these items or areas may be conducted by school authorities, with approval of the Superintendent or designee, for any reason, at any time, without notice, without student consent, and without a search warrant. Signs, in compliance with Alaska Statute 14.03.105(b), stating the right and the intention of school district officials to permit searches and examinations of lockers, desks and other space as outlined in this policy shall be posted in each school.

Search of Vehicles

The site administrator or designee has the right and duty to search vehicles which are parked on school grounds if he/she has reason to believe that drugs, weapons, dangerous, illegal matter or stolen goods are likely to be found therein.

Due Process BP 5071.4

Before any discipline is imposed, a student must be advised of the nature of his/her offense, receive an explanation of the evidence, and be given an opportunity to explain his/her position.

Responsibilities and Limits BP 5072

Subject to School Authority BP 5072.1

Each student is under the control and direction of the site administrator and is subject to district and school policy, regulations and rules:

1. During the time he/she is being transported to or from school on school buses;
2. During the time he/she is attending school;
3. During the time he/she is on the school premises; and
4. During the time he/she is taking part in any school-sponsored activity.

Student misconduct which occurs off school property or outside the school day may be subject to school disciplinary action provided that the misconduct is shown to be related to school order. Such determination will be made by the site administrator.

04/04/02

Identification BP 5072.2

All students in school buildings, on school grounds or at school sponsored events must, upon request, identify themselves to authorized school district personnel.

Disruptive Conduct BP 5072.3

Conduct which materially and substantially interferes with the educational process or the lawful activities of others is prohibited.

Tobacco Violations BP 5072.4

Use or possession of tobacco by on any school property or at any school sponsored activity is prohibited.

04/04/02

Drugs and Alcohol BP 5072.5

Students are prohibited from possessing, selling, distributing, bartering, transporting or being under the influence of marijuana, alcohol, an inhalant or any other narcotic, depressant, hallucinogenic or stimulant drug, or any substance designed to look like or to be represented as such drug or its paraphernalia, on any school property or at any school sponsored activity.

04/04/02

Firearms, Guns or Other Weapons BP 5072.6

Students shall not possess or use firearms, guns, or other weapons in school buildings, on school grounds, on district provided transportation, or at any school related or school sponsored activity away from school. The only exception to this policy is when a weapon has been assigned to a student for, and is used during, a regular course of instruction or school sponsored event. Firearms prohibited under this policy include any weapons which will or are designed to or may readily be converted to expel a projectile by the action of an explosive.

Other guns prohibited under this policy include, but are not limited to, any pistol, revolver, pellet gun, BB gun, rifle, shotgun, air gun, spring gun, zip gun, or any facsimile thereof.

Any student who is found in violation of this policy will be recommended for expulsion, and shall not be considered for readmission for at least a period of one (1) calendar year. If any special circumstances are present, including aggravation or mitigation, these factors may be considered by the Superintendent in modification of the recommended discipline, on a case by case basis. Weapons, other than firearms or guns, include dangerous instruments and

other objects when their possession, use or threatened use is for the purpose of causing a person bodily harm or placing a person in fear of bodily harm. Any student who is found in violation of the prohibition against weapons other than firearms or guns may be recommended for disciplinary action up to and including expulsion, at the discretion of the site administrator, depending on the particular facts of the student's offense.

04/04/02

Criminal Acts BP 5072.7

The commission of or participation in any criminal activity on school property or at school sponsored events is prohibited. Disciplinary action may be taken by the school regardless of whether criminal charges or prosecution results.

04/04/02

Commercial Solicitation BP 5072.8

Commercial solicitation may be permitted on school property only if it is related to a school activity and is authorized in advance by the Superintendent.

Hazing/Initiations BP 5072.9

There will be no hazing of students by anyone in any way.

