

**MENTASTA SCHOOL HANDBOOK
2013-2014**

Property of _____

MENTASTA LAKE KATIE JOHN SCHOOL

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Mentasta School Mission Statement

To be developed....

Mentasta School Goals

- To be developed....

Safety and Security

Emergency Drills

Mentasta School will conduct emergency drills throughout the school year. These will include fire drills, emergency evacuation drills and lockdown drills.

Student Accidents

The Alaska Gateway School District provides student accident medical insurance for all students. This policy covers student injuries during the hours and days when school is in session and while participating in school supervised or sponsored activities on or off school premises.

Any accident on school property or during school activities (including buses) must be reported to school personnel immediately. Failure to do so could jeopardize coverage under your accident policy.

Attendance

Excused and Unexcused Absences

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. Students will be allowed a maximum of 10 pre-arranged absences per year.

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.

Cold Weather

Mentasta School will not be closed during extreme cold or heavy snows (road conditions). Parental discretion* is advised in determining whether students should attend school during extreme weather conditions. Please stay in contact with the school officials during these weather conditions. Parents should follow the procedure for excusing an absence as outlined below.

*Parental discretion may disqualify a student from traveling for a student activity trip.

Absences-Excused Procedure

If a student is absent a note must be brought from home upon returning to school. All absences must be excused within 24 hours. The absence will be listed as unexcused if a written note is not provided or if the note is not provided within the 24-hour time frame.

Notes brought from home excusing a student absence should contain the following information:

- Student's full name
- Date(s) of absence
- Reason for absence
- Signature of parent/guardian

Make-Up Work for Illness or Injury

An excused absence allows the student to make up the classroom work missed, while an unexcused absence does not. It is the students' responsibility to make-up work and any tests missed when they have been absent (excused) from school. One day of make-up privileges will be granted for each day of excused absence up to a limit of five (5) school days regardless of the length of absence.

School Activity and/or Sport Participation

Students must be in attendance at school for the full day prior to the event, day of an event, the day following an event, under the following conditions to participate in extracurricular activities without restrictions:

- The student must be in attendance the full school day starting at 9:00 AM.
- Any absences the day prior to an event, the day of an event or the day after an event must be pre-arranged.
- Notification of appointments on the day of the event is not acceptable. Parents should refer to the respective activity schedule to follow student attendance/participation guidelines.

Students are expected to complete homework during school-sponsored absences. Any work assigned must be completed and is due on the student's day of return. A student who does not complete required work is ineligible to play the next scheduled game. There will be study time on away trips.

Skipping Class/Truancy:

It is considered skipping if a student does not attend one or more of their classes after arriving at school, unless there has been staff permission to do otherwise. It is also considered skipping if a student leaves school during school hours without staff and parental permission. Students must always report to the office and sign out before leaving school.

Consequences for skipping class can be found on page 20.

Excused Tardies

A tardy will be excused if the student has a written note signed by his/her parent/guardian. A written note only applies to first period tardies.

Unexcused Tardies

A tardy will be unexcused if the student does not have a written note signed by his or her parent/guardian.

If a student in grades 6-12 is more than ten (10) minutes late for class, it will be considered an unexcused absence and/or truancy.

Consequences for unexcused tardies can be found on page 19.

Parental Notification/Intervention Team

In an effort to improve attendance and prevent academic failure an intervention meeting will be called for students

upon accruing their 10th non-school related absence and in danger of failure as a result of these absences. The intervention team will be comprised of the at-risk student, the parent/guardian, principal, teachers of the student and a community elder(s). An attempt will be made to put actions in place to prevent academic failure on the part of the student and improve school attendance.

Withdrawal (Automatic)

Students with unexcused absences of more than ten (10) consecutive days shall be exited on the day after the tenth day of unexcused absences. (EED Student Data Reporting Manual)

If a student of school age returns to school, he/she will be re-enrolled on the date of return.

Student Health and Wellness

The Alaska Gateway School District partners with the State of Alaska public health nurse to provide tuberculosis screenings, as required under Alaska state law

Mentasta School does not have a school nurse. Any student that becomes ill while at school will need to be placed back in the care of their parent or guardian as soon as possible. If during the year your child is diagnosed with a medical condition that the school should be aware of, this change needs to be updated on your child's School Screening Permission Form.

Administering Over the Counter Medicine

Mentasta School does not stock over the counter medicine for everyday student use. This includes aspirin, ibuprofen, cough drops, etc. If your child needs these items at school please deliver them to the site administrator for distribution.

Administering Prescription Medicine

Students may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, the district must receive written statements from the student's physician and parent/guardian as required by law, designated personnel may assist the student in taking the medication. However, no employee shall be required to assist students in taking medications.

A current medication form must be completed by a parent or legal guardian, in order to allow school directed (both over the counter and prescription) or student-self administered medication to be allowed. This form is available at the school office.

No student is allowed to take medication that is not dispersed at the office. This includes either prescribed or over the counter medicine.

Emergency

It is critical for the school to be able to contact parents at any time students are at school. The school must have the parent's current address and home, cellular and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the student's guardianship and the parent's address, telephone or emergency contact information.

Illness

Children with common colds do not need to stay home from school since exposure has already occurred. Mentasta School expects students to stay at home for fevers, diarrhea, and other symptoms that interfere with learning and school scheduling.

Immunizations

All students enrolled in school, MUST have an immunization record that is medically verified and which documents

all doses and dates for all required* vaccines received. Before a child enters school, parents must present their child's immunization record that provides:

The name of each required vaccine;

The date (month/day/year) of each dose received;

Written verification of all doses by a physician, clinic or other authorized medical provider.

NOTE: Unverified records or records signed only by a parent/guardian are not valid documentation of immunizations.

Tuberculosis

Screening for tuberculosis is required, no waiver exists for an exemption from tuberculosis screening and must occur within 90 days of entry.

Lice

A student that has been privately identified as having head lice will have their parent or guardian contacted for transportation home for treatment. In situations where specific students have been positively identified, or had lice on multiple occasions, the Alaska Gateway Schools reserves the right to require those student(s) to be nit-free by inspection prior to returning to school.

Nutrition and Wellness

No candy or soda pop will be allowed for consumption by students during school hours.

However, special celebrations, with administration/teacher approval, will be allowed during school hours.

For additional information concerning the District's nutrition and wellness policies see BP 5156

Academics

PowerSchool

Mentasta School provides parents and students access to current grades and attendance through the Internet. The following website will allow you to access your information <http://agsd.powerschool.com>, for security purposes, parents and students are assigned unique user names and passwords for each individual student. To receive your ID and password, contact the office.

Progress Reports

Progress reports will be sent home every five weeks during the semester. Parents will be notified by teachers any time a student's grade falls below 60%.

Parent Teacher Conferences

At the end of the first and third quarter there will be a parent-teacher conference. Additional conferences will be planned as needed and/or requested. Parents are encouraged to contact teachers at any time they have concerns with student progress.

Elementary Grading (K-6)

The purpose of elementary grading is to report to parents and students academic progress and observations of personal and social progress during the grading period. These grades will be based on standards found in the Alaska Gateway School District curriculum.

Elementary grades will reflect a combination of some of the five areas listed below and will not be based on only one evaluation or criteria.

Daily work, Test scores, Participation, Skill application, Student performance

Kindergarten (K)

Kindergarten is an individualized program to accommodate each child's level of readiness and, therefore, reporting is more of a checklist of readiness than of academic progress.

Primary Grading (1-3)

For reporting purposes, the following system will be used in grades 1 – 3.

