

# NSLC Student Handbook 2022-23

## **NENANA CITY SCHOOL DISTRICT MISSION STATEMENT:**

To provide an innovative education for students, including trauma-engaged techniques and relevant activities promoting problem-solving and citizenship.

## **Enrollment**

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### **Academic Standards**

The main purpose of Nenana Student Living Center is to support our students and promote academic success while they are staying in our facility. Students are required to successfully complete at least four classes each semester to continue residence at the NSLC.

Students are also required to take a full load (6 classes) while in attendance at the NSLC. While NSLC staff will do everything we can do to assist our students with their academics, students are also accountable for their own effort and results.

Students who receive three or more failing grades for any quarter can be dismissed from the NSLC with airfare paid by the parents/guardians. The amount of effort expended by the student along with behavior in class and study hall will determine the decision. Parents will receive a letter one month prior to the end of each quarter alerting them of a possible dismissal.

### **Fees**

There are no general fees charged by Nenana Student Living Center or the Nenana City School. Students involved in school activities will need money for meals while out on road trips to away games or events. Students will need money for their personal expenses including school and laundry supplies. If there are any questions regarding fees, please contact the NSLC.

There is one job available to apply for in the NSLC, working in the kitchen with Ms. Patti. Both locals and NSLC residents are able to apply for this job. Students will need to apply if they are interested.

Student travel at the start of the school year and back home at the close of school in May is covered by the NSLC. Parents are required to cover the travel costs for students to go home over December break when the dorms are closed. Any other trips home, including leaving prior to the end of the school year, are the parent's responsibility. Students can stay at the Living Center for any break with the exception of the December holiday.

The NSLC office needs at least a seven-day notice for Fairbanks pick-up/drop-off for student-arranged travel. There will be a \$50 service fee for gas and staffing required to pick-up/drop-off the student that needs to be paid in advance. Free drop-off for student-arranged travel will be

available on November 24th, December 17th and March 9<sup>th</sup>. Free pick-up for student-arranged travel will be available on November 28<sup>th</sup>, January 3<sup>rd</sup> and March 20<sup>th</sup>. Students arranging their own travel should plan accordingly.

### **Meals**

NSLC serves dinner at no cost to students. In addition to dinner, the NSLC also provides a variety of snacks on a daily basis at no cost to students. On weekends, the NSLC will provide brunch and dinner, as well as snacks. Students are required to eat regular meals in the cafeteria. Meals are available to visitors with advance notice given to the NSLC office.

### **Medical, Dental, & Vision Exams**

Primarily, health care is the responsibility of parents and guardians. However, students who reside at the NSLC will have access to emergency care and if needed, other routine medical care. Nenana has a health clinic, but also access to an ambulance and on-call Emergency Technicians. If at all possible, we try to schedule necessary appointments after school is out, and our preference is to visit the local health clinic first. The clinic has a PA, RN, Nurse Practitioner, and two health aides on staff.

We encourage parents/students to inform the NSLC office of any necessary doctor's appointments well in advance. If we can, we try to schedule appointments for Fridays. We will not facilitate any appointments for any elective procedure, such as changing the color of contact lenses.

If insurance denies any medical visits or procedures, parents/guardians are responsible for payment. If you are already covered under Denali Kid Care or other private insurance, please provide a duplicate coverage card to the NSLC office.

### **Student Responsibilities**

#### **Chores**

In a healthy community, everyone is required to do their fair share. Therefore, NSLC students are assigned various job duties on a rotating basis. By participating in regular chores and responsibilities, students learn important life skills. We post a schedule for various chores and tasks, and students are required to take their turn in doing the chores.

A mandatory chore for NSLC students is cleaning their rooms on a regular basis. We expect students to keep their rooms neat and clean for safety and health reasons. Rooms are checked at least twice a week, and after-school room restriction will be assigned to students who do not clean their room until their room is cleaned and rechecked by a staff person.

## **Schedule - NSLC and Nenana City School**

### **NSLC Weekday Schedule (All school days)**

**Students will be required to leave the NSLC 30 minutes before the first bell.**

6:30 AM	Wake-up/Main Living Area open to students
7:30	Sign-out for school
7:35 - 8:00	Breakfast at school
8:00 - 3:20 MWF	School in session/Lunch served at school
8:00 - 2:30 T/TH	School in session/Lunch served at school
3:30PM	Mandatory check-in after school-unless noted for activity
3:00 - 5:30	After-school activities
5:30 - 6:00	Dinner: All students present
6:00 - 8:30	Free Time
8:30	Curfew - students must be present in the building
8:15 - 9:00.	Snacks / Evening medications
9:00 - 10:00	Quiet hour / Optional Study Hall
10:00 PM	Hallway Curfew / May have job duties
10:15 PM	In room for the night
10:30 PM	Lights Out

### **Weekend Curfew hours:**

11:00 PM	Students must be present in the building
12:00 AM	Midnight- Students are in their hallways, may have job duties
12:30 AM	In room and quiet time
2:30 AM	Lights out/Internet off

### **Morning Sign-Out/ After-school Sign-In**

Students are required to sign-out for school in the morning by 7:30 in order to make it to school in time for breakfast. If a student is involved in after school activities, they need to note this on the morning sign out sheet. Students not involved in after school activities need to sign in by 3:30 pm.

