



George H. Gilson  
Junior High School  
2006 - 2007

George H. Gilson Junior High School  
*Home of the Huskies*

P.O. Box 827  
Valdez, Alaska 99686  
Telephone 907-835-2244  
FAX 907-835-2540

*Rodney L. Morrison, Principal*

This Student Planner belongs to:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

## INTRODUCTION

The information contained in this student/parent handbook has been carefully prepared and presented so that it will be of value in helping you to adjust to Gilson Junior High School, and be an integral part of it. Gilson Junior High School exists to assure that you develop the skills and positive attitudes necessary to achieve individual potentials and to function successfully as a member of our democratic society. To this end, it is important that the community, parents, school staff, and students work together in a cooperative effort. Remember that your success in Gilson Junior High School will be directly proportional to your efforts.

## ACCIDENT PROCEDURE

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, who shall contact the school office.

## ACTIVITIES

Gilson Jr. High students have the following extracurricular and co-curricular activities available: Boys and girls basketball, wrestling, volleyball, Native Youth Olympics, Battle of the Books, Academic Pentathlon, Spelling Bee, Student Council, music, student newspaper, and yearbook.

## ACTIVITY CALENDAR

A schedule of coming events has been recorded in the office. It is kept current by the principal. All school activities **must** be entered on this list. Activity forms are available in the office. This form, properly completed, must be turned in to the principal for approval or disapproval at least two weeks prior to the proposed activity date.

## ADDRESSING STAFF

All staff will be addressed by their proper title: Mr., Miss, Mrs., Ms.

## ADVANCE MAKE-UP SLIPS

The completion of advance make-up slips is required when students are going to be absent from class for any school sponsored event. These slips, available in the office, must be signed by teachers for **all** classes to be missed. Completed slips are to be turned in by the deadline as set by the activity sponsor or the office. Make-up slips for family-related trips will be issued upon receipt of a written note or phone call from a parent/guardian.

## ATTENDANCE

Regular school attendance is necessary for success in school. Full-time attendance is required. It is the responsibility of students and parents to ensure regular school attendance and promptness. The school will inform parents/guardians of poor attendance and will counsel students to help them discover ways in which regular and prompt attendance can occur.

Parents are expected to call the junior high office (835-2244) by 10:00 a.m. each morning that their student is absent from school. After an absence a student must secure the appropriate admit slip **prior to the beginning of class**. An absence shall be marked unexcused until parent/guardian contact has been made. Information obtained through parent contact will be used to determine whether the absence is recorded as excused or unexcused. If excused, the student will have one day for each day absent to make up missing work. For an extended absence, two weeks make-up time may be allowed. In no case will the make-up time allowed extend past the end of a semester. Absences must be cleared through the school office within 48 hours of their occurrence or the absence(s) will be recorded as unexcused.

## BACKPACKS

Backpacks may be brought to school and kept in student lockers. Backpacks are **not** allowed in the junior high school hallways or classrooms.

## BELL SCHEDULE

7:50 a.m. – Students may enter junior high hallways, classrooms, library and gym. 8:10 a.m. – Warning bell to go to class.

	<u>MONDAY – THURSDAY</u>	<u>FRIDAY**</u>
Period 1	<b>8:15 a.m.</b> - 9:03 a.m.	<b>8:15 a.m.</b> - 8:55 a.m.
Period 2	9:07 a.m. - 9:55 a.m.	8:59 a.m. - 9:39 a.m.
Period 3	9:59 a.m. - 10:47 a.m.	9:43 a.m. - 10:23 a.m.
Period 4	10:51 a.m. - 11:39 a.m.	10:27 a.m. - 11:07 a.m.
LUNCH	11:43 a.m. - 12:13 p.m.	11:11 a.m. - 11:51 p.m.
MARS*	12:17 p.m. - 12:31 p.m.	Does not meet on Friday
Period 6	12:35 p.m. - 1:23 p.m.	11:55 a.m. – 12:35 p.m.
Period 7	1:27 p.m. - 2:15 p.m.	12:39 p.m. - 1:19 p.m.
Period 8	2:19 p.m. - <b>3:07 p.m.</b>	1:23 p.m. - <b>2:03 p.m.</b> **

\*MARS = Mentoring/Activity/Reading/Study

\*\*Students are dismissed at 2:03p.m. on Fridays to allow collaboration time for teachers.

## BOOKS

Textbooks are furnished without cost to each student. All books, however, remain as property of Valdez City Schools. A place in the book will be provided where the student's name and date of issue may be recorded. Lost and/or damaged books will result in the levying of fines. The office will collect monies and issue receipts which will be shown to the teacher for student checkout. **Note:** If a book is lost or badly damaged, it may be judged beyond repair by the teacher. Books found to be beyond repair will be paid for by the student based on the replacement cost of a new current issue.

## BUILDING NEATNESS

Students have a major responsibility in maintaining all parts of the building and grounds in a clean and orderly manner. Paper and other materials to be discarded must be placed in the numerous trash bins placed throughout the building and grounds. Students littering the buildings or grounds will be assigned work details.

## BUSING FOR ACTIVITIES AND FIELD TRIPS

When transportation is provided by the school district for an activity, all participants in that activity must travel with the organization or the team. If students wish to return home with their parents following the activity, they must have approval from the principal before leaving on the trip.

## REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

### ALL TIMES

1. Exercise good manners, caution and consideration for other people.
2. Obey the school bus driver, his/her primary concern is for your safety.
3. Pupils may be assigned a seat by the driver.
4. Pupils must not have anything in their possession that may cause injury to another person.

### WAITING FOR THE SCHOOL BUS

1. Stay a safe distance from the roadway.
2. Be at your stop five minutes ahead of time; the driver cannot wait for you.
3. Be in line when the school bus approaches.
4. Stay clear of wheels until the bus has come to a complete stop.
5. Let the smaller children board first.
6. Pupils must cross the highway **only in front** of the school bus when given permission by the school bus driver.
7. Walk on the left-hand side of the road facing traffic.

### BOARDING THE SCHOOL BUS

1. Always use the handrail and go up the steps one at a time.
2. Do not push, crowd, or disturb others.
3. Go directly to your seat and be seated.
4. No animals large or small of any kind are allowed on the school bus at any time.

### CONDUCT ON THE SCHOOL BUS

1. Keep the aisle clear.
2. Place books or other gear on your lap.
3. Avoid loud talking, confusion, or anything else that might distract the driver.
4. Keep head, arms, and body inside the bus.
5. Do not throw objects inside or outside the bus.
6. Do not chew tobacco, smoke, eat, or drink on the bus.
7. Remain seated until the bus has come to a complete stop and get off only at your stop.
8. Do not open windows without permission.
9. Assist in keeping the bus clean. Pupils can be held responsible for any damages to the interior of the school bus.
10. In general, classroom conduct will be observed. The school bus is not a playground- save horseplay and wrestling for another time and place.