Hazing means a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual. All forms of initiations by school or non-school groups are prohibited unless prior approval has been obtained from the site administrator. An initiation is a ceremony, ritual, test, or activity with which a group admits a new member. In obtaining prior approval, the following rules apply:

1. The group proposing the initiation must have an adult sponsor;
2. The group or sponsor must submit a written request to the site administrator with details of the proposed initiation activity at least three weeks prior to the activity;
3. The site administrator has the authority to amend, change, or put conditions on the proposed initiation activity prior to granting approval;
4. No initiation that meets the definition of hazing shall be approved under any circumstances;
5. Approval must be applied for annually or, in any event, before any subsequent initiation.

04/04/02

Bullying BP 5072.10

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.

Bullying Defined

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.

Reporting

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 unit administrator 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.

Response

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

1. the development and maturity levels of the parties involved;
2. the level of harm;
3. the surrounding circumstances;
4. past incidences or past continuing patterns of behavior;
5. the relationships between the parties involved;
6. 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.

08/14/06

Bullying AR 5072.10(a)

It shall be a violation for any student or staff member to bully another person while at school, traveling to and from school, or attending school-sponsored events. Moreover, it shall be a violation for any school staff member to knowingly ignore or tolerate bullying at school or at school sponsored events. For the purpose of this policy, *school staff* includes school employees, advisory board members, District Board members, agents, volunteers, contractors, or other persons subject to the supervision and control of the school district.

Sanctions for Bullying

Appropriate sanctions shall be taken against students and/or school staff who commit acts of bullying. For students, the sanctions must be appropriate to the seriousness of the incident and may include discipline, suspension, and/or expulsion in accordance with state law, District policy, administrative regulation, and student handbooks. For school staff, sanctions shall be in accordance with state law, District policy, administrative regulation, collective bargaining agreements, and applicable codes of ethics.

Reporting Procedures

1. Any student or staff member who believes he or she has been the victim of bullying may report the alleged act to the unit administrator or designee. If a student is more comfortable reporting to a person other than the unit administrator, the student may contact any school employee. The unit administrator or designee shall accept anonymous reports, but formal disciplinary action may not be taken without corroborating evidence.
2. Any employee, or an employee of an entity under contract with the District, who receives a report, witnesses bullying, or has reliable information that a student has been subject to bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's unit administrator or designee for prompt investigation.
3. Upon receipt of a report of bullying, the unit administrator or designee shall forward a timely written report of the incident and his or her response to the Superintendent and to the Safe and Drug-Free Schools Coordinator.
4. The unit administrator or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged bullying incident. The notice shall advise

individuals involved of their due process rights.

Investigation and Corrective Action

1. The unit administrator or designee shall promptly and thoroughly investigate all alleged acts of bullying.
2. All involved in an alleged act of bullying shall be advised by the unit administrator of his or her due process rights.
3. At the conclusion of the investigation, the unit administrator shall take such disciplinary action deemed necessary and appropriate to end bullying and prevent its recurrence. The unit administrator shall act in accordance with the student conduct code and applicable codes of ethics to discipline the offending party(ies).
4. Incidents of bullying that involve criminal activity shall be reported to law enforcement.

False Report

Students and staff who knowingly or willfully make a false report of bullying shall be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

Bullying AR 5072.10(b)

RETALIATION PROHIBITED

Retaliation or reprisal against any person who reports an incident of bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending student(s), and disciplinary action up to termination for the school employee(s).

08/14/06

Student Involvement in Decision-Making BP 5080

The Board recognizes the value of student participation in decision-making for the school district. All students will be encouraged to attend and participate in open Board meetings in accordance with applicable policies. The Superintendent will establish procedures through which students can readily communicate their ideas and feelings regarding the operation of the schools through a student representative that will serve in an advisory capacity to the Board.

04/04/02

Student Council BP 5081

Student councils are created for the purpose of giving students the opportunity to participate in the democratic process. Student government shall represent and assist in improving the general welfare of students and in communications with the administration. The organization and general scope of student government shall be defined by the site administrator and shall be in keeping with administrative directives and district policy.

Student Rights and Responsibilities Handbook BP 5090

Each school must publish a student handbook which contains the rules and regulations governing conduct in that school. In addition to the local school rules and regulations, the student handbook shall include the policies in Article 5000 as well as the administrative regulations in Article 5000. A copy of the student handbook shall be made available at the start of each school year to each student and to the certificated employees at that school.