E Excellent, exceeds required standard

S Satisfactory, meets required standard

N Needs practice to meet required standard

U Unsatisfactory

NS Non-sufficient information is available to give a grade because the student has been enrolled for fewer than twenty (20) days.

Intermediate Grading (4-6) and Secondary School Grading (7 -12)

For reporting purposes, the following system will be used in grades 4 – 12.

A 90-100 Excellent: indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance significantly exceeds the standards.

B 80-89 Above average: indicates the student is doing work in quality and quantity above the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance exceeds the standards.

C 70-79 Satisfactory: indicates the student is acquiring the necessary information and skills to proceed in the subject. He/she is meeting the standards set for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance meets the standards.

D 60-69 Poor: indicates the student is meeting the minimal standards for a passing grade in the subject. Where state performance standards have been established, indicates that the student's performance falls below the standards.

F 0-59 Failure: indicates insufficient progress in the subject to merit granting of a passing grade in the subject. Where state performance standards have been established, indicates that the student's performance falls significantly below the standards.

NS indicates that non-sufficient information is available to give a grade because the student has been enrolled for fewer than twenty (20) days.

Intermediate Grades 4-6

Personal and social progress will be reported with the following letter grades.

E Excellent, exceeds required standard

S Satisfactory, meets required standard

N Needs practice to meet required standard

U Unsatisfactory.

Secondary Grades 7-12

INC Incomplete: an interim grade used when a student is currently unable to complete course work because of circumstances beyond the student's control. Must be completed in a timely fashion.

P Pass: indicates the student has passed a course in which no regular letter grade is assigned.

W Withdraw: indicates the student has withdrawn from a course. Students can withdraw from a course at any time within the first two weeks of the semester. At the time of withdrawal, the student will be assigned a grade of "W," and no credit will be awarded for the course, and the grade will not be counted in the computation of Grade Point Average (GPA). A student who withdraws from a course beyond the two-week period with a cumulative passing grade will also be assigned a grade of "W."

WF Withdraw Fail: indicates the student has withdrawn from a course after the first two weeks of the semester with a cumulative failing grade. This grade will count as an "F" in the computation of the GPA, and no credit will be awarded.

Special Needs Students

Special needs students will receive narrative reports and grades based on progress toward goals stated in their Individual Education Program (IEP) in light of their exceptionalities.

Credits

- In grades 9 – 12, credits will be granted at the rate of one-half credit per semester for each course for which a passing semester grade is awarded. No credit will be granted on a quarterly basis.
- Credits will also be granted for post secondary courses taken through regionally accredited post-secondary institutions. Superintendent approval in writing on a case-by-case basis is required in order for post-secondary credits to be counted for non-elective courses.
- Effective February 1, 2007, post-secondary credits will be converted on the following basis: one-sixth (1/6) high school credit per post-secondary semester credit.
- A student may earn credit for participating in a varsity sport. Students can earn .5 credit for each sport. Students can earn a maximum of one (1) credit for participation in varsity sports. Credit will be awarded based on the following criteria:
 1. Completion of the entire season of a high school varsity sport (this includes participation in the first and last regular season contest)
 2. Meeting individual coach written participation guidelines for practices and participation in contests given to athletes at the beginning of the season.
 A student who is ineligible for any reason (academic or behavioral) for more than three (3) weeks at any time during a sports season will not earn credit for that sport.

Note: The grade “P” and grades for courses such as Teacher Aide, Office Aide, and other courses without performance standards and a curriculum shall not be counted in the computation of the GPA.

Class Standing

A student must have completed the following numbers of credits and semesters to attain the class standing shown:

Sophomore	5.5 credits 2 semesters;
Junior	11 credits 4 semester;
Senior	16 credits 6 semesters.

Class Rankings

1. The valedictorian will be the student with the highest grade point average to the nearest hundredth, as computed at the end of eight semesters of high school instruction. The average must be at least a GPA of 3.0. In case of a tie for valedictorian (to the hundredth), co-valedictorians will be honored. In the case of co-valedictorians there would be no salutatorian.
2. The salutatorian will be the student with the second highest grade point average, as computed at the end of eight semesters of high school instruction. The average must be at least a GPA of 3.0. In case of a tie for salutatorian, co-salutatorians will be honored.
3. To be eligible for valedictorian or salutatorian honors, a student must be enrolled as a full time student at Mentasta School continuously for the seventh and eighth semester of high school.
4. Foreign exchange students attending Mentasta School are not eligible for valedictorian or salutatorian honors.

Activities

All participants in Mentasta School and (Alaska School Activities Association) ASAA activities must be students from Alaska Gateway School District.

Eligibility (grades 6th-12th)

All second-semester freshman, sophomores and juniors, as well as seniors who are not on track to graduate and/or who have not passed all parts of the High School Graduation Qualifying Exam (HSGQE), must be enrolled in a minimum of five (5) semester units of credit.

Seniors who are on track to graduate and who have passed all parts of the HSGQE must be enrolled in a minimum of four (4) semester units of credit. (ASAA Handbook)

Each week students must maintain a cumulative 2.00 grade point average with no grade of “F” to have unrestricted privileges to participate in extracurricular activities for the following week.

If a student has an “F” or less than a 2.00 grade point average on the weekly check, that student will not be eligible to compete the current week but may continue to practice. Students enrolled in AGSD Correspondence courses for Mentasta School graduation eligibility credit requirements, must show passing weekly progress requirements to be eligible to compete.

Students who are ineligible two weeks in a row during the season will be put on academic probation for one week. During this week the student will not attend practice. If the student does not regain eligibility the third week as determined on the following Monday he or she will be removed from the team.

The eligibility of all students will be determined each Monday by 3:30 pm for the current week.

Eligibility (grades K-5th)

There are two standards that a student is expected to uphold in order to be considered eligible for any extracurricular activity: academic and social.

Academic: Students will be expected to maintain an accumulated “C” (2.0) or “S” average, with no failures or “U”s in any subject. The student’s eligibility status shall be determined on a weekly basis. Should the student fall below a “C”/”S” average, he/she will be ineligible for the following week. Should a student not have a current passing grade, he/she will be ineligible until the grade is at a passing level.

Social: Students will be expected to follow the school and classroom rules to satisfactory standards. Behavior in the classroom, lunchroom and recess will be considered under social performance. The principal, in consultation with teachers and aides, will have the authority to determine whether or not a student is performing to these standards. If the teacher or aide recommends, and the principal concurs, that a student’s social performance is inadequate, the student will be ineligible for the current (this week’s) activity.

If a student is ineligible for two consecutive weeks, he/she will not practice with the team or participate in any extracurricular activity until grades and/or social behaviors are satisfactory with eligibility standards.

Dances

Site Administrator must approve all Mentasta School dances. A dance request form must be completely filled out and signed by the administrator by Tuesday the week of the dance.

The following dance rules apply:

- Only Mentasta School or Alaska Gateway Correspondence students may attend.
- Admission to the dance will be closed after 10:30 p.m.
- Dances will end at or before midnight.
- If a student leaves the building for any reason, s/he will not be allowed to return.
- **All school rules and regulations per Student Handbook will apply at dances.**
- All dances are intended as a positive activity and will be free from drugs, alcohol, and tobacco.
- All music and dancing must remain appropriate and respectful.
- Explicit lyrics are prohibited.
- Students who have an absence from school the day of the dance will not be allowed to attend.
- Students currently under out of school suspension or who have been expelled from Mentasta School or another school are prohibited from attending.
- K-5 students can attend school dance with parent or guardian accompaniment.
- If a student wishes to bring a guest (under 21 years of age) to the homecoming dance or the prom, pre-approval must be granted by the site-administrator.