### **Student Sign-Out**

Because we are responsible for each student attending the NSLC, students must sign-out or be “checked-out” whenever they leave the building. Students are required to remain within the campus/community boundaries, which is posted in the NSLC lobby. If on campus, students must specify where they are going; if they are “on campus” or going on the “ski trails”, etc. For the community of Nenana, the rule of thumb is not to cross any railroad tracks. However, if students are participating in official NSLC activities or school activities with a staff member, or have permission from the NSLC staff, students may go outside of those boundaries.

### **Free-time Sign-Out**

Students may sign themselves out during “free time” hours for two hours at a time. Students are only permitted to sign themselves out; they can not sign for another student. Students are not allowed to visit someone's home or be on private property unless they are checked out. Students must also sign back in every two hours during 1<sup>st</sup> and 4<sup>th</sup> quarters and every hour during 2<sup>nd</sup> and 3<sup>rd</sup> quarters so that the staff can keep track of their whereabouts.

### **Student Check-Out**

When an authorized adult would like to “check-out” a student for the day or overnight, a student needs to complete a Check-Out Form. Authorized adults must be approved by the parent or guardian. Authorized adults must be 21 years of age or older with a legal driver’s license.

Students must have permission from their parents or guardians in order to be in any of the following places: private homes, airports, harbors, and dock areas, any hotels, and any motor vehicles. **No checkouts will be knowingly allowed where there may be any illegal activities occurring.**

Students may only be checked out to the homes of their boyfriends or girlfriends overnight with written parental permission from both parents of the boyfriend and girlfriend. The authorized adult must be 21 years of age or older with a legal driver’s license. Living Center students should inform an R.A. or the Director three days prior to being checked out from an NSLC sponsored activity. Students have to complete the NSLC activity they signed up for. **Students who are on building restriction can only be checked out by their parents/guardians or for a local religious event on school nights until they have worked off all their points.**

**Medical trips are never considered activities and therefore students cannot be checked out from a medical trip.**

### **NSLC Study Hall**

All NSLC students are to be in the building during the Quiet Hour (9:00-10:00 P.M.). Students with a 3.6 GPA or higher are exempt from mandatory Quiet Hour. Computers are available for research and word processing. Students who are not in the optional study hall or are finished with all their school work are required to a quiet volume during quiet hour by doing something productive in their rooms. Only personal electronics can be used during this time with the use of headphones. T.V.’s and gaming systems may be used with the use of a headset and must remain un-distracting for roommates who may be studying. Study Hall will be available for any student seeking assistance or for a quiet place to focus. If the student is failing his/her classes, parents will be notified and may ask that Study Hall be mandatory for their student for a specific time.

### **Sick Days**

Students who are too sick to go to school after 11:00 A.M. are required to stay in their room for the rest of the day. A NSLC staff person will bring meals and snacks to the room. Students requiring medical care will be taken to the local clinic. Students may not be checked out on a day they are home sick from school, unless being checked out by a parent/guardian, who can check them out at any time. Students will not be permitted to have any electronics in their rooms. during school hours while they are sick.

### **Medications**

For safety reasons, all medications will be monitored and distributed by the NSLC staff. For accountability reasons, the NSLC staff maintains a medication distribution log. We keep certain

over-the-counter drugs on hand for students who may need them for illness. NSLC staff has been instructed to err on the side of caution when providing medication for students.

Students are not allowed to have over-the-counter medicines in their room. Certain prescribed medications, such as inhalers, are permitted to remain under the student's personal control.

Allergies can cause serious health problems to students. All allergies need to be reported to the NSLC office. Please include the effects of the allergen and if any medication has been prescribed. All staff distributing medications will have received their state training required for medical distribution before handling medication with the students.

### **Dress Code**

The NSLC generally follows the same dress code as the Nenana City School. We encourage and enforce dress that is neat, clean and modest. Students are prohibited from wearing short skirts (showing buttocks) and the fabric should be at least one hand length from the butt.

If the NSLC staff notices any clothing that may be construed as offensive or makes other people feel uncomfortable, students may be required to change into something more appropriate. Clothing that has any graphics or words that refer to alcohol, cigarettes, drugs, or anything sexual in nature are prohibited. Tanks are permitted, however a general rule is no cleavage or underwear should be visible. Males are not to be bare-chested in any public area including the boys wing and work-out rooms.