### GETTING OFF THE SCHOOL BUS

1. Use the handrail and take one step at a time.
2. Remember pushing or crowding could cause an accident.
3. After you leave the bus go home or to an assigned place.
4. It is everybody's responsibility to demonstrate good citizenship by cooperating with your school bus driver at all times so that your parents and school district officials can depend upon safe, timely, and efficient pupil transportation to and from school.

### REMEMBER

1. Riding the school bus is a **PRIVILEGE** and not a right.
2. If a pupil's conduct is such that the health, safety, comfort, or well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by a school official.
3. A student is not allowed to ride a different bus unless authorized by the parent and approved by the school office.

### **CELL PHONES AND PAGERS**

Cell phones and pagers are not allowed in the school hallways or classrooms during regular school hours.

### **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to: copying another student's homework, working with other students on assignments that are meant to be done individually, looking at or copying another student's test or quiz answers, allowing another student to view or copy your own test or quiz answers, copying information from a source without proper recognition, and taking papers from other students, publications or the Internet.

### **CLASSROOM CONDUCT**

Students are expected to be in their assigned seats when the second bell rings. They are expected to bring needed books and supplies with them. **No food, drink, radios, CD players, or sunglasses** are to be brought into the classroom except for scheduled special occasions. Normally, a student will not be given permission to leave the classroom during class time. Students are expected to obey school and classroom rules set forth by the teacher in charge.

### **CONTRABAND**

Any item which can endanger health, cause damage to property, or are a disruptive nuisance shall be confiscated. These items may be turned into the principal. If the student wishes to reclaim the item, he or she should report to the principal's office at the end of the school day. Some items may not be returned.

### **DANCES**

Gilson Junior High dances are for Gilson Junior High students only. Parents are invited to attend. Once a person leaves the activity, that individual will not be allowed to re-enter the building. All school rules and disciplinary procedures shall be enforced at all school-sponsored dances.

### **DECORATIONS AND DISPLAYS**

Scotch or masking tape should not be used on any painted surface except the brick walls and lockers. Exceptions must be approved by the principal. The sponsoring organization is responsible for cleaning up after their sponsored activity. Posters, etc., must be initiated by the principal or activity sponsor.

### **DETENTION**

Detention shall be held daily before school, during lunch, and after school. Generally students have 48 hours in which to complete detention time. If a detention is skipped without prior approval from the office an additional detention will be issued. In some instances students may be assigned "Saturday School."

### **DISCIPLINE POLICY**

Good discipline is developed in any school by mutual respect between students and staff. Students are responsible and expected to obey all district employees. All disciplinary action is intended to be fair and will correspond to the district's educational objectives. Disciplinary action shall be structured so as to assist students in (and often **insist** upon) the assumption of responsibility for their own actions. While moving students toward responsible behavior, the school's approach to discipline will reflect that indeed, students are just that, students. Being students, all at differing levels of development, each must be moved along in realistic, deliberate steps that allow successful growth toward mature, responsible behavior.

While intended to assist a student to develop responsible behavior, discipline must also acknowledge the student's need for academic growth, as well as the needs and safety of other students and staff members directly or indirectly affected by inappropriate behavior.

Behavior that disrupts the learning environment, invades the rights of others, or is inappropriate in a school setting will not be tolerated.

### **DISPLAY OF AFFECTION**

Displays of affection, including the holding of hands, are prohibited. Behavior such as kissing, necking, and petting will result in disciplinary action.

### **DISRUPTIVE BEHAVIOR**

Disruptive behavior is student conduct that materially and substantially interferes with the educational process or with school sponsored activities. Examples include, but are not limited to, talking out of turn, moving around the classroom without permission, profanity or vulgar language, uncomplimentary gestures or speech, refusal to comply with school or classroom rules, and any behavior that jeopardizes the welfare and/or safety of others. Disruptive behavior will result in disciplinary action.

### **DRESS CODE**

1. Students must wear modest clothing. Sexually explicit or suggestive clothing is not school appropriate. Underwear (bra, boxers, etc.), midribs, and private parts of the body must not be visible.
2. Hats of any kind (including bandanas, scarves, or headbands) will not be worn in school between 7:30 a.m. and 3:30 p.m.

## **DRESS CODE CONTINUED**

3. Clothing imprinted with or promoting obscenity, drugs, alcohol, tobacco, profanity, violence, or illegal behavior is not allowed. Sexually suggestive, racist, or abusive slogans or logos are not to be worn at school.
4. Pants must be worn at or near waist level.
5. Dress and appearance that are so distracting as to clearly interfere with the educational process or present health and safety hazards shall not be permitted. Students will be asked to change their clothing. Disciplinary action may be taken.
6. Students requiring exceptions to the dress code to accommodate religious or health needs may make arrangements with the principal.

## **DRUGS AND ALCOHOL**

The drinking of alcoholic beverages or the use or possession of illegal drugs, or being under the influence of drugs or alcohol is not allowed in the school buildings, on school property, or at any school activity or event.

## **EARTHQUAKES**

During strong earth tremors the following procedure shall be employed:

### **INDOORS**

1. Stay indoors.
2. Move under sturdy furniture - desks, tables, etc.
3. Move toward the center of the building into hallways.
4. Stay away from windows and other glass objects.
5. Do not use candles, matches, or other open flames.

Once outside of damaged building do not re-enter because after-shocks may occur.

### **OUTDOORS**

1. Stay away from buildings where there is danger of falling debris.
2. Stay away (50 yards) from buildings, power lines, and poles
3. If in a moving vehicle, stop and remain inside.

All clear will be one long ring of the regular classroom bells.

## **ELIGIBILITY FOR STUDENT ACTIVITIES**

Eligibility for participation in inter-scholastic competition at George H. Gilson Junior High School is established by the Alaska School Activities Association and Valdez City School board policy.

## **ERRANDS BY STUDENTS**

Students must not be sent on errands that take them out of the classroom or off school grounds. If unusual circumstances necessitate an errand by a student, a written request by the teacher that includes approval of the parent shall be submitted to the principal for review and approval.

## **FIGHTING**

Students shall not fight or intentionally hurt anyone on or off of school property, or at any school activity or event. Students are not to threaten, intimidate, or provoke any student, teacher or other school employee or visitor.

## **FIRE DRILLS**

1. The sounding of the alarm is the signal to evacuate the building.
2. If feasible, teachers should turn off their classroom lights and close their classroom doors.
3. Students and personnel should move rapidly along the designated pathways to an exit. No one should run. If there is smoke in the pathway, crawl to an exit.
4. If the pathway to an exit, has become blocked, word to that effect should be passed back. Order should be maintained as another exit is sought.
5. After leaving the building, students should proceed to a distance of at least 100 feet from the fire. Care should be exercised to avoid interfering with the fire fighting equipment.
6. Students are expected to become familiar with the fire drill exit route posted in each room. (Teachers must be prepared to give directions pertaining to leaving their classroom).
7. All clear will be one long ring of the regular classroom bells.

## **GANG RELATED PARAPHERNALIA**

Gang related items are NOT permitted on school grounds. Questionable issues will be left to the principal's discretion.