04/04/02

Conduct BP 5091(a)

Note: Under the federal No Child Left Behind Act, districts must take steps to ensure student discipline and safety. School districts must identify the creation and maintenance of safe and disciplined classrooms as a high priority for district and school staff. District- and school-level safety and discipline policies and regulations should be revised, and district resources distributed as necessary, to reflect the high level of importance the district attaches to this

objective. School districts are to develop clear standards for student conduct that are designed to ensure that the environment within each district school and classroom supports student learning. Consequences for violating these standards must be identified, as well as the procedures that school staff, families, and students must follow in order to resolve problems as they develop. 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 Board, parents/guardians, students, teachers and the administration be cognizant of their responsibilities related to student conduct.

School Board

The Board is responsible for prescribing rules for the government and discipline of the schools under its jurisdiction. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Board holds the certificated personnel responsible for the proper conduct and control of students under their charge within the behavioral guidelines established by the Board in conjunction with the administration. The Board shall provide all reasonable support to certificated personnel with respect to student conduct and discipline.

Superintendent

The Superintendent or designee shall establish the necessary procedures to implement and enforce the Board's discipline policy. He/she shall notify the parents/guardians of all students of the availability of the district's policy and procedures related to conduct and discipline.

School Principal

The school principal shall initiate and enforce a set of school rules, in keeping with district policy and regulation, which facilitate effective learning and promote attitudes and habits of good citizenship. The principal or designee shall provide instruction to students regarding their rights and responsibilities. The principal shall support the classroom teacher in his/her efforts to promote improved and acceptable behavior in students.

Teachers

Appropriate classroom behavior allows teachers to communicate more effectively with students. Teachers shall conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning. Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior. Note: 4 AAC 07.010 - 4 AAC 07.900 **mandates** the Board adopt policies on student rights and responsibilities; distribute and instruct students regarding these policies, and review these policies every three years. At a minimum, the policies must address routine discipline case procedure and chronic or serious discipline case procedure.

Conduct BP 5091(b)

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 law.

Students

Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the 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.

01/03

Conduct AR 5091

Superintendent

The Superintendent or designee shall establish the necessary procedures to implement and enforce the Board's discipline policy.

Site Administrator

The site administrator shall initiate and enforce a set of school rules, in keeping with district policy and regulation, which facilitate effective learning and promote attitudes and habits of good citizenship. The site administrator or designee shall provide instruction to students regarding their rights and responsibilities. The site administrator shall support the classroom teacher in his/her efforts to promote improved and acceptable behavior in students.

Teachers

Teachers shall conduct a well-planned, effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning. Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.

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 law.

Students

Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the Board and administration. All students shall comply with the regulations of the 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 district may be subject to transfer to alternative programs, discipline, suspension, or expulsion.

04/04/02

Bus Conduct BP 5091.1

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's site administrator, and provide a copy to the bus contractor. The site administrator will have the authority to suspend the riding privileges of students and/or take other disciplinary actions against students for misconduct on the bus. Parents of children whose misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges and/or other disciplinary actions.

04/04/02

Bus Conduct AR 5091.1

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

1. Riders shall follow the instructions and directions of the bus driver at all times.

2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Serious safety hazards can result from noise or behavior that distract the driver. Inappropriate behavior including loud talking, scuffling, throwing objects, smoking, standing and changing seats may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals or insects shall be allowed loose or uncaged on the bus.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

04/04/02

Student Driving and Parking BP 5091.2

The Board encourages all eligible students to use the transportation provided by the district. However, when a student drives to school, he/she must abide by the administrative rules and regulations pertaining to the operation of student automobiles, on school property or risk having his/her privilege revoked.

04/04/02

Vandalism, Theft, and Graffiti BP 5091.3

The 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.

04/04/02

School Clubs BP 5092

Clubs will be recognized as authorized school clubs if they are organized by the school, are sponsored by authorized personnel, are composed completely of current student body members, hold the majority of their meetings at school, have an equitable plan for selection of members, establish aims which are educational or recreational, are of school or community interest, and meet all other conditions set forth for recognized school sponsored clubs.

