

Gilson Middle School Students and Parents/Guardians:

The information contained in this handbook has been carefully prepared so that it will be of value in helping students to adjust to and be an integral part of George H. Gilson Middle School. Gilson Middle School exists to ensure that students 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 students' success in Gilson Middle School will be directly proportional to their efforts. If you have any questions regarding school policies and procedures, please contact the middle school office at 907-835-2244. This handbook will be reviewed with students during the first week of school each academic year.

Please tear out this signature page and return it to the middle school office. Note that failure to sign and/or return this page does not release a student from disciplinary action resulting from failure to follow school rules.

I, _____, a student at Gilson Middle School, have read this handbook and will follow all Valdez City School District policies and procedures. I will review this handbook throughout the school year.

I understand that if I misplace or lose my handbook, I can receive a new copy from the middle school office. I also understand that breaking school rules can result in disciplinary action and that disciplinary action taken against me will become part of my permanent student records file.

Student Signature: _____ ***Date:*** _____

I, _____, the parent/guardian of the above named student, acknowledge that I have had an opportunity to review and discuss this handbook with my child. I understand that I may contact the school at any time with questions about school policies and procedures.

I also understand that any disciplinary referral resulting in disciplinary action will become part of my child's permanent records file.

Parent Signature: _____ ***Date:*** _____

George H. Gilson Middle School
Success is the Only Option!

PO Box 398
Valdez, Alaska 99686
Telephone: 907-835-2244
FAX: 907-835-2540

Rodney L. Morrison, Principal
rmorrison@valdezcityschools.org

This Student Handbook belongs to:

Name: _____

Phone: _____

Grade: _____

Address: _____



Students and Parents/Guardians:

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ACADEMIC STANDARDS

The Alaska Department of Education and Early Development (EED) has adopted standards for English/Language Arts, Mathematics, Science, Geography, Government and Citizenship, History, Skills for a Healthy Life, Arts, World Languages, Technology, Employability, Library/information Literacy, and Cultural Standards. Valdez City Schools' curricula are aligned to these state standards or to national standards, where applicable. For complete information about Alaska student standards, visit <http://education.alaska.gov/akstandards/>.

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 students may have the following extracurricular and co-curricular activities available: archery, Battle of the Books, boys' and girls' basketball, cheerleading, cross-country running, flag football, girls' volleyball, geography bee, Native Youth Olympics, pep band, robotics, spelling bee, track and field, student council, and/or wrestling. Activities offered may change based on enrollment, student interest, and availability of coaches/sponsors.

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., or Ms. – followed by their last name.

ADVANCE MAKEUP SLIPS

The completion of advance makeup slips is required when students are going to be absent from class or for any school-sponsored event. These slips, available near 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. Makeup slips for family related trips will be issued upon receipt of a written note or phone call from a parent/guardian.

ATTENDANCE

Parents are expected to report absence by either using School Messenger or call the middle school office (907-835-2244) by 10:00 a.m. each day of a student's absence from school. 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. Absences must be cleared through the school office within forty-eight 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 middle school hallways or classrooms.

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS

Bicycles and scooters ridden to school are to be parked in the racks at the front of the building. Students are encouraged to lock their bicycles/scooters to prevent unauthorized borrowing. Rollerblades and skateboards may be stored in the rack just inside the front doors if the item is too large for the student's locker. Students must wear a helmet if they wish to use their bikes, boards, scooters, etc. on school grounds during school recesses. Rollerblades, skateboards, heely-style shoes, etc. are not to be ridden indoors.

BELL SCHEDULE

Middle school students may enter the building as early as 7:30 a.m. but must remain in the commons and/or cafeteria areas until 7:50 a.m. Students are not to enter the classroom wing, locker rooms, gymnasium, fitness room, or mat room prior to 7:50 a.m. unless directly supervised by a staff member.

****SCHEDULE MAY CHANGE*****

| MONDAY–THURSDAY | | | | FRIDAY | |
|-----------------|------------|---|------------|------------|----------------|
| Warning Bell | 7:55 a.m. | | | 7:55 a.m. | |
| Period 1* | 8:00 a.m. | – | 8:51 a.m. | 8:00 a.m. | – 8:41 a.m. |
| Period 2 | 8:55 a.m. | – | 9:46 a.m. | 8:45 a.m. | – 9:26 a.m. |
| BREAK** | 9:50 a.m. | – | 10:01 a.m. | 9:30 a.m. | – 9:41 a.m. |
| Period 3 | 10:05 a.m. | – | 10:56 a.m. | 9:45 a.m. | – 10:26 a.m. |
| Period 4 | 11:00 a.m. | – | 11:51 a.m. | 10:30 a.m. | – 11:11 a.m. |
| LUNCH | 11:55 a.m. | – | 12:25 p.m. | 11:15 a.m. | – 11:45 a.m. |
| Period 6 | 12:29 p.m. | – | 1:20 p.m. | 11:49 a.m. | – 12:30 p.m. |
| Period 7 | 1:24 p.m. | – | 2:15 p.m. | 12:34 p.m. | – 1:15 p.m. |
| Period 8 | 2:19 p.m. | – | 3:10 p.m. | 1:19 p.m. | – 2:00 p.m.*** |

* Period 1 will begin at 8:05 a.m. on Wednesdays (GMS staff meeting 7:50–8:05 a.m.).