## **GRADING**

Grades will be reported quarterly and are a composite of academic achievement, classroom participation, and classroom attendance. The final grade shall be used to determine the awarding of course credit.

### **GRADING SCALE**

A (90-100%) denotes superior work; B (80-89%) denotes above average work; C (70-79%) denotes average work; D (60-69%) denotes below average work; F (below 59%) denotes unsatisfactory work.

### **GUIDANCE**

The guidance service fulfills many functions. Your counselor is available for giving assistance to students in the area of educational and personal counseling. A request form must be completed and the counselor will send for the student as soon as possible. Students and parents are invited to make use of the school's counselor.

### **GYM CLASS**

In order to participate fully in physical education classes, each student will be required to furnish his/her own: tennis shoes, gym shirt and shorts, swim suit and cap, and towel. All students are expected to actively take part in all skills and games taught in the classes. Any deviation due to a medical condition will require a physician's statement after three school days, unless exempted by the principal.

### **HALL PASSES**

Students are allowed to be in the hallways before school starts, between classes, and immediately after school. No student will be allowed in the hallways after 4:00 p.m. without the supervision of a staff member. Students in the hall during scheduled class time must have a pass signed by a staff member. **Any student leaving the school grounds during school hours must receive permission from and sign out at the office. If a student leaves the school grounds without signing out, the absence is unexcused.**

### **HALLWAY BEHAVIOR**

Students are not allowed to run, push, shove, or 'horseplay' in school hallways.

### **HARASSMENT**

Harassment is not permitted and will result in disciplinary action. Harassment includes, but is not limited to, abusive language, sexual harassment, inappropriate physical contact, racial/ethnic slurs and comments, hazing, and other provocative actions.

### **HONOR ROLL**

An honor roll will be posted at the end of each nine-week period. The honor status of a pupil will be based on academic grades. To attain the honor roll, a pupil must have an average of 3.0 or better and no letter grade of "D" or "F" for that nine week period. To attain the high honor roll, a pupil must have an average of 3.5 or better with no letter grade of "D" or "F" for that nine-week period.

### **HUMAN DIGNITY**

George H. Gilson Junior High School affirms the dignity and respect of all persons. Therefore words or actions belittling any race, religion, ethnic group, gender, sexual orientation, or disability are strictly prohibited.

### **ILLNESS AND INJURIES**

It is assumed: (1) any student too ill to be in class should not be in school; (2) any student who becomes ill will report to the office; (3) arrangements will be made as soon as possible for an ill student to go home; (4) any injured student should be accompanied to the school office; (5) students must sign out at the office prior to leaving school.

### **INCOMPLETES**

The responsibility for making up missed work due to an absence falls directly on the student. Teachers are expected to allow a reasonable period of time for completion of work missed. Incomplete grades must be made complete within a two week period. No incomplete grades may be issued at the end of the fourth quarter. Work not completed within the prescribed time frame will become a zero. Extenuating circumstances approved by the principal may extend the make-up time.

### **INSURANCE**

Accident insurance for students during the school day and for related school activities or 24 hour coverage is available. Information regarding insurance is sent home or available at the school office at the beginning of the school year. **All students involved in athletics must be covered by school or family insurance.**

### **KNIVES**

Knives shall be treated as contraband and shall not be worn or carried on school property.

### **LEAVING THE BUILDING DURING THE SCHOOL DAY**

Any student who leaves the building having once arrived at school and fails to check-out at the office, or any student who returns to school after an absence without checking in, shall be subject to detention and or suspension. This does not apply to the lunch period.

### **LIBRARY**

The library shall be open before and after school. The library is a place of study and should be used accordingly. Books may be checked out for a two week period. Encyclopedias and other reference materials may not be checked out and are to be used in the library only. Books may be renewed after the two-week period. Replacement costs of the book must be paid if books are lost. All library debts must be paid quarterly.

### **LOCKERS**

The office shall assign each student a locker and lock combination after the student reviews and signs a locker use agreement. Student lockers are the property of Valdez City Schools and as such, may be opened and inspected by school authorities pursuant to AS 14.03.103. No personal locks are to be used. Security of personal property in school lockers and security of the locker is the student's responsibility. The school is not responsible for lost or stolen articles.

### **LOITERING**

Students are requested not to loiter about the building after their daily programs are finished. Students must have a valid reason for staying in school after their classes are over. Non-students loitering on campus may be arrested.

### **LOST PERSONAL ITEMS**

"Lost and Found" items are to be placed in a receptacle near the office. Items not claimed within a two week period may be disposed of by the unit administrator. If a valuable item is found, it should be **handed** to the unit administrator.

### **LUNCH**

A hot lunch program is provided in the Valdez Public Schools. Lunches are paid for at the high school cafeteria and tickets may be purchased in advance. All lunches, including those brought from home, are to be eaten in the high school cafeteria. Eating lunches in the hallways will not be permitted.

### **MEDICATION**

School personnel will assist parents by administering prescribed and non-prescribed medication to students during the school day. All medication must be delivered to the school by a parent/guardian or his/her adult representative and be accompanied by a written statement from the parent/guardian requesting the school to administer the medication to the student. Medication must come in a properly labeled pharmacy bottle or original manufacturer's packaging. Students are not to keep medication on their person or in their locker.

### **NOTICE OF NONDISCRIMINATION**

It is the policy of Valdez City Schools not to discriminate on the basis of race, religion, color, age, national origin, parenthood, pregnancy, marital status, changes in marital status, sex, disability, handicap, veteran's status, veteran's disability, political affiliation, admission/access to, or treatment/employment in its programs and activities.

Students attending Valdez City Schools may participate in education programs and activities, including, but not limited to health, physical education, and vocational and technical education, regardless of race, color, national origin, age, handicap or sex.

Grievance procedures for student and employee concerns in the area of sex equity (Title IX) and handicap (Section 504) have been established by Valdez City Schools. Inquiries or complaints regarding compliance with these regulations may be directed to Valdez City Schools, P.O. Box 398, Valdez, Alaska 99686. Brenda Stock (Title IX Coordinator), Mona Riddle (Section 504 Coordinator), or Lance Bowie, Superintendent.

### **PARENT-TEACHER CONFERENCES**

The school will regularly schedule Parent/Teacher conferences midway through the first and third quarters each school year. Parents are welcome to request additional conferences at any time by contacting the school office.

### **PARTICIPATION ON DAYS OF ABSENCE**

Students must be in attendance a minimum of one school day prior to participating in an activity or traveling to an activity.

### **PASS AND RETENTION**

A student may be retained when she/he receives two or more 'F's as final grades or when it is determined to be in the best interest of that student.

### **PROFANITY**

The use of vulgar or profane language, gestures, or possession of or the display of obscene material is prohibited.

### **PROGRESS REPORTS**

Parents/guardians shall be mailed interim progress reports no later than the fifth week of each quarter. Interim reports designate student progress in a given subject to the midpoint in that quarter.

### **READMITTANCE**

Students who are absent from school for any reason must report to the school office to obtain and admit slip. **Admit slips are to be obtained prior to the beginning of class** or the student will be considered unprepared for class.