04/04/02

Social Events BP 5092.1

Students may hold school social events³ as approved by the site administrator. Such events shall be held under proper school supervision.

Student Discipline BP 5093

Discipline is intended to foster student growth while assuring each student a safe, acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be as positive as possible. The schools will work with students and parents in defining and

maintaining acceptable behavioral standards. Educational opportunities to correct inappropriate behavior will be made available. Discipline shall be applied in a fair and equitable manner. It shall be designed to correct the misconduct and to deter such behavior by any student in the future. It may include the exclusion of a student from the school or from a classroom until he/she can demonstrate acceptable behavior.

04/04/02

Disciplinary Authority BP 5093.1

The discipline applied to a student resides primarily with the site administrator and certificated staff of each school. The roles of the Superintendent and the Board in the student disciplinary process primarily involve acting upon recommendations or hearing appeals as specified by policy and administrative regulations. However, nothing contained herein shall be interpreted as limiting the rights of the Superintendent and the Board, under extenuating circumstances, to impose discipline or to modify or nullify disciplinary actions.

04/04/02

Supervision of Students BP 5093.2

The Board expects all students to be under assigned adult supervision while under school authority, whether students are on school grounds, traveling under school auspices, or engaging in school sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety and appropriate conduct of the students in their charge. No teacher or other staff member may leave his/her assigned group/class without making arrangements for proper supervision. During school hours, or while engaging in school sponsored activities, students will be released only into the custody of custodial parents or guardians or other authorized persons. The site administrator will ensure that anyone who wishes to contact a student during the school day follows the appropriate procedure as prescribed in the student handbook.

04/04/02

Disciplinary Alternatives BP 5093.3

Simple Discipline

Simple discipline is defined as any corrective action other than suspension or expulsion. Such discipline shall not affect the student's academic standing. Whenever possible, parents should be involved in dealing with behavior which seriously interferes with the student's own learning experience or that of other students.

Detention of Students

A site administrator or teacher may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24 hours notice will be given so that transportation may be arranged. Parents may be asked to arrange for the transportation of the detained students. However, if the parent cannot or will not provide it, an alternative disciplinary action must be substituted.

Corporal Punishment

Corporal punishment is not permitted.

Necessary and reasonable force used by an employee in self-defense against physical violence or in preventing or stopping physical violence directed against another person is not considered corporal punishment.

04/04/02

Denial of Right of Attendance BP 5093.4

A student will be subject to suspension or expulsion when he/she continually and willfully disobeys or openly and persistently defies reasonable school authority or is inimical to the welfare, safety, morals or education of other students. Except as otherwise provided by

policy, the administrator of each school shall have flexibility to determine the appropriate disciplinary action given the particular circumstances of each case.

04/04/02

Suspension BP 5093.5

Before a suspension is imposed, a student must be advised of the nature of his/her offense, receive an explanation of the evidence, and be given an opportunity to explain his/her position. The Superintendent shall establish procedures for timely notice of suspensions and for appeals.

1. Short-term suspension is defined as the denial, without a formal hearing, of the right of school attendance, which may apply to specified classes or to a full schedule of classes, for a period not to exceed five consecutive school days. Only the site administrator, or designee, in his/her absence, may order a short term suspension.
2. Long-term suspension is defined as the denial of the right of school attendance, which may apply to specified classes or to a full schedule of classes, for a period in excess of five consecutive school days. Only the site administrator or the Superintendent may order a long-term suspension.
3. A student under suspension may apply in writing for readmission prior to the termination of the suspension. To qualify for readmission, the student must provide satisfactory evidence that he/she has remedied the cause(s) for which the suspension was ordered. Applications for readmission after suspensions shall be acted upon by the site administrator.

In-School Suspension

A student whose behavior is so disruptive to the learning process that he/she must be removed from the regular classroom and contact with other students, will, if possible, be kept in a supervised learning situation in the school for the period of suspension.