Physical Examination

Prior to participation in regular practice sessions, all participants must have verification of a current physical exam filed in the school office in accordance with AASA rules and regulations. A physical exam is good only for the duration of one calendar year.

Student Activity Contract

At the beginning of each year or activity's season students will be required to sign an activity contract and ASAA's TAD (Tobacco, Alcohol and Drug) policy for participation in that activity. A student who willfully disobeys the regulations agreed upon in the related Student Activity Contract will be subject to the sanctions agreed upon in it.

Student Travel

When students are on a trip with a group representing the school, they are to conduct themselves in a proper manner at all times. Failure to do so will result in the appropriate disciplinary action being taken by school officials. Parents may be required to cover the expense of taking the disruptive student home.

When transportation is provided by the school district for a school sponsored activity, all participants in that activity must travel with the organization or team. If a student wishes to travel with his/her parent/guardian to or from an activity, he/she must first have the approval of the principal, coach or sponsor, after receiving permission from the parent/guardian. Approval to travel with parent/guardain must be made in advance of travel.

Weather Considerations

Students in grades 1-5 will go outside for recess until temperatures reach -20 F, or at staff discretion. Students must have headgear, gloves, boots, snow pants and coats so that they can play safely outdoors.

If the temperature is -50 degrees or lower at the scheduled departure time, no Mentasta School group will travel.

Any extra-curricular activity group traveling from Mentasta in winter conditions shall carry the following gear: Coat, boots, hat, gloves, sleeping bag. Students who do not have these times with them will not travel.

Common sense should prevail when traveling in winter conditions. Coaches and the school administration will consider the temperature at the destination, forecasts, and current conditions before allowing a group to travel.

Transportation of Students

Bicycles and Other Riding Devices

Students who use bicycles for their transportation to and from school should do the following:

- Be familiar with laws and safety rules for bicycle operation and practice the same.
- Lock their bikes to prevent unauthorized borrowing.
- Equip bicycles and riders with reflective devices.
- Do not leave bikes overnight at school.

Transportation

Consequences for school bus violations can be found on page 20.

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 (5 minutes prior to scheduled pick-up) 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. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
7. 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.

- Riders will dress appropriately for the weather conditions. This includes a minimum of; coat, hat, gloves and boots during the winter months.

Student Driving and Parking

Students who drive a motor vehicle to school must know and obey the following rules:

- All vehicles driven to school must be operated in a safe and courteous manner.
- All vehicles must conform to state laws, and if not, may be reported to the local authorities.
- Abusive use of motor vehicles on or near the campus will be reported to the local law enforcement agency.
- No motorized vehicle is to be driven on playgrounds, entryways or other areas for pedestrian use.

Student Rights

**All students ages 5-21 are entitled to a free and full education at Mentasta School.
The following pages contain information to help students get the most from their education.**

Freedom of Expression: Students have the responsibility to avoid the following whenever they speak or write:

- Ridiculing or causing a person to be ridiculed
- Damaging a person's reputation
- Causing unlawful behavior or serious disruption to normal school operation
- Using minority or racial slurs

Students have the right to speak or express themselves, publish and distribute their opinions in a respectful, accurate manner, and have access to school facilities. The exercise of these rights shall be in accordance with the appropriate Board Policies.

Foul language and sexual comments are excluded from freedom of expression. See page 19.

Harassment/Bullying

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.

Sexual Harassment: The District is committed to providing a physically and psychologically safe learning environment. Toward that end, no person shall make any unwelcome or unwanted sexual advance, any form of improper physical contact, or sexual remarks that create a hostile or offensive learning environment.

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. Site administrator or designee will attempt to have another staff or council member present during search if time is warranted.

An effort shall be made to conduct the search of personal possessions in the presence of the student, and a third person

to witness whenever practical, unless the suspected possession is believed to pose a threat to persons or property.

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.

04/04/02; 02/18/08

Flag Salute: Every citizen should show proper respect for our country and its flag. Students who choose to refrain from the Pledge of Allegiance and Flag Salute shall respect the rights and interests of classmates who do wish to participate.

Dress Guidelines: Students may dress as they deem appropriate unless their clothing or personal hygiene causes a health or safety hazard, or disrupts the educational process. (See page 19 for dress code)

Disciplinary Actions and Appeal Procedures *Disciplinary Actions and Appeal Procedures*

BP 5110
AR 5110(a)

1. Simple Discipline. Simple discipline is defined as any disciplinary action against a student other than suspension or expulsion. No simple disciplinary action shall be taken in such manner as to prevent a student from accomplishing specific academic grade, level, or graduation requirement. Simple disciplinary actions may include in-school suspension if the student is in a supervised instructional setting, the denial of the privilege to participate in school sponsored extracurricular programs and senior graduation ceremony. A student can be subject to such simple disciplinary actions in addition to suspension or expulsion.

Prior to the imposition of simple disciplinary action, the student will be given written or oral notice of the charges against him/her, and if he/she denies them, an explanation of the evidence and an opportunity to present his/her side of the case. This explanation and opportunity to present facts may occur immediately after notice of the charges is given to the student.

When simple discipline involves the denial of the privilege to participate in extracurricular programs or senior graduation ceremony, the site administrator shall endeavor to notify the parent/guardian of the student by telephone of the pending charges against the student prior to imposition of this type of simple disciplinary action. The decision of the site administrator to impose the disciplinary action will be provided in writing to the student and his/her parent/guardian.

There is no right to appeal simple discipline, except that the denial of participation in extracurricular programs or senior graduation ceremony may be appealed as set forth in Section 6 below. Simple discipline may be combined with a suspension or expulsion. In such instances, the disciplinary actions are treated as separate and distinct and the simple discipline may not be appealed, except for discipline involving the denial of participation in extracurricular programs or graduation. This does not limit the right of a student to appeal a suspension or expulsion which is imposed in addition to the simple discipline.

2. Short-Term Suspensions. Short-term suspension is defined as the denial, without a formal hearing, of the right of school attendance that may apply to a single class or any full schedule of classes for a limited period not to exceed five (5) consecutive school days. A brief "time out" from a class or an in-school suspension in a supervised instructional setting shall be considered simple discipline rather than a short-term suspension. A short-term suspension may be ordered only by the site administrator, or designee in the absence of the site administrator.

a. Prior to a student being placed on short-term suspension, the student must be given written or oral notice of the charges against him or her, and, if he or she denies them, an explanation of the evidence the administrator has, and an opportunity to present his/her side of the case. This explanation and opportunity to present facts may occur immediately after notice of the charges is given to the student.

b. Notice to Parent/Guardian: The site administrator shall endeavor to notify the parent/guardian of the student of the pending suspension by telephone and shall promptly notify the student and the parent/guardian in writing. The student and/or his or her parent/guardian shall be provided written and/or oral notice of the suspension prior to the time the suspension is to commence, unless notice is not possible prior to suspension because the student's presence poses an immediate or continuing danger to him or herself or other persons or property, or an ongoing threat of disruption of the academic process.

A student or parent/guardian may appeal a short-term suspension under the process set forth in section 5 below. The short-term suspension will be enforced immediately and the student shall remain away from school unless or until an informal hearing is requested. Upon receipt of a hearing request, the suspension will be delayed and the student shall be allowed back in school pending the informal hearing, except as set forth in Section 5 below.

c. A student on short-term suspension is encouraged to contact his or her teachers regarding daily assignments. A student will be allowed to complete, for credit, class work and assignments missed during the short-term suspension providing all class work and assignments are turned-in the first day returning to school.