### **RESTRICTED AREAS**

There are areas of our school buildings that required special regulations. Under normal circumstances, high school students will not enter the junior high unless they have a scheduled class in that facility. Junior high school students will not enter high school hallways unless they have a scheduled class in that area. Students are not permitted to be in the gym area without proper supervision; to loiter in the office area; to enter storage areas, mechanical rooms, unsupervised classrooms, and the staff room without proper authorization; or to enter any area designated as restricted by the administrators.

### **SCHOOL PROPERTY**

Students are responsible for the proper care and return of all equipment, books and supplies entrusted to them. In case of loss or damage to these items, the student will be assessed a replacement charge. Failure to pay these charges may result in the withholding of the student's report card. Malicious or willful damage to school property not only makes the student subject to disciplinary action, but also makes the student's parent(s)/guardian(s) liable for damages.

### **SCHOOL SPIRIT**

School spirit may be divided into three categories: COURTESY – toward teachers, staff, fellow students and the officials of school athletic activities; PRIDE – in everything our school endeavors to accomplish and has accomplished; SPORTSMANSHIP – the ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports her/his school and does her/his utmost to keep scholastic and activity standards at the highest possible level.

### **SMOKING**

State law prohibits smoking anywhere on school property and possession of tobacco products by anyone under the age of 19.

### **STUDENT BEHAVIOR**

All Valdez City Schools employees are required to be on the alert for any student behavior that is in violation of school rules. Students shall behave in a manner that is a credit to the students, the school and the community.

### **STUDENT COMPLAINT PROCEDURE**

The complaint procedure may be used to appeal decisions made at the school or District level except for those decisions covered under simple discipline, suspension, expulsion, and denial of admission. It may be used if a student feels her/his rights have been violated. Refer to Student Policy ST.1164.10

### **STUDENT COUNCIL**

Student Council officers and representatives shall be elected annually.

### **STUDENT RECORDS**

Records are maintained by the school and include academic achievement, test scores, disciplinary problems, and other information required by policy and statute. These records are available for inspection by the student and/or parent during regular school hours.

### **SUPERVISION**

All students will comply with and respond politely to instructions given by school staff members. Instructions and directions given to a student by any teacher, aide, school secretary, cook or custodian are generally given in the best interest and safety of all students and should be respected.

### **SUSPENSION**

The principal has the exclusive right to suspend a student. The act of suspension shall be reserved for serious or repeated infractions of school rules. A student placed on suspension shall not participate in any extracurricular activity or trip sponsored by the school during the period of suspension. Students who are suspended shall not be allowed on school property or to attend any school sponsored event. The Compiled School Laws of Alaska and Valdez City School Board Policy procedures govern suspension and expulsion. Letters of suspension and expulsion shall be placed in the appropriate student's record in the school office.

### **TARDY POLICY**

Students are considered tardy through the 10th minute of the class period. After the 10th minute, the student is considered absent for that period. If a student is tardy for a class, he/she should report directly to the office to secure an admit slip. Tardiness will be recorded and consequences administered on a quarterly basis. The office will assign a 30-minute detention on the third tardy and a 48-minute detention each for the fourth and fifth tardy during a quarter. On the sixth tardy in any quarter, the student will be assigned Saturday School (8:15AM-3PM) after parent notification has occurred. If a student accrues more than six tardys in any quarter, a parent conference will be requested.

### **THEFT**

Theft, possession of stolen property, and the misuse of stolen property are prohibited by law and subject to disciplinary action by the school.

### **THREATS OF VIOLENCE**

Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or via email. No threat of violence will be considered a joke. All students shall report threats of violence, including jokes and threats of suicide, to a teacher, counselor or principal.

### **UNPREPARED FOR CLASS**

Students are expected to be in their seat with all necessary books, papers, supplies and writing utensils and be ready to work when the tardy bell rings. Students not in their seat with all necessary materials will be considered unprepared for class. The third time a student arrives unprepared for class he/she will be referred to the office and assigned a 30-minute detention. A fourth and/or fifth unprepared arrival will result in the assignment of a 48-minute detention for each occurrence. On the sixth "unprepared" in any quarter, the student will be assigned Saturday School (8:15AM-3PM) after parent notification has occurred. If a student is unprepared for class more than six times in any quarter, a parent conference will be requested.

### **VANDALISM**

School rooms, buildings, bulletin boards and other school property will not be defaced, marked on or abused in any way. School property and the personal property of staff and students will be respected at all times.

### **VISITOR PASS**

Only school personnel are allowed to visit classrooms without a written pass from the school office. It is illegal for juveniles or adults to loiter around the school during the school day. Students will not be allowed to leave a class with a visitor unless the visitor has a call slip from the office. Persons other than school personnel wanting to talk to students or staff during school hours must come to the school office. The school office will send for the student. (This assumes the need for conversation is approved). Please report to the school office, at once, the presence on campus of unauthorized persons during school hours. This includes the period immediately before and after school as well as the lunch hours.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Students shall not carry on their person, use, transmit, or possess weapons, dangerous instruments, or their replicas in school buildings, on school grounds, on the school transportation system, at school bus stops, or at any school related or school sponsored activity away from school (including athletic events). Refer to Student Policy ST.1140.10

### **WILLFUL DISOBEDIENCE**

Willful disobedience is the refusal to comply with a reasonable request by staff and includes skipping class once a student has arrived at school.

## **GILSON JUNIOR HIGH/VALDEZ HIGH SCHOOL ATTENDANCE/TARDY PROCEDURE**

### **RATIONALE**

The faculty and staff of Valdez High School and the George H. Gilson Jr. High School believe that successful educational advancement is related directly to regular school attendance.

It is critical that students develop a strong commitment to regular school attendance. If successful, an attitude of responsibility and self-discipline is developed in the school community, which will be carried over into later life. Students will not develop this commitment without parents/legal guardians who are committed to their children's school attendance.

While the responsibility for regular school attendance lies with the parent/guardian and the student, Valdez City Schools also recognize an obligation to promote and assure such attendance. It is the intent of this policy to encourage regular attendance and deter excessive absenteeism, truancy, and tardiness of students and thus, to enhance the academic achievement of each student.

### **GRADING COMPONENTS**

Grades in each semester course shall reflect academic achievement, class participation, and classroom attendance.

### **STATUTE**

Students are expected to be in attendance every day school is in session. Alaska State Statute Sec. 14.30.010 states "Every child between seven and 16 years of age shall attend school at the public school in the District in which the child resides during each school term. Every parent, guardian or other person having the responsibility for or control of a child between seven and 16 years of age shall maintain the child in attendance at a public school in the District in which the child resides during the entire school term..."

### TEN TIME ABSENCE LIMIT

Junior High School students must not be absent more than ten (10) times per semester or they will be considered for retention in the same grade the following year.

### EXCEPTIONS:

1. Illness or medical appointment substantiated by a statement from a medical practitioner or parent/guardian.
2. Death in the student's family necessitating an absence.
3. Other special circumstances approved by the principal.