While inside the NSLC, students must have something on their feet while out in common areas (flip flops, or slippers). Shoes are required when students are inside the cafeteria.

Students are expected to have appropriate winter clothing while staying at the NSLC. Appropriate winter clothing includes a coat, snow pants, gloves, a hat, and boots. Students are required to wear winter gear including gloves, hat and winter coat when the temperature reaches zero wind chill. Students who do not have appropriate winter attire, or will not wear it, will not be permitted to go on road trips or leave the building during free time. All school trips require students to have their winter gear with them.

### **Motor Vehicles**

Students are not permitted to drive any motor vehicle of any kind while residing at the NSLC, including but not limited to cars, trucks, four wheelers, or snow machines. Students are not permitted to ride with anyone under the age of 21 or with anyone who does not have the permission of the NSLC to transport students. However, there may be specific exceptions under the supervision of our staff.

**Guests**

We welcome visitors to the NSLC during posted visiting hours. Visitors, including family, need to sign in when arriving at the NSLC. Local high school students are only permitted down the wings with parental permission to stay overnight on a weekend.

**Dating**

Dating can be a normal sign of a child's social maturation. The NSLC does not encourage or discourage dating. Public display of affection is limited to visible hand-holding (one hand to one hand). PDA is defined as inappropriate displays of affection including any type of physical touching between two students who have a romantic interest. This includes standing or sitting in an inappropriate way such as leaning up against one another, lying together on the same couch, or sitting on laps. The only romantic touching allowed is hand-holding. Hickies are considered an automatic PDA infraction. Parents of 9<sup>th</sup> grade students who choose to date will be notified by the administration. PDA violations may result in a minimum of 3 days hall restriction.

All couples of all genders will be treated equally in line with our PDA (Public Displays of Affection) policy. Same sex couples will also be barred from entering the suite of either student at any time, day or night. There will be no weekend overnight sleepovers in other student's rooms for same-sex couples. They will only socially interact in the common areas of the NSLC. Being caught in the private room or suite of any romantic partner will result in an automatic dismissal for all genders.

**Spending Money**

The NSLC is not responsible for lost cash, and we therefore discourage students from possessing large amounts of cash. However, we do supply padlocks so students can secure any money and valuables. One way for parents to supply their students with spending money is to open up a bank account that offers a debit card. Students can then use the card for purchases or get small amounts of cash at an ATM. One note, the local ATM machines charge \$2.00-\$5.00 per transaction.

Students and Staff are not allowed to conduct business from their rooms. This includes selling food and drink. Consequences may include loss of refrigerator as well as confiscation of items being sold. Students selling illegal items such as cigarettes face expulsion and criminal charges.

NSLC Staff are not allowed to lend money to students. Students should not ask them for money. Staff may occasionally give gifts or aid students with no expectation of return. If a student has an immediate need, they should go to an NSLC administrator for financial aid.

**Stereos & Music**

Students may listen to their choice of music in their rooms as long as the content and volume does not disturb others within earshot. We do not condone any music that promotes violence, makes any kind of racial slurs, or contains explicit sexual language.

**Room Decorations**

Decorations go by the same general rules as our dress code; anything used or hung up must be appropriate. Decorations are also limited to about 30% of the room due to safety concerns in the event of a fire. Students may use command strips or push pins to hang things up, but any other excessive damage to walls will be the responsibility of the student. Nothing can be placed on the window sills or be against the window that is taller than the sill for fire safety. Students who have appliances in their rooms must use them correctly because these appliances can become health hazards in many ways. Appliances must be cleaned regularly, turned off when not in use and never left unattended. If you have food in your room, it must be stored properly (6 inches off the ground and 6 inches away from the wall and sealed in proper containers. If these rules are not adhered to, the following discipline system will apply:

1<sup>st</sup> consequence: Written warning

2<sup>nd</sup> consequence: The appliance will be confiscated for one week.

3<sup>rd</sup> consequence: The appliance will be confiscated for one month.

4<sup>th</sup> consequence: The appliance will be confiscated permanently.

### **Phones**

Students may receive calls in their room or in the Lynx Den. We invite parents to call their children. However, students are not permitted to take any phone calls during study hall or after lights out unless it involves an emergency.

Students are not permitted to use their cell phones at inappropriate times, such as during study hall or after lights-out. If a student chooses to use his or her cell phone during these times, we will confiscate their cell phones, and the phones will be returned after the following school day. The continued abuse of cell phones will result in the phone being confiscated for longer periods. After lights-out cell phone use is a major contributor to student lack of sleep, which then manifests in students sleeping in class. Students with chronic issues of sleeping in class will need to turn in their cell phone to the office every night at 10:00 pm.