3. Long-Term Suspensions. Long-term suspension is defined as the denial of the right of attendance that may apply to any single class or any full schedule of classes for a stated period of time greater than five (5) consecutive school days. The following limitations shall apply to all long-term suspensions:

a. No student shall be suspended for more than twenty (20) consecutive school days.

b. A student on long-term suspension is encouraged to contact his or her teachers or counselor regarding daily assignments. A student will be allowed to complete, for credit, class work and assignments missed during the long-term suspension providing all class work and assignments are turned-in the first day returning to school.

When the site administrator, the Superintendent, or designee, recommends long-term suspension, a written notice shall be delivered by mail or in person to the student and his or her parent/guardian. An attempt at telephone notification will also be made. This notice shall state:

a. The specific charges against the student;

b. The student's right to a hearing; and

c. The recommended sanctions.

For students experiencing disabilities, the written notice shall also include a copy of the Parents' Rights Handbook, and, as soon as possible, a Multidisciplinary Team meeting will be held to determine if the student's behavior is related to the disability.

Within five (5) school days of receipt of this notice, the student and/or the student's parent/guardian may request a hearing in writing. If a request for hearing is not received within the five (5) school day period, the student and his or her parent/guardian shall have waived the right to a hearing. If a hearing is requested, it shall be held as promptly as possible after receipt of the request, pursuant to the procedures set forth in Section 6 below. The long-term suspension will be enforced immediately and the student shall remain away from school unless or until a hearing is requested. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the suspension pending the hearing, except as set forth in Section 6 below.

4. Expulsion. Expulsion is defined as the denial of the right of attendance at any district school for an indefinite period of time. When the site administrator or the Superintendent recommends expulsion, a written notice shall be delivered by mail or in person to the student and his or her parent/guardian. An attempt to make telephone notification will also be made. The written notice shall state:

a. The specific charges against the student;

b. The student's right to a hearing; and

c. The recommended disciplinary actions.

For students experiencing disabilities, the written notice shall also include a copy of the Parents' Rights, and, as soon as possible, a Multidisciplinary Team meeting will be held to determine if the student's behavior is related to the disability.

Within five (5) school days of receipt of this notice, the student and/or the student's parent/guardian may request a hearing in writing to the Superintendent. If a request for hearing is not received within the five (5) school day period,

the student and his or her parent/guardian shall have waived the right to a hearing. If a hearing is requested, it shall be held as promptly as possible after receipt of the request, following the procedures set forth in Section 6 below. The student shall remain away from school until a hearing is requested. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the expulsion, pending the hearing, except as set forth in Section 6 below.

Regardless of whether the student or parent/guardian accesses the appeals process, the expulsion shall not be final until approved by the Board. An expelled student may apply for or readmission to by written application to the Board through the Superintendent. Expelled students must document that they have met the conditions for readmission required by the district. Additional conditions and requirements may be set for admission at the discretion of the Superintendent, his/her designee, or the Board prior to consideration for readmission by the Board.

Upon readmission to school, written conditions related to placement and attendance will be formulated. Continued permission to attend school will depend on adherence to these written conditions. In no circumstances shall expulsion prevent a student from submitting a written request for readmission to the Board through the Superintendent.

5. Appeal Procedures for Short-Term Suspension. After notification of the short-term suspension, the student or his or her parent/guardian may request an informal hearing. The request shall be in writing. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the suspension, pending the informal hearing. However, a student will not be allowed back in school or allowed to participate in school related activities pending a hearing if, in the judgment of the site administrator, the presence of the student poses an immediate or continuing danger to himself or herself, other persons or property, or is an ongoing threat of disruption to the educational process. Failure to submit a written request for a hearing until after the completion of a suspension shall constitute a waiver of any right to such a hearing.

The hearing shall be held as soon as possible after receipt of the written request and shall be before the site administrator or designee. No persons other than the student, the parents/guardians, and the site administrator or designee may attend the hearing. However, the site administrator or designee may, in his or her sole discretion and considering issues of confidentiality, allow other persons to be present as requested by the student. In addition, the site administrator or designee may allow those with knowledge of facts relevant to the suspension to attend the hearing to describe their knowledge of the facts. The decision of the designated individual will be announced in writing within one (1) school day after the hearing ends and shall be final. There is no right of further appeal.

Hearing and appeal procedures for long-term suspensions and discipline prohibiting participation in extracurricular activities or a graduation ceremony can be found on pages 26 and 27.

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and good conduct. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

- Read the Student Handbook.
- Be aware of and exhibit good conduct.
- Follow rules and regulations.
- Cooperate with school staff in disciplinary cases should they have relevant information.
- Pursue and complete the course of study prescribed by state and local authorities.
- Cooperate with the school staff in running a safe school.
- Express ideas and opinions in a respectful and accurate manner.
- Exercise proper care when using public facilities and equipment.
- Be on time for all classes and other school functions.
- Dress and groom in a manner that is safe, clean and not disruptive of the educational process.

Parent Responsibilities

Parents should teach their children the importance of honesty, respect for law, respect for property, and respect for the rights of others. When parents and school work diligently toward the fulfillment of these obligations, each individual benefits.

Every parent should:

- Assure their child's compliance with approved codes of behavior and discipline.
- Read the building Student Handbook and discuss school rules with their children.
- Cooperate with school personnel whenever special services are indicated for the student.
- Become involved in their child's school life.
- Participate in school/community meetings, functions and projects.
- Call to arrange a conference with the building administrator to discuss concerns or questions regarding disciplinary action.
- Communicate with school personnel.

Staff Responsibilities

Each member of the school staff must understand the Code of Conduct and accept responsibility for making it work. The staff must know the information in the building Student Handbook. Efforts by staff to counsel students should convey respect for students as persons.

Every staff member should:

- Serve as a positive role model.
- Recognize that preventive discipline is preferable to remedial discipline.
- Respond to disciplinary situations within the school or on school property.
- Exercise control through appropriate planning, management and instruction.
- Recognize individual differences and levels of maturation in students.
- Obtain assistance from counselors, nurses, attendance persons and administrators, where appropriate.
- Enforce the Code of Conduct consistently.
- Protect students' rights; communicate students' responsibilities.
- Communicate with parents.

Code of Conduct

Discipline is an essential part of educational excellence. Discipline is a shared responsibility among the home, school, and community. The family assumes the initial responsibility for helping the child develop physically, intellectually, socially, emotionally, and ethically. The school provides additional opportunities to promote the individual's growth in these five critical areas. Children enter school at various levels of development. The school recognizes these levels of maturation and addresses each situation as it occurs. In this manner, the school promotes personal growth, societal responsibility and citizenship.

In a democratic society, individuals must work with others and share the privileges and responsibilities of citizenship. Therefore, the development of self-discipline and the acceptance of personal responsibility are important goals of education. Students help create an environment in which learning can take place by mastering self-discipline and modeling appropriate behavior in the school and community.

Goals

- To communicate the Mentasta School Code of Conduct to students, parents, staff and community.
- To enforce school board policy, local, state and federal laws.
- To insure the rights and personal dignity of students and staff.
- To emphasize the need for acceptance of personal responsibility and self-discipline.
- To assure a fair, reasonable and consistent approach to the enforcement of the Code of Conduct.
- To maintain an effective and safe learning environment.
- To maximize learning and minimize disruptions.
- To protect and maintain school property.

- To identify, diagnose and remediate students who exhibit inappropriate behavior.
- To refer students to appropriate persons for counseling, examination, remediation or rehabilitation.
- To promote and recognize exemplary student behavior.