Out-of-School Suspension

If the site administrator or designee determines that the student will not benefit from in-school suspension or that his/her presence on school property is inimical to the welfare of other students, he/she may be sent home from school for the period of suspension. Unless the student poses an immediate or continuing threat to person(s) or property or of serious disruption of the academic process, removal from school will begin the school day following the offense.

04/04/02

Expulsion BP 5093.6

Expulsion is defined as the denial of the right of school attendance for an indefinite period of time and applicable to all schools of the district. No student shall be expelled unless other means of correction have failed or would not be adequate in bringing about proper conduct. Only the Board has the authority to expel a student. A student who wishes to be readmitted after an expulsion shall present his/her application to the Board.

04/04/02

The rest of the Alaska Gateway School District Board Policy can be found at <http://www.agsd.us>, and then hover over "School Board" and click "Board Policy". This will open/download a PDF file with the entire board policy.

Walter Northway School Grading Policy

What we do:

Grade students based on demonstrated knowledge and skills of the relevant curriculum.

What we do not do:

Grade students based on their disposition and/or personality.

Grade students based on their apparent effort to learn.

Grade students based on their attendance.

Grade students based on their behavior in class/school.

Grade students based on participation in extra curricular activities.

Grade students based on their difficult home life or personal problems.

The classroom teacher has the final authority to decide what the students should learn and/or be able to do in order to pass a class. The teacher will design formative and summative assessments to determine what percentage of the expected knowledge and skills the students have learned. Letter grades will be assigned based on the following percentages:

0% to 59.9%	F
60.0% to 69.9%	D
70.0% to 79.9%	C
80.0% to 89.9%	B
90% to 100%	A

Graduation Requirements

Math (3 credits required, 4 offered)

Students will be offered a range of courses. Courses available are:

6th grade math, 7th grade math, Pre-Algebra, Algebra 1, Geometry, Algebra 2, Trigonometry/Pre-Calculus, Business Mathematics

Science (3 credits required, 4 offered)

Students will be offered a range of courses. Courses available are:

Physical Science, Life Science, Earth Science, Biology, Chemistry, Physics, Forensics

English/Language Arts I, II, III, IV (4 credits required)

Social Studies (3 credits required, 4 offered)

Students will be offered a range of courses. Courses available are:

Geography/Ancient World, Medieval Time/Canada, Geography, US History, AK Study/Government, World History

PE/Health (1 credit as required)

Technology (1 or more credits as required and available)

Electives (7 or more credits as available)

Students must have 22 credits or more in order to graduate.

9th Grade (0-5 credits), 10th grade (5.5-10.5 credits),
11th grade (11-15.5 credits), 12th Grade (16 credits and up)

Disciplinary Guidelines and Consequences

1. Weapons
 - 1st Offense - Recommendation for Expulsion
2. Threats/Assaults
 - 1st Offense - possible expulsion/counseling/1-5 day suspension
 - 2nd Offense - Law enforcement recommendation/principal recommendation/Board recommendation for suspension/expulsion
3. Vandalism and Theft
 - 1st Offense - law enforcement contact/ suspension/possible reparation
 - 2nd Offense - Board review and recommendation for 20 day suspension
4. Alcohol and Drugs
 - 1st Offense - possible expulsion/counseling/1-5 days suspension
 - 2nd Offense - possible expulsion/counseling/minimum 10 days suspension
 - 3rd Offense - Board expulsion until Board meeting and recommendation
5. Fighting
 - 1st Offense - 1 day suspension/meet with parents/guardians before student returns to school
 - 2nd Offense - parent/guardian meeting/3 day suspension
 - 3rd Offense - state trooper; parents/guardians and administration meeting/Board review to consider alternative response to expulsion
6. Tobacco
 - 1st Offense - parent/guardian meeting
 - 2nd Offense - parent/guardian meeting/law enforcement contact/counseling/possible suspension
7. Harassment/Bullying/Bothering
 - 1st Offense - warning/problem solving discussion
 - 2nd Offense - 1-5 days suspension/mandatory viewing of bullying video/parents/guardians meeting
 - 3rd Offense - meeting between parents/guardians/parents and administration/development of behavior plan
8. Profanity
 - 1st Offense - detention with teacher/alternative language assignment
 - 2nd Offense - parent/guardian meeting/alternative language assignment/possible suspension
 - 3rd Offense - parents/guardians meet with administration/3 days suspension
9. Insubordination/Disruptive Conduct/Behavior
 - 1st Offense - detention with teacher
 - 2nd Offense - Extended detention with teacher/parent-guardian meeting
 - 3rd Offense - 1-5 days suspension
10. Truancy/Skipping Classes
 - 1st Offense - detention with teacher
 - 2nd Offense - extended detention with teacher/parent-guardian meeting
 - 3rd Offense - 1-5 days suspension