### **Pets**

No pets are allowed in the NSLC.

### **NSLC and Personal Property**

The NSLC comprises communal and private areas. The “*Lynx Den*” is located at the front of the building and is like a big living room where students can visit, use computers, do school work or activities, and watch TV. The *Heritage Hall* is a big hallway with a beautifully painted mural where students can visit, and do school work, and other activities. The kitchen and cafeteria are where meals are cooked, prepared, and eaten. The pool tables and a ping-pong table are also located in the cafeteria. The offices are located at the front of the building and consist of the Director’s and secretary’s offices. Students are not allowed in the front offices without a staff member present, and the office computer is restricted to staff only.

The NSLC is also fortunate enough to have a traditional sauna for use by residents of NSLC. Rules and hours are posted on the sauna, which is located outside in the back. All student sauna

sessions are supervised by NSLC staff.

The private areas of the NSLC include student rooms and staff apartments. The building is divided into a girl's wing and a boy's wing, which has a licensed capacity of 120 students. Each student room can hold two students, with singles only available when enrollment is not full. Students are not permitted in the hallway where they do not reside. There are also two apartments available to students when not rented by NSLC staff in each wing. In each wing, there are laundry rooms, which consist of three washers and three dryers each. Students are responsible for their own laundry supplies.

### **Computers**

The NSLC has computers with access to the Internet. The NSLC also complies with all district computer use and Internet policies (see the Nenana City School Handbook). Students can use their personal computers with access to the Internet. The student WiFi code is posted by the front office. There are a limited number of laptop computers that can be checked out on a daily basis but need to be returned each evening before hallway curfew. WiFi access will be turned off at 10:15 P.M. on school nights and 2:30 A.M. on weekends.

Gaming devices can be used by students during quiet hour with the use of headphones. If a student has D's, F's or is under a 2.0 GPA, their gaming devices will be confiscated until grades are raised and are not on the weekly ineligible list.

### **Doors and Windows**

Students are not permitted to hang clothing on the door, including the door knob, door hinge, and door handle. With regards to room windows, screens must remain in the window at all times and stay intact. Security seals are on all screens and are checked daily. A broken seal will result in disciplinary action.

### **Damages**

As each year progresses, we understand that every day normal "wear and tear" will occur. However, students and parents or guardians will be held responsible for any damages to NSLC property caused by recklessness or anger. NSLC staff inventory room property at the beginning of each year and then assess again at the end of the year as a means of tracking wear and tear or unusual damages.

### **Bedding and Towels**

We require students to bring their own bedding, pillow, and towels. This provides students the opportunity of personalizing their room décor, thus providing a sense of ownership and comfort.



**Bicycles**

Any bicycles that students bring to the NSLC can be stored outside on the bike rack with a lock.

**Mail**

For personal correspondence, students are responsible for providing their own postage for letters and packages that they send out. Stamps are available at the NSLC office. Transportation can be arranged for mailing boxes or packages at the post office. All packages will be searched by Administration, in front of the student. Students will not be held responsible for what did not enter their possession. Letters will not be read by NSLC staff.

**Lost and Found**

To prevent people from losing items, we encourage all students to label as much of their personal belongings as possible. Any lost items will be placed in the lost and found and periodically donated to charity.

**Contraband**

Items such as aerosol cans, over-the-counter medication, and personal care products containing alcohol (such as perfume, mouthwash, and hand sanitizer) need to be kept in the NSLC office or they will be considered contraband.

Contraband (which also includes weapons, tobacco products, vapes, alcohol and illegal drugs) will be disposed of by the NSLC staff. Under no conditions will illegal items be returned to the student. Pornography will be shipped back to the student's parents. Under no conditions will illegal items be returned to the student. Our web security identifies the use of porn on all devices which may lead to device confiscation. Accessing the "staffonline" network will lead to loss of internet privileges.

**Safety and Security**

As a communal living area, safety and security are integral to normal, daily operations. Therefore, we follow strict protocols and procedures to ensure that all people involved with the NSLC are safe and that they and their belongings are secure. Sixteen surveillance cameras cover the building as a safety and security measure.

**Entries and Exits**

Under normal circumstances, everyone entering and exiting the NSLC will use the front doors of the building. Fire exits at the sides and ends of the building are for emergency use only and will set off an alarm when used. Windows may not be used for entry or exit except in an emergency situation.

**Keys & Locks**

Student rooms have locking doors. Each student will be issued a key that opens only their door. If a student loses their room key, there is a charge of \$20.00. Combination padlocks are also issued to each student so that they may keep their valuables locked in their wardrobes. If any student loses their padlocks, we will charge \$10.00 to replace it. For security issues, any lock that the NSLC staff does not have access to will be removed.