The examples provided in this code of conduct are not to be construed as limiting the behaviors which may require disciplinary action by school personnel.

The following MISCONDUCT/ RESPONSE STRUCTURE includes four levels. Level one, two, three and four represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence. STUDENTS SHOULD AVOID THE BEHAVIORS LISTED AS EXAMPLES UNDER EACH LEVEL AND, INSTEAD, EXHIBIT GOOD CONDUCT.

Any student found in violation of Board Policy or district rules and regulations will receive appropriate disciplinary action.

Definition of Key Terms

ABSENCE UNAUTHORIZED (Truancy) State Law (AS 14.30.010) requires ever parent, guardian, or other person having the responsibility for or control of a child between the ages of seven (7) and sixteen (16) years of age to maintain the child in attendance at school. A person who knowingly fails to comply with the state’s compulsory school attendance law is subject to prosecution.

DETENTION: requiring a student's presence before or after the regular school day or during lunch for disciplinary reasons.

DUE PROCESS: a student's right to be informed of charges and be heard before the designated authority.

EXCUSED ABSENCE: absences due to personal illness, a serious emergency or death in the family, or an absence that has been pre-arranged and approved by parent and school administration.

EXPULSION: denial of the right of school attendance for an indefinite period of time and applicable to all schools in the district.

OUT OF SCHOOL SUSPENSION: exclusion from school for an offense for a period of up to ten school days.

IN-SCHOOL SUSPENSION: exclusion from classes for disciplinary reasons.

JURISDICTION: Each student is under the control and direction of the site-administrator and is subject to district and school policy, regulations and rules: while attending school, while on school property, while being transported to and from school on school busses, when going to and from school, while taking part in a school-sponsored activity.

PARENT: refers to parent, guardian or person in legal custody of student.

STAFF: any employee of the Mentasta School.

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of the particular student and will take into account the student’s discipline history, the age of the student and other relevant factors.

The code of conduct has been adopted to protect and foster respect for the rights of Mentasta School students and staff. Infractions of this Code of Conduct are grouped into four levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of 4 or more will be addressed according to the discretion of the site administrator or designee.

These represent recommended guidelines in the disposition of discipline situations. Depending on the circumstances

of the behavior or education status of the student, responses may vary from situation to situation.

In all cases administrative discretion will be exercised.

Level I Offenses

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors should be handled by an individual staff member but sometimes require the intervention of other school support personnel.

Level I Infractions	Primary /Elementary Grade 1- Grade 5 when not following rule(s)	Middle/Secondary Grade 6 - Grade 12 when not following rule(s)
<p>Cellular Phones, CD Players DVD Players Electronic Toys/Games Etc. Electronic gadgets including (but not limited to) beepers and cellular telephones, tape/DVD/CD players, iPods, toys, and other equipment (frizbees, skateboards, heeilies, hackeysacks and games) that interfere with the educational process interrupt the learning process should not be used in school unless under strict teacher supervision and concrete guidelines. Cell phones may not be used between the hours of 8:30 and 2:45 other than during lunch, however should be avoided while in the lunchline.</p>	<p>1. Confiscation, item returned at end of day. 2nd and subsequent offenses: Confiscation, item returned to parent.</p>	<p>1. Confiscation, item returned at end of day. 2nd and subsequent offenses: Detention or work detail; Confiscation, item returned to parent.</p>
<p>Disruptive Student Behavior Disruptive behavior is student conduct that compromises students' safety and interferes with the educational process or with school sponsored activities. Running, shouting in the hallways, slamming lockers, hostile play, rough housing, inappropriate language.</p>	<p>1. Recess detention 2. 2 recess detentions, parent notification 3. ½ day ISS, behavior contract</p>	<p>1. Detention or work detail 2. ½ day ISS, parent notification 3. 1-3 day ISS</p>
<p>Dress Code (This code applies to all dances other than homecoming and prom) Clothing bearing inappropriate messages or depicting drugs, alcohol, tobacco, obscenity, profanity, violence, words or depictions demeaning to others are not allowed. Some clothing items considered in-appropriate for school are: 1. Provocative clothing which may include, but is not limited to; spaghetti straps, low necklines, clothing which reveals underwear, halter tops, skirts, shorts and dresses of in-appropriate length (above knee-cap), bare midriffs, bare backs (to include boys without shirts). 2. Hats (exceptions will be made during special occasions and activities) 3. Hoods</p>	<p>1st and subsequent Offenses: Change clothes, parent notification</p>	<p>1. Change clothes, parent notification 2. Change clothes, detention 3. Change clothes, 1-3 day ISS</p>
<p>Excessive display of affection Any display of affection beyond hand-holding is prohibited.</p>	<p>1. Warning, parent notification 2. 1-3 days ISS 3. 1-3 days OSS</p>	<p>1. Detention or work detail 2. 1-3 days ISS 3. 1-3 days OSS</p>
<p>General Rules (failure to comply) Eating outside cafeteria or in unauthorized area(s), unauthorized presence in hallway between classes, wearing hats while school is in session, sharing lockers.</p>	<p>1. Warning 2. Recess detention 3. 2 recess detentions, parent notification</p>	<p>1. Detention or work detail 2. 1-3 detentions or work detail 3. 1-3 day ISS, parent notification</p>
<p>Littering Throwing trash on school grounds, on school property, or school transportation.</p>	<p>1st and Subsequent Offenses: Work detail, parent notification</p>	<p>1st and Subsequent Offenses: Work detail, parent notification</p>
<p>Obscenity/Profanity/Language Use of profane or obscene language or gestures is prohibited. Inappropriate graphics or wording on articles of clothing will be considered grounds for similar penalty.</p>	<p>1. Recess detention 2. 2 recess detentions, parent notification 3. 1/2 day ISS, parent conference, behavior contract</p>	<p>1. 1 day ISS, parent notification 2. 2-3 days ISS, parent conference 3. 1-3 days OSS</p>
<p>Tardiness Classroom tardiness</p>	<p>See individual classrooms for consequences.</p>	<p>8th Five (5) lunch detentions or work detail, parent notification 12th Five (5) after school detentions or work detail 15th Saturday School</p>

Willful Disobedience Refusal to comply with a reasonable request by authorized school staff, Non-defiant failure to complete or carry out directions.	1. Recess detention 2. 2 recess detentions, parent notification 3. 1/2 day ISS, parent conference, behavior contract	1. 1 day ISS, parent notification 2. 2-3 days ISS 3. 1-3 days OSS
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Level II Offenses