### CONDITIONAL EXCEPTION:

1. A student may be absent up to five (5) days in addition to the 10 day-day limit each semester for special reasons if the student completes pre make up prior to departure.
2. If a student plans to be absent for some special reason, the student and their parent should check with the principal or the attendance secretary prior to the absence. If a special absence is approved (examples include a family trip, a special hunting trip, or a college visit) the student will be expected to complete a pre make up sheet on which the student will list the assignments for the classes he/she will miss. The student is expected to complete the assignments before he/she leaves and submit completed work to their teachers for approval and then bring the pre make up sheet to the office. If pre-makeup is not completed by the student and this form returned to the attendance secretary prior to departure, the student shall not be entitled to the additional five absences.
3. Additional days may be granted for exceptional circumstances for activities such as national competition or academic competition.

The attendance standards detailed above are a portion of the requirements for successfully completing all courses at Valdez High School and George H. Gilson Junior High School.

### LOSS OF CREDIT/COURSE FAILURE

When a student's absences exceed the limit he/she will lose credit/fail the class for each affected course. He/she may be given the option of either staying in the class or be withdrawn from the class and assigned to a study area for the remainder of the semester during the period he/she was scheduled for that class. The determination of placement shall be based upon input from the student, parent, teacher, and principal. Students who are habitually truant may be dropped from school enrollment or denied admission if a remedial plan of action is not successful. Credits lost due to poor attendance may be made up in the regular school program, or through correspondence school. A notation shall be made on the student's card/interim report, transcript, when a grade has been lowered due to a violation of the attendance policy. Students withdrawn from a course for non-attendance will have a "WF" (Withdrawn - Failing) recorded on his/her report card and transcript. That grade will be included in the calculation of his/her grade point average and will affect extra-curricular eligibility. The loss of credit and/or course failure does not preclude disciplinary action initiated by the school where otherwise warranted.

### DEFINITION OF ABSENCES: EXCUSED, UNEXCUSED, SCHOOL SPONSORED

Parents are expected to call the Attendance Secretary at 835-4767 (Valdez High School) or 835-2244 (Gilson Jr. High School) by 10:00 a.m. each morning that their student is absent from school. Before or after school hours, parents of high school students are encouraged to call the Attendance Secretary or leave a message on his/her voice mail (Phone #834-2302). After an absence, a student must secure the appropriate admit slip prior to the beginning of class or the student will be counted as tardy. An absence shall be marked unexcused until parent/guardian contact has been made with the Attendance Secretary. Information obtained through parent contact will be used to determine whether the absence is recorded as excused or unexcused. Absences must be cleared through the school office within 48 hours of their occurrence or the absence(s) will be recorded as unexcused.

### EXCUSED ABSENCES: (Counts against 10 times limit)

An excused absence counts toward the total limit of absences set forth in this policy unless the absence otherwise meets the exceptions provided under Exceptions/Conditional Exceptions.

1. Sickness or medical appointment of student shall count toward 10 times limit unless substantiated by statement from medical practitioner and/or parent or guardian.
2. An absence authorized by a parent/guardian/or a student if of legal age and living on their own.

If the absence is excused, the student will be allowed to make up the work missed and will be given full credit for the work, if completed within the time allowed (One day for each day absent, up to two weeks).

**UNEXCUSED ABSENCES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:** (Counts against 10 times limit)

A student:

1. Skips a class having once arrived at school
2. Leaves the school campus without checking out through the office, except during lunch
3. Is suspended in or out of school
4. Is more than 10 minutes late for a class

If the absence is not excused, make up work will be assigned for the absence, but no credit will be given.

NOTE: Students assigned In- School suspension will be allowed to receive credit for daily work.

**SCHOOL-SPONSORED ABSENCES**

1. Students are considered in attendance when absent from school due to school-sponsored activities.
2. Seniors who have work/training/college as an approved part of their senior educational plan are not considered absent from school.

**PARENT NOTIFICATION**

Each instance that a student is absent from school, the school Attendance Secretary shall initiate telephone contact with the parent/guardian if the school has not already been contacted by the parent. The school shall place a student on attendance probation when the student reaches six (6) absences in any course in a semester. A probation notice including an attendance summary for all classes shall be sent to the parent/guardian/student at this time. After six (6) absences in a course, a parent/guardian/student/teacher/administrator conference shall be scheduled to determine remedial steps to be undertaken to avoid loss of credit. A student, parent or guardian may request an attendance summary through the principal at any time during the school year. Valdez High School shall withhold credit for any course in which a student's absences exceed ten (10) in a semester. The student/parent/guardian shall be contacted on a class by class basis. A letter with notification of withdrawal of credit shall be mailed to parents/guardian/students in each instance.

**CREDIT LOSS MAKEUP**

Students who have lost credit due to excessive absences may attend a scheduled Saturday School to make up the needed days. Credit may be reinstated at the completion of the appropriate makeup time. Students must gain makeup approval from the principal.

**APPEALS PROCEDURE**

If a parent or student wishes to appeal a decision made pursuant to this policy, such an appeal must be initiated in writing within fifteen (15) school days of the date of the decision or, if it is based on a parent notification as set forth above, within fifteen (15) school days of the date of the letter of notification. The letter requesting an appeal must include specific reasons that the request should be considered. If an appeal is not filed within the timeline provided, the student/parent/guardian shall be deemed to have waived the right to an appeal and a hearing. The Attendance Appeals Board shall schedule a hearing as soon as possible, but in any event within ten (10) school days of the building administrator's receipt of the written appeal. The Attendance Appeals Board shall render a written decision within five (5) school days of the close of the hearing.

**ATTENDANCE APPEALS BOARD**

The Attendance Appeals Board shall be established to review appeals related to attendance submitted by a student or a parent/guardian. The Appeals Board shall be comprised of two certified staff, and a building administrator not involved directly with students. The decision of the Appeals Board shall be final. If a parent/guardian or student is not satisfied with the decision of the Attendance Appeals Board, an appeal may be filed with the court system within thirty (30) school days.

**VALDEZ CITY SCHOOLS  
STUDENT DISCIPLINE PROCEDURES**

**DUE PROCESS**

Every Student has a right to due process. Before any discipline action is taken, a student will be the opportunity to find out what the school thinks the student did and present his/her side of the story.

**PROCEDURES AND RESPONSIBILITIES**

Beginning with seventh grade, discipline records shall transfer with students until graduation. At the junior high school offenses from one school year will be added to those of the previous year(s) to determine the discipline action to be taken.

Tobacco

- 1<sup>st</sup> offense . . . 1 day in-house suspension and notification of parents
- 2<sup>nd</sup> offense . . . 3 days in-house suspension and notification of parents
- 3<sup>rd</sup> offense . . . 5 days in-house suspension and notification of parents

Educational alternative to suspension: Students who violate the school rules regarding tobacco use can attend meetings of the Teens Against Tobacco Use (TATU) group in place of serving detention. At meetings, student discuss the effects of tobacco use, and view educational materials as designated by the school principal on the health risks of tobacco use. Students must earn a certificate of participation from TATU within three weeks of the documented violation.