**Unsafe Items**

Students may not, under any circumstances, bring onto or otherwise have in their possession any type of weapon on the premises of the Nenana City School or the Nenana Student Living Center. These items include, but are not limited to: knives, guns, explosive devices, and weapons of any kind. In addition, students may not possess lighters or matches of any kind, nor are they permitted to burn incense, candles, cigarettes, or any other combustible materials. Any camping equipment that could also be considered a weapon needs to be locked up by NSLC staff.

**Winter Weather Restrictions**

Building/Grounds restriction will be enforced on the coldest winter nights. When the temperature is 40 below during any part of the day or 20 below zero at 7:30 P.M. weather will restrict all students to the property limits for the remainder of the day. When the weather is zero or below or after dark at night, students will need to be with a “buddy” when checking out for a walk. Students need to stay with their buddy for the entire time while checked out. If there are other bad weather elements such as extreme wind chill, students will be restricted to campus for their safety. Rides will be given to and from planned activities.

**Emergency Procedures**

The NSLC has a Crisis Response Plan that we follow in the event of any crisis. All residents are required to participate in the scheduled fire drills and other emergency drills in order to be prepared in the unlikely event of a real emergency.

Students will not, under any circumstances, tamper with fire alarms, sprinkler heads, extinguishers, window screens, or remove window screens. Because tampering causes a safety concern, NSLC staff will address the situation immediately.

In the event of an emergency drill, students and staff within the NSLC will exit the building according to the fire plan and meet in front of the building for roll call.

## **Orientation and Activities**

### **Orientation**

When the students first arrive at the NSLC, we schedule a variety of activities and events into the calendar for student's involvement that last throughout the year. Our first activities with our students are orientation activities that we call "Jump Start." These activities last throughout the first weekend before school starts and provides students the opportunity to familiarize themselves with their living quarters, community, peers, and NSLC staff. We ask that students are not checked –out during Jump Start in order to start becoming a part of the NSLC community.

### **Personal Wellness**

The NSLC recognizes that many of the habits that affect life-long health and wellness develop during the teenage years. We consequently offer students extensive opportunities to participate in supervised extracurricular and other wellness activities.

Counselors are available at Railbelt Mental Health Services in Nenana. If a student wishes to see a counselor for personal issues, the NSLC will arrange the appointment and transportation and any additional support required. All counseling is kept completely confidential between the counselor and the student.

### **Religious Policy**

Nenana has a number of religious organizations. NSLC students are permitted to attend any religious services including youth groups and other church-sponsored events. The NSLC can not provide transportation to and from religious events, however students can walk to church, provided that the church is within NSLC boundaries. If a student wishes to be picked up by people from the church, the organization or the drivers will be added to the student's check-out list with parent permission. Religious events occurring outside of Nenana will require express permission from the parent or guardian.

### **The NSLC Student Leadership Team**

The NSLC has established a Student Leadership Team (SLT), which will serve as a liaison between the students and the NSLC administration in addressing relevant concerns. We believe that it is important for our students to have representation and the ability to comment on rules, procedures, and activities. The SLT members will hold regularly scheduled meetings.

Changes to the NSLC Student Handbook for the current school year need to be submitted to the Student Leadership Team no later than December 1<sup>st</sup> of that school year. Changes to the NSLC Handbook for the following year need to be submitted to the Student Leadership Team no later than April 1<sup>st</sup>.

### **Open Gym**

During the academic year, the school may host a supervised open gym twice a week. This will be included in the evening activities offered.

### **Sports and other Extracurricular Activities**

Students attending the NSLC are encouraged to participate in extracurricular activities. As long as students meet the Nenana City School and NSLC requirements, they are allowed to participate. Students need a sports physical in order to participate in school sports. It is helpful to have this done at home in the summer so they can participate on the first day of practice.

### **Transportation**

When the temperature drops below zero, rides will be provided to and from school. Field trips occasionally occur for various functions and events, and we may provide transportation for school events or other trips.

### **Dances**

Occasionally, the NSLC will host or attend community dances. According to the Nenana City School, guidelines are in place to ensure the safety at the dances. If any NSLC students attend community dances, NSLC staff will chaperone them.

### **School Pictures**

Student pictures are taken every fall at the school, and parents are responsible for purchasing portrait packages if desired. The school sends the portrait order forms to the NSLC, and the students and their parents or guardians work out a way to pay for the pictures.

### **Discipline System**

Students need to be given respect and learn responsibility as well as enjoy being a part of the NSLC. Day-to-day activities should include positive modeling by the NSLC staff, building relationships with the students. Rules and enforcement of rules are a part of society and need to be constructive and help instill responsibility in the students.