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Level II Infractions	Primary /Elementary Grade 1- Grade 5	Middle/Secondary Grade 6 - Grade 12
Extreme Level I Misconduct, Continuation of Level I Conduct		
Accessory To An Act This violation occurs when a person acts as an accomplice or in some way aids in the preparation	1 st and Subsequent Offenses: Parent notification with consequences determined on a case-by-case basis. * Referral to Alaska State Troopers * Subject to arrest/liable for damages	1 st and Subsequent Offenses: Parent notification with consequences determined on a case-by-case basis. * Referral to Alaska State Troopers * Subject to arrest/liable for damages
Bus Conduct Riding on the school bus is a privilege, not a right. All students are expected to behave on the buses in a calm, quiet, safe manner and to abide by the bus driver's rules.	1. Warning, parent notification 2. Automatic revocation of bus privilege until conference w/family, principal, student, bus driver 3. Denial of bus privilege for remainder of school year.	1. Warning, student conference, parent notification 2. Automatic revocation of bus privilege for three days. Conference w/family, principal, student, bus driver before return 3. Denial of bus privilege for remainder of school year.
Dangerous Actions Materials/Objects Engaging in conduct that creates a risky situation through the misuse of materials and objects that might cause injury to another person, school property or oneself is prohibited.	1. Confiscation, 2-4 day recess detention, parent notification 2. ½ day ISS 3. 1 day ISS * Subject to arrest/liable for damages	1. Confiscation, 1-3 days ISS, parent notification 2. 1-3 days ISS 3. 1-5 days OSS * Subject to arrest/liable for damages
Lying/Cheating/Copying/Plagerism The presentation of information or testimony (oral or written) that is misleading, or a misrepresentation of the facts, or an actual attempt to defraud.	1. Redo assignment, parent notification 2. Loss of assignment credit, recess detention, behavior contract 3. Loss of assignment credit, ½ day ISS	1. Redo assignment, parent notification 2. Loss of assignment credit, 1-3 days ISS 3. Loss of assignment credit, 1-3 days ISS
Failure to comply with disciplinary consequences	1. Twice the previous consequence 2. 1-3 days ISS or OSS, parent notification, behavior contract 3. 3-5 days ISS or OSS, behavior contract	1. Twice the previous consequence 2. 1-3 days ISS or OSS, parent notification 3. 3-5 days ISS or OSS
False Fire Alarm/False 911 Call Activating or tampering with a fire alarm or making a false 911 call is against state & federal law.	1. 1-3 days ISS, parent notification, referral to AST 2. 4-10 days OSS, referral to AST * Subject to arrest/liable for damages	1. 1-3 days ISS, parent notification, referral to AST 2. 4-10 days OSS, referral to AST * Subject to arrest/liable for damages
Harassment Persistent annoyance and unwanted attention, including verbal harassment, sexual harassment, racial harassment, physical harassment, emotional harassment and hazing will not be tolerated.	1. ½ day ISS, parent notification 2. 1-3 days OSS 3. 3-5 days OSS * Subject to arrest	1. 1 day ISS, parent notification 2. 1-3 days OSS 3. 3-5 days OSS * Subject to arrest
Inappropriate use of Technology Unauthorized access to software, accounts or files. Accessing inappropriate websites, transmitting and/or downloading inappropriate material.	1. Loss of computer time for five weeks, parent notification 2. Loss of computer time for ten weeks 3. Loss of computer time for eighteen weeks	1. Loss of computer time for nine weeks, parent notification 2. Loss of computer time for 18 weeks 3. Loss of computer time for entire school year
Insubordination Open defiance of authority; willful refusal to do as ordered; or any form of insubordination	1. Warning, ISS for remainder of day, parent notification 2. 1-3 days ISS 3. 3-5 days OSS	1. 1-3 days ISS, parent notification 2. 1-3 days OSS 3. 3-5 days OSS
Reckless and Unsafe Behavior Actions that jeopardize the safety/welfare of oneself, others	1. Warning 2. 1-3 days ISS, parent notification	1. Detention or work detail 2. 1-3 days ISS

or school property are prohibited, e.g. ignoring safety instructions in shop, lab, physical education classes.	3. 3-5 days OSS	3. 1-3 days OSS
Trespass Unauthorized entry to school property or remaining on school property after being directed by authorized school personnel to leave is not allowed.	1. 1 day OSS, parent conference 2. 1-3 day OSS 3. 3-5 day ISS	1. 1-3 days OSS, parent conference 2. 1-3 days OSS 3. 4-10 days OSS
Tuancy (e.g. leaving school property without permission, cutting class)	1. Recess detention 2. 2-4 recess detentions, parent notification 3. 1-3 days IS	1. Detention or work detail 2. 1-3 days ISS 3. 3-5 days ISS or OSS

Level III Offenses

Acts whose frequency or seriousness tends to disrupt the learning climate of the school and/or acts directed against persons or properties and whose consequences could endanger the health or safety of others in the school.

Level III Infractions	Primary /Elementary Grade 1- Grade 5	Middle/Secondary Grade 6 - Grade 12
Continuation of or Extreme Level II misconduct		
Driving on school property Unsafe and illegal operation of any motor vehicle	1. Warning, parent notification, suspension of driver's privileges of driving to school for one week. 2. 30 day suspension of driving privileges 3. Suspension of the privilege of driving to school for the remainder of the school year. * Referral to Alaska State Troopers	1. Warning, parent notification, suspension of driver's privileges of driving to school for one week. 2. 30 day suspension of driving privileges 3. Permanent suspension of the privilege of driving to school * Referral to Alaska State Troopers
Drugs and Alcohol 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 possession of paraphernalia, on any school property or at any school sponsored activity.	1. Confiscation, 10 day OSS, Parent Conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers	1. Confiscation, 10 day OSS, Parent Conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers
Fighting Threats/Violence Conduct that involves a verbal or physical threat or violence in which striking, kicking, shoving, pushing, and/or any other physical violence is used against another person is strictly prohibited.	1. 1 day OSS, parent notification 2. 1-3 days OSS 3. 3-5 days OSS * Subject to arrest/liable for damages	1. 1-3 day OSS, parent notification 2. 3-5 days OSS 3. 4-10 days OSS * Subject to arrest/liable for damages
Fireworks/Explosives A student is prohibited from possessing and/or using any explosive and/or incendiary device on school property or during any school sponsored activity or on school transportation.	1. 10 day OSS, Parent Conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers * Subject to arrest/liable for damages	1. 10 day OSS, Parent Conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers * Subject to arrest/liable for damages
Hazing/Initiations 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.	1. ½ day ISS, parent notification 2. 1-3 days OSS 3. 3-5 days OSS	1. 1 day ISS, parent notification 2. 1-3 days OSS 3. 3-5 days OSS
Lewd/Lascivious Behavior Engaging in inappropriate sexual behavior, e.g. indecent exposure, entering an opposite sex locker or restroom, depantsing or attempted depantsing, or other lewd conduct is not allowed.	1. ½-2 day ISS, parent notification 2. 3-5 days OSS 3. 4-10 days OSS	1. 1-3 day ISS, parent notification 2. 1-3 days OSS 3. 4-10 days OSS
Obscenity/Profanity directed at staff	1. 1-3 day ISS, parent notification 2. 1-3 days OSS 3. 1-3 days OSS	1. 1-3 days ISS, parent notification 2. 1-3 days OSS 3. 3-5 days OSS
Theft Larceny Stealing or possession of stolen goods or property is prohibited.	1. 1-3 days ISS, restitution, parent notification 2. 3-5 days ISS, restitution 3. 1-10 days OSS, restitution *Referral to Alaska State Troopers * Subject to arrest	1. 1-3 days ISS, restitution, parent notification 2. 3-5 days ISS, restitution 3. 1-10 days OSS, restitution *Referral to Alaska State Troopers * Subject to arrest
Tobacco	1. 1-3 days OSS, parent conference	1. 1-3 days OSS, parent conference

Use or possession of tobacco by a student on any school property or at any school-sponsored activity is prohibited.	2. 3-5 days OSS 3. 10 days OSS	2. 3-5 days OSS 3. 10 days OSS
Vandalism, Theft, and Graffiti Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.	1. 1-3 days ISS restitution, parent conference 2. 1-3 days OSS, restitution 3. 10 days OSS, restitution *Referral to Alaska State Troopers * Subject to arrest/Liable for damages	1. 1-3 days ISS, restitution, parent conference 2. 3-5 days OSS, restitution 3. 10 days OSS, restitution, expulsion recommended *Referral to Alaska State Troopers * Subject to arrest/Liable for damages
Weapons Students shall not possess or use firearms, guns, or other weapons or items designed to look like 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. The possession and/or use of a weapon Weapons include, but limited to, firearms, pellet guns, stun guns, shockers, knives brass knuckles, numchuks and throwing stars.	1. OSS 3-5 days, parent Conference 2. OSS 4-10 days 3. 10 days OSS, expulsion recommended * Referral to Alaska State Troopers * Subject to arrest	1. 5-10 days OSS, parent Conference 2. 10 day OSS 3. 10 days OSS, expulsion recommended * Referral to Alaska State Troopers * Subject to arrest

Accumulation of three or more Level II and Level III suspensions may result in administrative or School Board Hearing for further disciplinary action; possibly expulsion.