Fighting, physical conflict or mutual combat between 2 or more individuals

- 1<sup>st</sup> offense . . . Administrator's/designee discretion depending on circumstance
- 2<sup>nd</sup> offense . . . up to 10 days suspension
- 3<sup>rd</sup> offense . . . up to 10 days suspension
- 4<sup>th</sup> offense . . . may lead to recommendation for expulsion

Disruptive Behavior, behavior which materially and substantially interferes with the educational process or lawful activities of others

- 1<sup>st</sup> offense . . . Administrator's/designee discretion
- 2<sup>nd</sup> offense . . . up to 3 days suspension
- 3<sup>rd</sup> offense . . . up to 5 days suspension
- 4<sup>th</sup> offense . . . may lead to recommendation for expulsion

Assault, verbal written or physical threats directed toward a student or staff member

- 1<sup>st</sup> offense . . . up to 90 days expulsion
- 2<sup>nd</sup> offense and above . . . may lead to recommendation for expulsion

Theft, the taking of another's property without their permission. Theft may be reported to local law enforcement agencies.

- 1<sup>st</sup> offense . . . Administrator's/designee discretion depending on circumstances
- 2<sup>nd</sup> offense . . . up to 5 days suspension
- 3<sup>rd</sup> offense . . . up to 10 days suspension
- 4<sup>th</sup> offense . . . may lead to recommendation for expulsion

Firearm or Other, gun possession or threatened use

- Any offense . . . Confiscation and recommendation for expulsion for a minimum of 1 calendar year

Weapon, possession of any object, other than a firearm, that can be considered a weapon

- Any offense . . . may lead to recommendation for expulsion

**Honesty Clause:** students who find themselves in possession of inappropriate articles and/or contraband are directed to immediately turn such materials in to the office or to the nearest staff person. By cooperating with school personnel a student would **NOT** be subject to an automatic suspension or expulsion

Weapon, use of any object, other than a firearm, or the threatened use of any object, that can reasonable be considered a weapon, including knife, regardless of the length of the blade

- Any offense . . . Confiscation, with possible recommendation for expulsion

## DISCIPLINE PROCEDURE AND RESPONSIBILITIES (CON'T)

### Damange, Destruction and/or Vandalism

1 <sup>st</sup> offense . . .	Administrator's/designee discretion and pay for damages
2 <sup>nd</sup> offense . . .	up to 5 days suspension and pay for damages
3 <sup>rd</sup> offense . . .	5-10 days suspension and pay for damages

### Computer Hacking, unauthorized access to a computer system of information on that system

1 <sup>st</sup> offense . . .	Administrator's/designee discretion, loss of computer privileges, and restitution for damages
2 <sup>nd</sup> offense . . .	up to 10 days suspension, loss of computer privileges, and restitution for damages
3 <sup>rd</sup> offense . . .	may lead to recommendation for expulsion

Academic Dishonesty/Cheating/Plagiarism may result in discipline penalty as well as academic penalty. Cheating is behavior that falsely presents a student's work as a product of his/her own effort or as a product achieved in keeping with the rules of the task. Cheat includes, but is not limited to

- Procuring, possessing, stealing, using or distributing tests, quizzes, answer keys, teaching materials, teacher manuals or teacher textbooks;
- Any attempt to tamper with or alter a teacher's records or grades;
- Representing the work of others as one's own work;
- Making use of unauthorized notes, homework assignments, and crib sheets; and
- Obtaining or offering unauthorized assistance or communication on a test, quiz or other assignment

Behavior that violates this offense may also involve theft and/or unauthorized access to a computer or information on a computer.

Any offense . . .	Teacher recommendation and administrative discretion up to 10 days suspension. May lead to recommendation for expulsion
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Arson, attempting or actually starting a fire or causing an explosion that burns buildings or property, or taking action that could lead to a fire or explosion

1 <sup>st</sup> offense and above . . .	Administrator's/designee discretion to recommend up to and including expulsion. Contact authorities.
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False Alarm, calling in threats to or about a school or district property or school sponsored activity or activating a false fire alarm

1 <sup>st</sup> offense and above . . .	May lead to recommendation for expulsion. Contact authorities.
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Harassment of any type, defined as any oral written, or physical conduct relating to race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social or cultural background, or sexual orientation that is sufficiently severe, pervasive or persistent that it substantially interferes with or limits an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment

1 <sup>st</sup> offense . . .	Administrator's/designee discretion depending on circumstances
2 <sup>nd</sup> offense . . .	up to 5 days suspension
3 <sup>rd</sup> offense . . .	up to 10 days suspension
4 <sup>th</sup> offense . . .	may lead to recommendation for expulsion

Hazing of any type, defined as 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 <sup>st</sup> offense . . .	Administrator's/designee discretion depending on circumstances
2 <sup>nd</sup> offense . . .	up to 5 days suspension
3 <sup>rd</sup> offense . . .	up to 10 days suspension
4 <sup>th</sup> offense . . .	may lead to recommendation for expulsion

**VALDEZ CITY SCHOOLS  
ALCOHOL AND OTHER DRUGS POLICIES/PROCEDURES**

**PHILOSOPHY STATEMENT**

The Valdez City School District believes that when drugs invade a school they threaten the safety of students and cripple the learning environment necessary for all students to succeed. The school years are a critical passage in the young person's life. While in school, children face the challenges of learning in academic, social, physical, and emotional realms. Substance abuse decreases a child's chances of succeeding in all of these realms. Substance abuse creates danger in the classrooms and during athletic and extracurricular activities. It also increases the risk of accidents when students drive to and from school grounds. Therefore, the Valdez City School Board believes the following policy is in the best interest of the students and the community, which it is elected to serve.

**POLICY STATEMENT**

It is the intent of the Valdez City School District to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the abuse of drugs, alcohol, and controlled substances; to refer students for appropriate services, which are beyond the scope of the schools; and to remove all those possessing, distributing or selling drugs or alcohol in the school setting from that environment.

Discussion of drug or alcohol problems with school staff in an attempt to seek help and while not under the influence or under investigation, will not count as an offense under this policy. The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. School staff and parents/guardians must work together as a team to address issues related to the abuse of drugs, alcohol. The student handbook, which is made available to each student at the beginning of the school year, provides a comprehensive outline of the Valdez City Schools disciplinary procedures. Parents are encouraged to discuss acceptable and unacceptable behavior with their children.

**STUDENT POSSESSION / SALE / USE OF ALCOHOL AND OTHER DRUGS INCLUDING OVER-THE-COUNTER DRUGS (OTC)**

The actual or attempted sale of, use of, or possession of alcohol, illegal drugs, substances designed to look like illegal drugs, substances purported to be illegal drugs, non-prescribed inhalants or pharmaceutical drugs, or drug paraphernalia while under the jurisdiction of the school shall result in disciplinary action. Abuse of over-the-counter drugs by students while under the jurisdiction of the school district shall also result in disciplinary action as defined in this policy.