Any negative and unhealthy behavior or acts will be recorded in a journal by the NSLC staff. Students exhibiting the behaviors will meet with a staff member regarding their actions. Chronic behaviors or major infractions will result in the student being written up, receiving demerit points. The number of demerit points assigned to students vary depending on the severity of the behavior, and each point must be worked off with community service (one hour for each point). When appropriate, Restorative Justice Circles will be used as a way to resolve issues.

Major infractions that will be written up on first offense (including but not limited to):  
Drug/Alcohol Use (this needs to be reported to authorities as well as written up)

Selling of tobacco products  
 Boys down the girl's wing and vice versa  
 Destruction of Property  
 Fighting/Stealing  
 PDA beyond limits of handholding  
 Students eligible for dismissal will have the option of entering the Restorative Justice program.

Minor infractions that will be addressed with the student, journaled, but not written up until they become chronic (including but not limited to):

Tobacco use  
 Noise levels  
 Cell phones after hours  
 Being tardy  
 Missing mandatory study hall  
 Other occurrences of a minor nature

Getting to school on time is a priority at the NSLC. It is extremely important that students eat breakfast before school. Students are to leave the NSLC by 7:30A.M each school day. If students are late, demerit points will be given by the Director.

### **Guidelines for Demerit Points**

Any student that accumulates 15 or more points will be placed on a discipline plan until their accumulated points have been reduced to zero. When a student accumulates 30 demerit points, the student may be required to appear before the Restorative Justice program. Students not working off all demerit points by the end of a semester (December/May) may not be invited back for the following semester.

Students must also obey all local, state and federal laws. Any student in violation of these laws may lead to disciplinary action by the NSLC, Nenana City School, and/or local authorities. In case of any violations, the NSLC administration has the authority to place students on probation or suspend students if there is just cause. Teachers at the Nenana City School have the authority to temporarily remove a student from class if the student is doing anything disruptive to the educational process. Appropriate NSLC and/or NCPS personnel may place restrictions on students, deny or reduce privileges, and assign extra duties as a consequence or penalty for rule violations. City, state, and federal authorities may also prosecute students who commit crimes or violate laws as established by the city ordinances or state and federal codes. The courts will administer the penalties for these violations.

### **Seniors**

Becoming a senior and turning 18 years of age brings many new rights and responsibilities. However, the NSLC expects seniors that are attending our facility to follow the NSLC code of conduct and student handbook until they have completed their time here.

### **Suspensions**

Students who are assigned out-of-school suspensions will be restricted to their rooms during school hours and will also be restricted to the NSLC campus in the evening. Students on suspension are required to complete all schoolwork and will not be allowed to possess electronics in their rooms during school hours.

### **Tobacco & Nicotine**

The Nenana City School and the NSLC are drug, alcohol, and tobacco free. The use of tobacco by anyone under the age of 19 is illegal. Smoking in school buildings and around other people poses health and safety concerns, is a violation of state law, and therefore is in violation of the NSLC Code of Conduct. Any student use of tobacco demonstrates that the student is not meeting the school's curriculum requirements for wellness and healthy life skills. If a student is addicted to nicotine, we encourage them to seek help from the NSLC staff or other institutions that can help.

### **Penalties for any student who possess or use tobacco on or off the NSLC campus include, but is not limited to:**

1. Mandatory participation in an education process designed to help with the cessation of tobacco use.
2. Three to ten demerit points.
3. Distributing tobacco products to other students could lead to additional charges and/or consequences.

### **Substance Abuse Drug/Alcohol Use**

Students will not be permitted to have aerosol cans in their rooms. This includes hair spray, cologne, and personal care items. All personal care items need to be purchased in a non-aerosol form. Aerosol cans will be confiscated and disposed of with no financial remuneration to the student.

The possession, use, or distribution of alcohol, illicit drugs, and/or controlled substances is illegal and not permitted at the Nenana City School and the NSLC. The NSLC makes a deliberate effort to prevent substance abuse by our students and helps them remain substance-free. The NSLC has a legal right to test its students for the use of alcohol or drugs, including the rapid eye test, breathalyzer test, and urine analysis. Any NSLC staff member, based on just cause, may request any of the three procedures. We will not conduct any random drug-testing.

### **Breathalyzer Test**

Students exhibiting signs of having consumed alcohol may be asked to take a breathalyzer test administered by an NSLC administrator. If a student refuses to take the breathalyzer test, it will be seen as an admission of alcohol use. Students who test positive for alcohol or who refuse to take the breathalyzer test will be subject to all NSLC rules relating to the use and/or possession of alcohol.

The refusal by any student to submit to drug and/or alcohol testing will be considered an admission of such use. Disciplinary procedures will follow based on such assumed use. If a mandated drug test is negative, the student will not be charged for the test.