Level IV Offenses

Acts whose frequency or seriousness tend to disrupt or disrupt the learning climate of the school. Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. Such acts will require administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

Level IV Infractions	Primary /Elementary Grade 1- Grade 5	Middle/Secondary Grade 6 - Grade 12
Continuation of or Extreme Level IV misconduct		
Arson or attempted Arson Maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another, or of burning one's own property for an improper purpose.	1. 10 day OSS, Parent conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers	1. 10 day OSS, Parent conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers
Assault Assault is defined as a physical threat of violence where striking, kicking, pushing, and/or other physical violence is used against another person. Students are encouraged to seek staff help in preventing a fight or breaking one up.	1. 10 day OSS, parent Conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers * Subject to arrest/liable for damages	1. 10 day OSS, parent Conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers * Subject to arrest/liable for damages
Disorderly Conduct		1. 10 day OSS, parent conference, referral to AST 2 nd and Subsequent Offense: 10 day OSS, expulsion recommended * Referral to Alaska State Troopers
Extortion This involves obtaining money or property by actions of vic threat of violence, including untrue accusations or public ridicu	1. 3 days ISS, parent conference 2. 1-3 days OSS 3. 10 days OSS * Subject to arrest/liable for damages	1. 1-3 days OSS, parent conference 2. 3-5 days OSS 3. 10 days OSS * Subject to arrest/liable for damages
Other violations of federal, state, or local laws		

A Level IV suspension may result in a School Board Hearing for further disciplinary action; possibly expulsion.

General Information

Checking Out

Permission to leave the school or school campus during the school day for any reason must be obtained by a parent or guardian & approved by the school office for all students regardless of age.

Child Access

The school is responsible for ensuring the safety of all children attending school. For their protection, children will only be released to their legal guardians or to another person with the guardian's permission. Positive identification must be provided and the guardian's permission obtained before a person will be allowed to take a child from school or leave a message for the student to meet with another person.

Classroom Parties

Classroom parties and celebrations will be at the discretion of the individual classroom teacher. Please inform the teacher if your child is not to participate in parties and or celebrations. Parental assistance for parties is often needed. Please notify your child's teacher of your willingness to be involved.

Food & Drinks

The multi-purpose room is set up for food service. Meals are to be eaten in the Multi-purpose room. Food is not to be taken down the halls.

Food & drinks (other than bottled water) are not allowed in the gym during activities.

Gateway After-school Programs (GAP)

Tutoring, homework help and an array of activities are offered through our school's after-school program. To enroll in after-school contact Karla Champagne at 883-4GAP (4427)

Internet Use

AR 6161.4(a)

The district is offering Internet access for student use. Use of the district wide-area network and/or Internet service is a privilege not a right. This privilege may be withdrawn at anytime and for any reason deemed appropriate by the administration

Lab Fees

Students taking vocational and science classes in which they make projects for their own use will pay for the cost of all materials. A lab fee of \$20 is required for all lab classes. Musical instruments may be rented from the school at nominal cost.

Library

Students are encouraged to use the school library. Library hours will be posted. Books may be checked out for one (1) week. Lost or damaged books must be paid for. Reference books and magazines are to be used only in the library.

Lockers

Lockers will be assigned at the beginning of the school year. The Physical Education instructor will assign gym lockers. Students are encouraged to keep their lockers locked and their combinations private. There will be a \$10.00 deposit required for locks. The deposit will be refunded at the end of the school year or at the time the student withdraws from Mentasta School. No personal locks will be allowed on school lockers. Damage to the lockers or locks may be charged against the student to whom the locker is assigned.

Lost and Found

All lost and found items of a personal nature (watches, rings, CD players, clothing, etc.) are held in the school office. Library materials are returned to the library and textbooks to the classroom teacher. If you have found an item, take it to the school office. Items turned in to the office will be kept for thirty (30) school days, and then given to one of the local charitable groups.

Parent Teacher Student Association (PTSA)

The Mentasta PTSA is the local unit under the authority of the Alaska Congress of Parents and Teachers (Alaska

PTA). The purpose is to help promote issues of health, education and the welfare of children and youth in our community. Through united efforts of educators and the general public, we hope to secure the highest advantages possible in our children's education.

The organization meets on the third Monday of the month TBA at 5:00 pm in the Multi-purpose Room.

Playground Rules

1. Children are to keep hands and feet to themselves, and treat others with respect.
2. Only sledders on the sledding hill. Those who are sledding need to walk up the sides of the hill, slide down the middle, and then immediately get over to one of the sides after completing a run. Three to a sled, maximum, and sitting or lying down on sleds only! Intermediate students (Grades 4 - 5) may snowboard if helmets are worn.
3. Slide down the slide feet first. You may not walk on the slide or play "bumper cars" on the slide.
4. Playground boundaries: You must stay where you can be seen and may not enter the tree areas. Sidewalk games are permitted on the cement. All ball games and other activities must be out on the playground.
5. Touch/flag football is permitted. Tackling and blocking are not permitted.
6. Jumping is not permitted from the tops of the wooden fort or from the swings.
7. Climbing on the swing sets is not permitted. You may not climb or stand on the top of the monkey-bars; nor may you pull anyone off any equipment.
8. Chalk may be used for games such as hop-scotch but may not be used for messages.
9. Unless you are pumping or pushing the merry-go-round, you must ride with your arms, legs, and head inside the merry-go-round. Tag is not permitted on the merry-go-round.
10. If there are snow banks on the playground, they may not be used for "King of the Mountain" or any other pushing or pulling game.
11. Students are not to go out to the playground until at least one supervisory person has gone out ahead of them.
12. The teeter-totters are not to be used for balance beams. Only two students may be on the teeter-totter at one time.
13. Rocks, sawdust, snowballs, or sticks may not be picked up or thrown.

Recess Policy

Recess is an integral part of the K-6 program, particularly for the younger children. It allows the children a break from their studies and to exercise. **TEACHERS ARE NOT PERMITTED TO LEAVE STUDENTS UNSUPERVISED IN CLASSROOMS WHILE OTHER STUDENTS ARE OUTSIDE.** Consequently, all students must go outside with their class.

Responsibility for Personal Property

AGSD is not responsible for the damage, theft or loss of personal property on school grounds. Students are cautioned not to bring large sums of money or other valuables onto the school grounds.

Student Records

The school keeps on file a record of each student. The record includes academic achievement, test scores, disciplinary problems and other information required by the District and/or State of Alaska rules and regulations. These records are available for inspection by the student and/or parent/guardian upon request if the student is under 18 years of age. If the student is over 18 years of age, then the records are available for inspection only with the approval of the student.