**DUE PROCESS**

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

**SCHOOL PERSONNEL TRAINING**

"All school personnel will be trained annually to identify symptoms that indicate substance use. Those personnel responsible for evaluating students (step 2 & 3, BP 5131.6 (d)) will undergo DITEP or similar training."

**SCHOOL PERSONNEL REPORTING**

All school personnel are required to immediately report any and all suspected violations of this policy that they witness to an administrator.

**POLICY IMPLEMENTATION GRADES 7-12**

Implementation of this policy shall be based on individualized reasonable suspicion. In addition, all procedures described in this policy will be conducted in a confidential manner, demonstrating respect for the students and their families. The administrator shall consider the following in determining reasonable suspicion as it relates to this policy:

1. the student's symptoms and behavior patterns indicate the student may be under the influence of drugs or alcohol.
2. the prevalence and seriousness of the problem as determined by the administrator.
3. the substantive value and reliability of information used as a justification for proceeding with this policy.
4. the location of the student at the time of the incident that gave rise to the reasonable suspicion.

**ALCOHOL AND OTHER DRUG (AOD) TESTING PROCESS AND REPORTING**

1. Teachers or other trained school personnel will refer students who exhibit symptoms consistent with substance use to the administrator for further assessment.
2. The administrator will interview the student. Based upon the interview, if an administrator has reasonable suspicion a student has used drugs or alcohol on school grounds or at a school-sponsored activity or is under the influence while on school grounds or at a school-sponsored activity, the administrator shall require an impairment assessment.

3. If a student is required to undergo an impairment assessment, the administrator will notify the parent/guardian. If the student or parent/guardian refuses to undergo the assessment the administrator will proceed to the disciplinary phase.

#### **AOD TESTING PROCESS AND REPORTING (continued)**

4. If a student is assessed as impaired, he or she will automatically be required to undergo a urinalysis (see definition on BP 5131.6 (s)) for alcohol and /or drug use.
5. If the student or parent/guardian refuses to submit to a urinalysis the administrator will proceed to the disciplinary phase.
6. The urinalysis must be conducted within four (4) hours of the impairment assessment. Students must be tested by a testing service or at a testing facility approved by the Valdez City School District. The school district will bear the cost of the initial mandated test at the facility or by the service of its choosing.
7. Students can either be transported to the testing facility or service by a parent/guardian or a school official, with parent/guardian permission.
8. Parental consent at the time of the urinalysis is required by the hospital at the facility. Parental consent is also required so that the results may be released to the designated school district administrator. See exhibit 5131.6 (C) & (D).
9. The student will continue to attend school as usual during the time it takes to obtain the results of the testing.
10. Results will be confirmed by a certified laboratory and related directly to the student's parent/guardian and the Superintendent of Schools.
11. If the urinalysis results are positive, or determined to have been tampered with (e.g., diluted), the administrator will proceed directly to the disciplinary phase. Students BP 5131.6 (e)
12. If a student is referred to the administrator for exhibiting symptoms of substance abuse, and the student admits to substance abuse, the administrator will notify the parents, and then proceed to the disciplinary phase. The administrator will make the parent/guardian aware that substance use can be confirmed through urinalysis at his or her own cost.
13. Valdez City Schools will ensure the confidentiality of student test results. All positive test results, supporting assessments and other related materials will be filed separately, away from the student's cumulative file.
14. The School District reserves the right to report violations of this policy to appropriate law enforcement officials. When and whether to report a violation to law enforcement officials will be determined on a case-by-case basis. The administrator may report positive drug-testing results to local law enforcement.
15. If assessment or urinalysis results are negative, materials that identify the individual student will be destroyed after one calendar (1) year. The district will retain aggregate data related to the testing. These results will be housed at the District Office separate from the students other records. Students BP 5131.6 (f)

#### **SANCTIONS FOR VIOLATIONS OF THE AOD POLICY**

Violations of this policy will be assessed on a cumulative basis per school, meaning students accumulate offenses from one year to the next at each school he or she attends (Elementary, Junior High and High School). When a student enters a new school within the district, all previous offenses will be negated, meaning the student will start at each school with a "clean slate."

#### **FIRST OFFENSE for use, possession or refusal**

1. A first offense for use, possession or refusal will result in a five (5) days out-of-school suspension.
2. The School District reserves the right to report violations of this policy to appropriate law enforcement officials. When and whether to report a violation to law enforcement officials will be determined on a case-by-case basis.
3. The suspension will be reduced to three (3) days if the student participates in a substance use assessment at a state-certified counseling center. The assessment must be scheduled within three (3) days of disciplinary action. The administrator must receive verification of the scheduled assessment from the certified counselor.
4. The school administrator must receive confirmation that the student is following the treatment recommendations. Failure to strictly follow the treatment recommendations will result in two (2) additional days of suspension to be immediately implemented.  
NOTE: The School District will not be informed of what the recommendations are, just if they are being followed or not.

5. Parent/guardian and student must confer with an administrator prior to readmission to school. Readmission and continued attendance is dependent on the adherence to the sanctions and treatment recommendations.

#### **SANCTIONS FOR VIOLATIONS OF THE AOD POLICY:**

##### Honesty Clause:

If students honestly report their substance use at the time of the interview with the administrator, and it is their first offense, the student will be allowed to earn credit during the suspension period after the administrator confers with the parents. All other aspects of this policy shall be followed. Students BP 5131.6 (g)

##### SECOND OFFENSE for use, possession or refusal:

1. A second offense for use, possession or refusal will result in a ten (10) days out-of-school suspension.
2. The School District reserves the right to report violations of this policy to appropriate law enforcement officials. When and whether to report a violation to law enforcement officials will be determined on a case-by-case basis.
3. The student will be required to participate in a substance use assessment at a state-certified counseling center. The assessment must be conducted if at all possible within the 10-day period of the disciplinary action. If an assessment cannot be done within the 10-day period it must be scheduled and verification of the appointment must be received by the administrator before a student is allowed to re-enter school.
4. The school administrator must receive confirmation that the student is following the treatment recommendations. Failure to strictly follow the treatment recommendations will result in a recommendation for suspension for the remainder of the current semester and no credit shall be granted for that semester. NOTE: The School District will not be informed of what the recommendations are, just if they are being followed or not.
5. Parent/guardian and student must confer with an administrator prior to readmission to school. Readmission is dependent on the adherence to the sanctions and treatment recommendations. Students BP 5131.6 (h)

##### THIRD OFFENSE or above for use or possession or refusal:

1. A third offense or above for use, possession or refusal will result in a recommendation to the Valdez School Board for expulsion for the remainder of the semester, no matter when the violation occurs during that semester. Expulsion results in total loss of credit for the semester.
2. The School District reserves the right to report violations of this policy to appropriate law enforcement officials. When and whether to report a violation to law enforcement officials will be determined on a case-by-case basis.
3. The student will be required to participate in a substance use assessment at a state-certified counseling center. The assessment must be conducted prior to consideration for readmission. The administrator must receive verification of the assessment from the certified counselor.
4. The school administrator must receive confirmation that the student is following the treatment recommendations. Failure to follow the treatment recommendations will result in a recommendation for continued expulsion from school until the administrator receives confirmation that the treatment recommendations are being followed. NOTE: The School District will not be informed of what the recommendations are, just if they are being followed or not.
5. Parent/guardian and student must confer with an administrator prior to readmission to school. Readmission is dependent on the adherence to the sanctions and treatment recommendations.
6. The school board may impose additional requirements at the time of the disciplinary action. The school administrator shall review and approve any and all requirements for readmission before the student may return to school.