### **DISMISSAL**

Use of alcohol or illegal drugs will mean immediate expulsion from the NSLC as the student's expense.

The following are the consequences for students who elect to possess, use, or distribute any illegal drugs at any time while enrolled at the NSLC.

**The Penalties for the first offense will include, but are not limited to:**

1. Referral to local authorities,
2. a) The student will be immediately expelled from the Living Center at the student's expense. All transportation costs involved with student suspension and dismissal from the NSLC are the responsibility of the student and his or her parents or guardians. Fees and fines may also result from illegal activity and are the responsibility of the student and parents/guardian.
- b) Entering the Restorative Justice program.

The student and parent/guardian of the guilty student (of drug/alcohol offenses) will be offered the Restorative Justice Program or dismissal with the option of reapplying in six months or more to the NSLC if zero tolerance conditions are met.

The one exception to this option is if the student shared and/or sold drugs/tobacco in the NSLC, they will be dismissed with no chance of returning in the future.

Students who choose the Restorative Justice Program have to fulfill all the agreed upon requirements, including an agreed upon date to complete the program or they will be dismissed without any hope of returning to the NSLC.

If a student is dismissed, the parent/guardian is responsible for the cost of transportation home.

Private tobacco usage is not covered under this policy unless it is proven that the offending student is selling tobacco with other students. If they are found to be selling tobacco, it will result in a dismissal.

### **Student and Parental Rights**

At the Nenana Student Living Center, staff and students alike are expected to treat themselves, others and property with respect. Each student has the responsibility to attend classes on time, do his or her chores, and respect the safety, health, and property of themselves and others. We do not tolerate disrespectful behavior such as harassment, dishonesty, vandalism, theft, bad language, or racial comments or slurs.

## **Student Rights**

The staff at the NSLC recognizes that students deserve and require privacy. Therefore, we will make every effort to respect their right to privacy. However, the NSLC staff also has an obligation to ensure a safe and secure environment for all the residents of the NSLC. In addition to privacy, the NSLC also ensures other basic rights:

1. The right to an education,
2. The right to confidential treatment of personal information,
3. The right to participate in student affairs,
4. The right to adequate standards of law, discipline, and grievance procedures to protect the rights of others,
5. And the right to just enforcement of these standards.

## **Student Grievance Process**

Students that have suggestions, concerns, or grievances, should address those issues in the following manner:

Students with suggestions, concerns, grievances over a NSLC policy/rule should first go to a member of the NSLC Student Leadership Team and ask that the item be placed on the agenda for their next meeting. The student can attend the meeting, or just give the information to a SLT member. The SLT will address the issue and make recommendations to the NSLC Director if they feel a change is needed or justified. A member of the SLT will report back to the student with the concern when they have reached a decision. If the student is not satisfied with the decision of the Student Leadership Team, they can submit the concern in writing to the NSLC Director and the student will receive a response within one week. If the student is still not satisfied with the outcome, they can ask to speak with a member of the NCPS school board. The decision of the school board regarding policy is final. It is important that students follow these steps in order to achieve the best results.

Students with concerns or grievances against an individual (student or staff member) should address their concern directly to either a NSLC Director or the NSLC Executive Director. If the grievance is against the NSLC Director, the student can ask to speak with a member of the NCPS school board. These complaints will be handled on an individual basis.

## **Due Process**

In the event a student is charged with violating a punishable law, the following system of procedures will be used in the administration of student's rights and discipline at the NSLC and Nenana City School. Due process includes:

- Written notice of charges within reasonable time.
- A fair and impartial hearing prior to the imposition of disciplinary action, unless there is an emergency situation that seriously endangers the health and safety of the accused or others.
- The right to have the student's choice of NSLC staff, parents, or guardians present at the hearing. When that is not feasible, the students or their parent/guardian will choose a person to be present.
- The right to produce witnesses on the student's behalf.



-The right to administrative review and appeal. Parents or guardians of students have the right to appeal a suspension to the Nenana City School Board. Any appeal must be in writing, and must be delivered to:

Nenana City School District  
P.O Box 10  
Nenana, AK 99760

-This written appeal must be received no later than 30 days after the date the school issued the suspension. Failure to appeal within the time allowed is a complete waiver of appeal rights.

-A student cannot be compelled to testify against him or herself.

-A student has the right to have all allegations of misconduct and related information removed from the student's school record in the event the student is found not guilty of the charges against him or hers.

### **FERPA Rights for Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 years of age certain rights with respect to the student's educational records. They are as follows:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit a written request that identifies the record(s) they wish to inspect to the school principal (or other appropriate school district personnel). The principal or other school representative will make arrangements for access and notify the parent or eligible student of the time and place where the records can be inspected.