Textbooks

Textbooks are provided for each student free of charge; however, each student is responsible for the proper care of his/her assigned textbooks. Failure to return the book in good condition will result in the student being responsible to pay for the damaged or lost textbook. A grade may be withheld until the book is returned or paid for.

Visits to the Schools

AR 1240

For the purpose of school safety and to minimize disruptions to the instructional process, parents and other interested citizens who wish to visit schools and classrooms during school hours must:

Make arrangements with the site administrator at least two (2) days in advance of the scheduled visit;
Provide at least twenty-four (24) hour's notice to the teacher or staff person whose classroom the parent or citizen wishes to visit;
Limit classroom visitations to two (2) per quarter for thirty (30) minutes duration each;
Report to the site administrator's office upon entering the school building when school is in session.

Students from other school districts visiting family or relatives in the region are not allowed to visit the schools and classrooms without the specific permission of both the site administrator and teacher.

Volunteers

Volunteer work at the school is encouraged. Parents and community members can help out on many tasks, either on special projects, assisting the teacher in the classroom, performing clerical work, etc. Check with the school office, principal, or teachers if you can donate time or talent to the school.

Conformity to Law and Regional Board Policy

This document contains the policies of the Mentasta School Advisory School Board. It is subject to conformity to Alaska State Law and to Alaska Gateway Regional School Board Policy. Should any policy contained within be contrary to Alaska Gateway Regional School Board Policy or State Law, that policy will be null and void and Regional Board Policy or Law will take precedence.

The Regional Board Policy manual addendum is available at the Alaska Gateway School District Office and at <http://agsd.us>

Alaska Gateway School District
Appeal Procedure for Discipline Prohibiting Student Participation

Persons residing in the Alaska Gateway School District have the right to be critical of the district and its employees. School district employees, also, are entitled to various rights, including the right to the protection of due process of law. In order to satisfy any conflicting rights of citizens and district employees, the following procedures are established by the Alaska Gateway School District for processing appeals against discipline decisions effecting student participation.

Most appeals can be resolved by informal discussions between the appellant and the site administrator. **This formal appeal process is reserved for appeals after informal discussions have failed to resolve the problem.** In that case, a formal written appeal must be filed no later than five (5) days after the incident being appealed occurred. If the incident occurs at the end of the school year, a formal written appeal must be filed by June 30 of the current school year. Even after a formal written appeal is started, efforts may be made at any point in time to accomplish satisfactory informal resolution of the problem. In no case, is there to be retaliation from either party because a formal appeal has been filed.

Directions for Processing a Discipline Appeal Prohibiting Student Participation

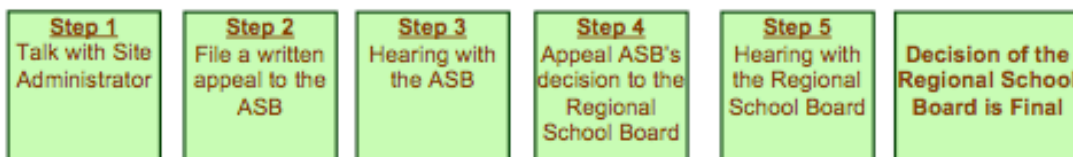
1. Formal written appeals involving student discipline prohibiting eligibility to participate in extracurricular activities or the graduation ceremony will be referred to the site administrator, who shall issue a written decision.
2. If the site administrator does not resolve the appeal satisfactorily, his or her decision may be appealed to Advisory School Board.

The Advisory School Board: In the case of discipline prohibiting participation in extracurricular activities or the graduation ceremony, the student or parent/guardian may, within five (5) school days of receipt of the notice of disciplinary action, appeal through the site administrator to the Advisory School Board. The Advisory School Board may request that the site administrator and the student and parent/guardian attempt conciliation first, but if the student and his or her parent/guardian decline this request within three (3) school days of a request for a hearing, the Advisory School Board shall promptly schedule an informal hearing. A written decision will be issued within three (3) school days of the hearing. If the person making the appeal is not satisfied with the Advisory School Board's decision, he or she may appeal, through the superintendent, the decision of the Advisory School Board within thirty (30) days to the Regional School Board. The decision of the Regional School Board shall be final.

Litigation

1. At any point after the Citizen's Appeal process has been initiated, if a person filing the appeal indicates a desire to pursue litigation, or does in fact file a lawsuit, the school district's citizen's appeal process will be terminated.
2. The School District, then, will turn the matter over to its attorney.

Appealing a Discipline Decision Prohibiting Student Participation



**Alaska Gateway School District
Citizen Complaint Procedure and Form**

Persons residing in the Alaska Gateway School District have the right to be critical of the district and its employees. School district employees, also, are entitled to various rights, including the right to the protection of due process of law. In order to satisfy any conflicting rights of citizens and district employees, the following procedures are established by the Alaska Gateway School District for processing complaints against employees, policies, practices, and procedures of the school district.

Most complaints can be resolved by informal discussions between the complainant and the employee or the employee's supervisor. **This formal complaint process is reserved for complaints after informal discussions have failed to resolve the problem.** In that case, a formal written complaint must be filed no later than thirty (30) days after the incident being complained about occurred. If the incident occurs at the end of the school year, a formal written complaint must be filed by June 30 of the current school year. Even after a formal written complaint is started, efforts may be made at any point in time to accomplish satisfactory informal resolution of the problem. In no case, is there to be retaliation from either party because a formal complaint has been filed.

Directions for Processing a Complaint Against an Employee

1. A person lodging a complaint against an employee should meet with that employee and then the site administrator (principal or principal-teacher) of the employee to discuss the problem in an attempt to reach a solution.
2. Any person who is dissatisfied with the result of such a meeting may wish to complete a Citizen Complaint Form.
3. Send the completed Citizen Complaint Form to the Office of the Superintendent, Alaska Gateway School District, Post Office Box 226, Tok, Alaska 99780-0226 (telephone 907-883-5151). A letter of receipt will be sent to the person filing the written complaint naming the person whom he or she will be working with to resolve the complaint.
4. A copy of the completed Citizen Complaint Form will be provided to the employee against whom the charge or complaint is made with a request that the employee respond in writing through complainant's contact person within ten (10) working days after the receipt of the written complaint.
5. If the complaint is not resolved in the previous step, the matter will be forwarded to the Superintendent, who shall issue a written decision in a timely manner, not to exceed thirty (30) days after receipt of the complaint by the Superintendent.
6. If the person making the written complaint is not satisfied with the Superintendent's written decision, he or she may appeal the decision of the superintendent within thirty (30) days to the Regional School Board. The decision of the Regional School Board shall be final. (AR 1252)

Directions for Processing a Complaint About Discrimination or Sexual Harassment

1. If the complaint involves illegal discrimination (AR 1254a) or sexual harassment (BP 5020), the Citizen Complaint Form may be filed directly with the Office of the Superintendent or other appropriate government agency(ies).

Litigation

1. At any point after the Citizen Complaint Form process has been initiated, if a person filing the complaint indicates a desire to pursue litigation, or does in fact file a lawsuit, the school district's citizen's complaint process will be terminated.
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**Alaska Gateway School District
Citizen Complaint Form**
(See attached procedures)

Name _____

Address _____

Telephone Number _____

Who or what is your complaint against? _____

School or Program _____ Position _____

Has the complaint been discussed with him/her? () Yes () No

Date(s) _____

Description of Complaint: Please include all important information, such as location, name(s), date(s), who was present, and the name of the person's supervisor with whom you spoke in an effort to resolve the complaint informally. Please use additional paper if more space is needed.

What remedy or action would you like to see taken to resolve your complaint?

Signature

Date

Print Name

Date Received by the District