Discipline Procedure
Walter Northway School

Teacher's need to

- Develop classroom rules and routines
- Develop a hierarchy of consequences for inappropriate conduct/behavior
- Develop a reward system for positive behavior
- Implement discipline uniformly, consistently, calmly, and fairly

When a problem arises that requires disciplinary action, the following procedure is outlined:

1st Offense

Teacher speaks with the student:

- Identify the problem
- Talk about the event
- Discuss how the problem could have been prevented
- Identify ways to resolve the problem
- Explain consequences
- Document conversation

2nd Offense

Teacher follows same steps as above and

- Contacts parents
- Inform parents of problem
- Explain consequences
- Implement consequences
- Advise school administration of problem
- If appropriate, advise school counselor of problem
- Send written notice to parents/guardians
- Submit copy of written notice to parents/guardians to building administrator

3rd Offense

Teacher follows same steps as above and

- Implement final consequence
- Set up meeting with administration
- Meet with administrator to discuss issue
- Support administration in assigned consequence for student

Certain behaviors/conduct will require immediate attention by the administration. Those are violent and aggressive behaviors. These include possession, threat with or use of a weapon; physical assault; verbal abuse, intimidation, extortion; bullying; gang participation; harassment; stalking; cultural and racial slurs.

ONLY THE ADMINISTRATION CAN ASSIGN OFFICE DETENTION OR SUSPENSION.

Walter Northway School Eligibility Requirements

These requirements are intended for ALL Extra-curricular activities.

All students who participated in ASAA regulated events, must adhere to the following policies:

Students must have passed 5 classes in the previous semester to be eligible for ASAA regulated activities. If the student has not, they must miss a specific number of regular season contest outlined in the ASAA handbook.

During the ASAA season (or school activity), students must be passing 6 classes per week and have a GPA of 2.0. Grades will be checked on Tuesday afternoon preceding the week of the athletic contest. If students are determined to be ineligible, they are responsible to meet with the coach (or teacher) and the principal to develop a plan to improve grades and participate in practice if they are involved in a sport. School academics will come first when developing this plan.

W. NORTHWAY SCHOOL

DISCIPLINE PLAN *ages 8-21

REVISED May 2015

VIOLATION	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH AND AFTER
Unexcused Tardy	Teacher Consequence. Minimum consequence is to mark unexcused tardy on Powerschool.			4th Tardy of Quarter - 15 Minute Detention. 5th tardy of quarter - 20 minute Detention. 6+ tardy for quarter - 30 minute detention.
Disrespect to staff (Minor) <u>disobedient, mocking, rude behavior/ tone, skip detention.</u>	Teacher Consequence. Report to Principal.	Tchr consequence. Rpt to Principal. Inform parent.	Rpt. To Principal. Call parent to pick up stdnt. Possible ISS next day.	Send to Principal. Call parent to pick up stdnt. OSS next day.
Disrespect to staff (Major) <u>insulting/taunting staff, challenging staff, angry and rude behavior.</u>	Send student to Principal. Contact parent.	Send to principal. Call parent to pick up stdnt. Possible ISS next day.	Send to Principal. Call parent to pick up stdnt. Possible ISS next day.	Call parent to pick up stdnt. Possible OSS next day.
Academic Dishonesty	Teacher Consequence. Report to principal.	Teacher Consequence. Rpt to Principal, Inform Parent.	Tchr consequence, rpt to Principal, principal letter to parents.	Call parent to pick up stdnt. Possible OSS next day.
Violation of posted classroom rules	Consequences to be set by the classroom teacher. Report to Principal for power school records.			
Profanity/Inappropriate language + disrespect to school, spit on floor, etc)	Teacher Consequence. Report to Principal.	Teacher Consequence. Report to Principal. Inform parent.	Tchr consequence + stern warning from Principal + ltr to parent.	Parent Ltr, ISS remainder of day with possible additional day.
Leaving school without permission	Inform parents ASAP and report to Principal immediately. Report to Troopers immediately. Action depending on situation.			
Dress code violation (as stated in school rules)	Immediate corrective action to comply with dress code posted in school rules. May require removal from class until parents can bring more appropriate clothing.			