- The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Nenana City School District or the NSLC to amend a record that they believe is inaccurate or misleading. They should write to the school principal or Dean of Students identifying the part of the record that they would like to change, and specify why it is inaccurate or misleading. If the District or the NSLC decides not to amend the record as requested, the District to NSLC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent to disclosure is to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review, then an educational record in order to fulfill his or her professional responsibility.

- The right to file complaints with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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



## NENANA CITY PUBLIC SCHOOLS

P.O. BOX 00010 907-832-5464  
Nenana, Alaska 99760 Fax 907-832-6525

### Name Change Guidance

A request by a Nenana City School District individual (student/staff) for the personal preference to be called a name other than their birth name must go through the Principal of the school and/or the Director of the Nenana Student Living Center.

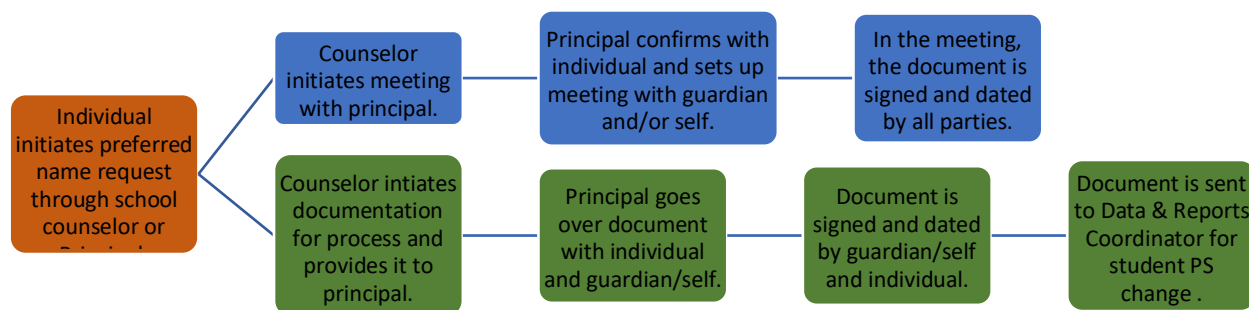
If the individual is under 18, a parent or legal guardian must be the one to make the request. That right transfers to the individual at age 18.

The Preferred Name Change Form is provided by the Principal of the school and/or the Director of the Nenana Student Living Center.

School personnel will default to using names and pronouns that match student/staff biological genders and school records unless the Preferred Name Change Form is completed by a legal parent/guardian of any student who is a minor, or by the student/staff member themselves in the event they are 18 years of age or older.

School personnel will use the pronouns He/Him or She/Her matching biological gender when referring to students/staff, unless indicated otherwise on the Preferred Name Change Form.

Flow Chart: Nenana City School District name change actions – (Blue bubbles are meetings; Green bubbles show document flow.)



Once the document is signed and dated by all parties it should be scanned and emailed to the Data and Reports Coordinator. {Andy Corbin, ([acorban@nenanalynx.org](mailto:acorban@nenanalynx.org))}



## NENANA CITY PUBLIC SCHOOLS

P.O. BOX 00010      907-832-5464  
Nenana, Alaska 99760      Fax 907-832-6525

### Preferred Name Change Form

Mandatory permanent student and employee records will include the legal birth name. However, to the extent that the District is not legally required to use a student's or employee's legal birth name on school records or documents, the school will use the name preferred by the student or employee. For example, student ID cards are not legal documents so could use the student's preferred name.

1. Present name: \_\_\_\_\_

Full Legal Birth Name \_\_\_\_\_

2. Full Preferred name: \_\_\_\_\_

3. Preferred Pronouns (circle one)

He/Him

She/Her

They/Them (nonbinary)

4. Date of birth: \_\_\_\_\_

Presently: \_\_\_\_\_ under 18 years of age

\_\_\_\_\_ over 18 years of age

5. Place of birth: \_\_\_\_\_  
City and State

6. 5-digit District Student #: \_\_\_\_\_ or Employee #: \_\_\_\_\_

7. Reason for name change:

Personal preference ☐

Other: ☐ \_\_\_\_\_

**Legal Name** will be used in the following instances, but is not limited to: transcripts, Alaska State files, Student Services software, and diplomas. **Preferred Name/Pronoun** will be used in the following instances, but is not limited to: classroom software, substitute lists, and most PowerSchool associated layouts and reports.

*I am in agreement with the above plan.*

\_\_\_\_\_  
Person's Printed Name

\_\_\_\_\_  
Person's Signature

\_\_\_\_\_  
Date

(If person requesting name change is a minor.)

I am the legal guardian of the minor child named above. I understand that this name change does not change any of my legal rights or responsibilities as the guardian of this child.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Printed Name

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date