#### **DISTRIBUTION OF DRUGS, ALCOHOL OR OVER-THE-COUNTER DRUGS BY A STUDENT:**

Distribution means to deliver a substance prohibited by this policy whether or not there is any money or other item of value exchanged; it includes sale, gift, barter or exchange.

Distribution by a student will result in the following:

1. A recommendation to the Valdez School Board for expulsion for one (1) calendar year.
2. The School District reserves the right to report violations of this policy to appropriate law enforcement officials. When and whether to report a violation to law enforcement officials will be determined on a case-by-case basis.

3. The student will be required to participate in a substance use assessment at a state-certified counseling center. The assessment must be conducted and the student must have completed and/or be following the recommendations prior to consideration for readmission. The administrator must receive verification of the assessment from the certified counselor.

#### **DISTRIBUTION OF DRUGS, ALCOHOL OR OVER-THE-COUNTER DRUGS BY A STUDENT CONTINUED**

4. The school administrator must receive confirmation that the student is following the treatment recommendations. Failure to follow the treatment recommendations will result in a recommendation for continued expulsion from school until the administrator receives confirmation that the treatment recommendations are being followed. NOTE: The School District will not be informed of what the recommendations are, just if they are being followed or not.
5. Parent/guardian and student must confer with the building administrator prior to readmission to school. Readmission is dependent on the adherence to the sanctions and treatment recommendations.
6. The school board may impose additional requirements at the time of the disciplinary action. The school administrator shall review and approve any and all requirements for readmission before the student may return to school.

#### **PARTICIPATION IN SCHOOL-SPONSORED CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES GRADES 7-12:**

All students who participate in any school-sponsored co-curricular and or extracurricular activity shall be disciplined according to this policy and in addition shall be held to the requirements/consequences of the Valdez City Schools Activity Policy Code.

#### **ANABOLIC STEROIDS**

The School Board recognizes that the use of anabolic steroids presents a serious health hazard to students. The district considers the use of anabolic steroids the same as any other prohibited drug.

#### **SCHOOL BOARD DISCRETION REGARDING DISCIPLINARY ACTION:**

- Based upon a recommendation from the Superintendent of Schools, the school board may on a case-by-case basis reduce or otherwise modify the expulsion or suspension of students who violate this policy. In addition the School Board may require additional requirements upon a student's re-admittance to school including, but not limited to random urinalysis testing.
- Students, who have violated this policy and have received a disciplinary action of an expulsion, may apply for early readmission by appealing in writing to the Superintendent of Schools. Upon receiving the request a school board herein shall be held within fifteen (15) school days. A decision will be rendered within five (5) days of the hearing.
- At its discretion, the Valdez School Board may offer a program to provide educational instruction and other services to students who have engaged in conduct that has resulted in long-term suspension or expulsion.

#### **REPORTS TO LAW ENFORCEMENT:**

The School District reserves the right to report violations of this policy to appropriate law enforcement officials. When and whether to report a violation to law enforcement officials will be determined on a case-by-case basis. The administrator may report positive drug-testing results to local law enforcement. The school district's decisions regarding disciplinary action will be independent on whether or not criminal charges or prosecution result.

#### **OFF-CAMPUS USE:**

Students who engage in drug and alcohol related activity off-campus and then return to school grounds or to school-sponsored events shall be subject to this policy and its disciplinary consequences.

#### **SPECIAL EDUCATION:**

Disciplinary procedures for students receiving special education services must follow applicable state and federal special education statutes and regulations.

#### **TRANSFER STUDENTS:**

Students expelled from other school districts, as well as from the Valdez School District, may apply for admission or readmission to the Valdez School District by written application to the Valdez School Board.

1. Students must apply in writing and must document that they have met the conditions for return required by the Valdez School District or their former school district.
2. Additional conditions and requirements for admission may be required at the discretion of the Superintendent, his designee, or the School Board before the School Board considers whether or not a student will be admitted.

3. Upon admission to school, conditions related to placement and attendance will be prepared in writing. Continued permission to attend school will depend on the student obeying these written conditions.

**DEFINITIONS:**

**Distribution:**

Distribution means to deliver a substance prohibited by this policy whether or not there is any money or other item of value exchanged; it includes sale, gift, barter or exchange.

**Due Process:**

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

**Drug Paraphernalia:**

The term "drug paraphernalia" means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful.

**Urinalysis:**

The term "urinalysis" refers to a urine drug screen or qualitative urinalysis or other appropriate non- invasive tests, excluding blood tests, for alcohol and drugs. Protocols for tests are provided in the exhibits.

**DRUG FREE COUNSELING AND REHABILITATION PROGRAMS:**

The following are some of the agencies that are involved in drug/alcohol counseling and rehabilitation and reentry programs:

**PROVIDENCE VALDEZ COUNSELING CENTER**

PO Box 1050, 911 Meals Ave., Valdez, AK 99686

(907) 835-2838 (*Outpatient care: ages 10-18*)

**NORTH STAR BEHAVIORAL HEALTH SYSTEM INPATIENT HOSPITAL**

2530 DeBarr Road, Anchorage, AK 99508-2296

(907) 258-7575 (*Evaluation & Treatment of Adolescents*)

**NORTH STAR RESIDENTIAL TREATMENT CENTER**

1650 S. Bragaw, Anchorage, AK 99508

(907) 272-6202 (*long-term treatment for children & adolescents*)

**PROVIDENCE MEDICAL CENTER: BREAKTHROUGH – ADOLESCENT CARE**

3200 Providence Dr. Anchorage, AK 99508

(907) 261-3040 (*Emergency, inpatient, outpatient, after-care*)

**RALPH PERDUE CENTER FOR ALCOHOL & OTHER ADDICTIONS**

Fairbanks Native Association

PO Box 74450, Fairbanks, AK 99707

(907) 452-6251 (*Emergency, intermediate, outpatient, after-care*)

**DRUG FREE COUNSELING & HELP PROGRAMS:**

Alaska Information: 24-hour referral line. 1-800-478-2221

A wealth of information on any matter and confidentiality is a priority.

AIDS Hot Line: 1-800-478-2437 for Alaska

Advocates for Victims of Violence Crisis Intervention: 24-hour Crisis Line: 835-2999.

Covenant House: Shelter and services for Run Away & Homeless Teens.

609 F St. Anchorage, AK 99501. Phone: (907) 272-1255

Reproductive Health Clinic: (907) 343-4611

Standing Together Against Rape: 24-hour Crisis Line: (907) 276-7273.

Suicide Prevention Center: 24-hour Crisis Line: (907) 563-3200