Disrespectful Behavior

W. NORTHWAY SCHOOL

DISCIPLINE PLAN *ages 8-21

REVISED May 2015

VIOLATION	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH AND AFTER
Defiance -- Blatent, explicit, and purposeful refusal to do as told by staff member.	Immediate removal from classroom to Principal's office. Call principal to remove from class if necessary. ISS or OSS for remainder of day with parent notification.			
Defiance or refusal to follow the instructions of the site administrator.	Immediate suspension from school. Parents called and notified by phone if possible. Letter to parents. Student may return to school the following day. Parents and/or police may be called to escort defiant student from building.			
Tantrum (uncontrollable by staff that disrupts student learning in school)	Notify Principal for removal from class. If tantrum lasts more than 4 minutes then parent will be notified if possible.			

Defiance

W. NORTHWAY SCHOOL

DISCIPLINE PLAN *ages 8-21

REVISED May 2015

VIOLATION	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH AND AFTER
Harassment/Bullying or picking on other students	Stdnt to principal office, stern warning, apologize to victim	Parent Ltr, ISS remainder, apologize to victim.	Parent Ltr, 1 day ISS, written apology.	Parent Ltr, 1 day OSS, written apology.
Unwarranted physical contact (less serious than assault)	Parent ltr, ISS remainder of day, apologize	Contact parent, OSS remainder, apologize to victim.	Parent Ltr, request mtg, 1 day OSS, written apology.	Parent Ltr, 2 day OSS, written apology.
Hitting a staff member in anger or threatening a staff member.	Immediate suspension Parent ltr, police rpt, 1 to 6 day OSS.	Parent ltr, Police Report. 10 day OSS, begin expulsion process.		
Physical Assault (resulting in <u>minor</u> physical harm to another)	Parent ltr. Police rpt., 1 day OSS. Written apology.	Parent ltr. Police rpt. 3 day OSS. Written apology.	Ltr to parents. Inform police. Six to ten-day OSS. Possible Expulsion procedures	Parent ltr. 10 day OSS. Police rpt. Expulsion procedures.
Physical Assault (resulting in <u>serious</u> physical harm to another)	Student will be suspended from school immediately for a duration of 5 to 10 days, Police report filed, Parent ltr. Possible expulsion procedures.			
Sexual Harassment (beyond unwarranted physical contact or bullying/intimidation).	2 to 5 day OSS. Police report. Parent ltr.	Parent ltr. Police rpt. 6 to 10 day OSS.	Parent ltr, police rpt, 10 day OSS, expulsion procedure.	
Fighting (no serious harm caused or intended)	Parent ltr, ISS remainder, apologize	Parent ltr. Request mtg, 1 day OSS.	Parent ltr. 2 day OSS.	Parent ltr. 5 day OSS
Fighting Hitting, striking, serious harm caused or attempted.	Parent ltr, Police rpt. 2 day OSS.	Parent ltr. Police rpt., 4 day OSS.	Parent ltr, Police rpt, 5 to 10 day OSS, possible expulsion procedures.	Parent ltr. 10 day OSS. Police rpt. Expulsion procedures.

W. NORTHWAY SCHOOL

DISCIPLINE PLAN *ages 8-21

REVISED May 2015

VIOLATION	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH AND AFTER
Graffiti/Defacing Property	Parent ltr. Clean up/repair after school. Written apology to all students	Same plus 1 day ISS	Same as first offence plus 2 day OSS.	Same as first offence plus 4 day OSS
Vandalism or destruction of school property. Damage less than \$150.	Parent ltr. Police rpt., 1 day ISS. Repair/Replace	Parent ltr. Police rpt., 2 day ISS. Repair/Replace	Parent ltr. Police rpt., 5 day OSS. Repair/Replace	Parent ltr. Police rpt., 7 day OSS. Repair/Replace
Vandalism or destruction of school property. Damage more than \$150, but less than \$500.	Parent ltr, request mtg. Police Rpt. 5 day OSS. Repair/Replace	Parent ltr, Police report, 8 day OSS, Repair/Replace	Parent ltr, Police Report. expulsion process. Repair/replace	
Vandalism or destruction of school property. Damage more than \$500.	Request parent mtg. Police Report. 10 day OSS + possible expulsion process. Repair/replace			
Burglary (unlawful entry and removal of property outside of regular school hours)	Parent ltr. Police rpt., 3 day OSS. Repair/Replace	Parent ltr. Police rpt., 5 day OSS. Repair/Replace	Parent ltr. Police rpt., 10 day OSS. Repair/Replace	Parent ltr. Police rpt., 10 day OSS. Repair/Replace, Expulsion procedures
Theft (value less than \$25).	Parent ltr, Repay/Return	Parent ltr, police rpt, 1 day ISS, repay/return	Parent ltr. Request mtg. 2 day OSS, police rpt. Repay/return	Parent ltr. Police rpt. 3 day OSS, repay/return
Theft (value over \$25).	Parent ltr. Police rpt., 1 day OSS. Repay/return	Parent ltr, Police rpt, 5 day OSS, repay/return	Parent ltr, request mtg, police rpt, 10 day OSS, repay/return	Parent ltr, police rpt, 10 day OSS, possible expulsion procedure, repay/return

Property

W. NORTHWAY SCHOOL

DISCIPLINE PLAN *ages 8-21

REVISED May 2015

VIOLATION	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH AND AFTER
Tobacco possession and/or use.	Parent ltr, ISS remainder	Parent ltr, OSS remainder	Parent ltr, request mtg, 1 day OSS.	Parent ltr, 2 day OSS.
Possession of prohibited items as described in school rules.	Give to Principal. Student retrieve end of day.	Give to Principal. Parent retrieve end of week.	Give to Principal. Parent retrieve end of quarter.	Give to Principal. Parent retrieve end of semester.
Possession or use of illegal drugs (narcotics) or alcohol	Parent ltr, request mtg. Police Rpt. 5 day OSS.	Parent ltr, Police Report. 10 day OSS, begin expulsion process.		
Sale of illegal drugs or alcohol (including arranging for sale or advertising for sale)	Parent ltr, request mtg. Police rpt. 5 to 10 day OSS. Possible expulsion procedures.	Parent ltr, Police Report. 10 day OSS, begin expulsion process.		
Possession of weapons or replicas without permission. No threat or intent to cause harm suspected.	Parent ltr, Warning, Give to Principal for parent retrieval.	Parent ltr, Police rpt., 1 day OSS, Give to Principal for end of quarter parent retrieval	Parent ltr, Police rpt., 2 to 5 day OSS, Give to Principal for end of semester parent retrieval	Parent ltr. 5-10 day OSS. Police rpt.
Possession of weapon(s) with the suspected intent to cause or threaten to cause injury to others.	Inform parents and police ASAP, 10 day OSS. Expulsion procedure.			
EXCEPTIONS:	A behavior plan developed by our school intervention team and/or an IEP may overrule the above consequences with alternate consequences for specific students.			
* Students Age 7 and younger.	The Principal will use personal discretion to fairly apply the discipline plan to students younger than 8 years of age. This includes, but is not limited to altering the consequences to be more suitable for the very young students.			