** Breakfast available for purchase in the cafeteria.

*** Early dismissal on Friday. District-wide teacher collaboration 2:10–3:20 p.m.

BOOKS

Textbooks are furnished without cost to each student. All books, however, remain the 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 GMS office will collect monies and issue receipts that 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. All foods/beverages should be consumed in the cafeteria. 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 road.
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 all students' responsibility to demonstrate good citizenship by cooperating with the 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**, 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 OTHER PORTABLE ELECTRONIC DEVICES

Possession of a cellular or portable electronic device by students at school and school sponsored events is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of the following policy.

Portable cellular and electronic devices, including, but not limited to, **cell phones, music players, tablets, and gaming devices, shall not be turned on or used in any way during class time or other supervised group activities (i.e., assemblies, award ceremonies, etc.)** unless special permission has been given by the teacher or activity supervisor. Unauthorized use of cell phones and other portable electronic devices during class time will result in the item being confiscated and returned to the student as follows:

FIRST OFFENSE: The student may claim the device from the office at the end of the school day.

SECOND OFFENSE: The student's parent or guardian may claim the device at the end of the school day.

THIRD OFFENSE: A conference with the student, parent, and principal will be required prior to returning the device to the student/parent. The student may then be required to turn the device in to the office at the start of each school day and claim it at the end of each school day for a period of time to be determined by the principal.

Additionally, **the following actions are strictly prohibited** and may result in further disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies or discriminates against another individual.
3. Using a camera device at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or inappropriate photograph of anyone.
4. Using a camera in a restroom, dressing room, locker room.

CHEATING AND PLAGIARISM

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 and have all needed books and supplies with them when the tardy bell rings. **No food, drink, personal music/video players, e-readers, cell phones, or sunglasses** are to be brought into the classroom without permission from the classroom teacher. Students will not normally 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.

CLOSED CAMPUS

Once a student has arrived at school, he or she is expected to remain on school property from 8:00 a.m. to 3:10 p.m. on Mondays through Thursdays and from 8:00 a.m. to 2:00 p.m. on Fridays. Students needing to leave campus during the school day must be signed out by a parent/guardian. Seventh- and eighth-grade students will be permitted to sign themselves out to leave campus during the lunch period if a signed permission form is on file with the office.

CONTRABAND

Any items that 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.

COURT ORDERS

Parents/guardians are responsible for providing the school with copies of any court orders pertaining to their student(s).

DECORATIONS AND DISPLAYS

Scotch or masking tape should not be used on any painted surface except lockers. Exceptions must be approved by the principal. The sponsoring organization is responsible for cleaning up after their sponsored activity. Posters, displays, and so on must be approved in advance by the principal or designee.

DETENTION

Detention shall be held daily before school, during lunch, and after school. Generally, students have forty-eight hours in which to complete detention time. If a detention is skipped without prior approval from the office, an additional detention will be issued.

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.

Although 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.

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

Pictorial examples of acceptable and unacceptable forms of dress can be found on the school's website.

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, hoods, and bandanas will not be worn in the building. Hairbands are permitted.
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. Dresses, skirts, and shorts must be fingertip length or worn with leggings or tights.
6. 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.
7. Students requiring exceptions to the dress code for religious or health needs may make arrangements with the principal.

DRUGS AND ALCOHOL

The drinking of alcoholic beverages, 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.

ELECTRONIC SURVEILLANCE

Gilson Middle School employs the use of electronic surveillance equipment for security purposes throughout the public areas of the building and grounds. This equipment may or may not be monitored at any time.

ELIGIBILITY FOR STUDENT ACTIVITIES

Eligibility for participation in interscholastic competition at George H. Gilson Middle School is established by the Alaska School Activities Association and Valdez City School District board policy.

EMERGENCY PROCEDURES

EARTHQUAKES

During strong earth tremors the following procedures shall be employed:

INDOORS

1. Stay indoors.
2. Move under sturdy furniture—desks, tables, and so on.
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 a damaged building do not reenter because aftershocks may occur.

OUTDOORS

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

FIRE

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 exit or pathway is blocked, 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 firefighting 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.)

INTRUDERS

The Valdez City School District has adopted ALICE as its method of response should there be armed assailants or other intruders in or near a school building. ALICE, which stands for alert, lockdown, inform, counter, and evacuate, is a defensive strategy designed to provide students and staff with options to increase their chance of survival during an intruder emergency. Students and staff are expected to always look for a safe evacuation route first but be prepared to lockdown/barricade their location and defend themselves if necessary. More detailed information is available at each school office as well as at the Valdez Police Department.

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.

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.

Currently our school uses PowerSchool as a student information management system. PowerSchool's Parent Portal provides parents/guardians confidential and real-time access to information tied to their child(ren), such as attendance and grades, through their own secure account. PowerSchool's Parent Portal also allows teachers and parents/guardians to communicate electronically so that information is shared on a regular, timely basis. Please see your child(ren)'s school(s) to obtain the forms and information required to create your very own personal and confidential PowerSchool Parent Portal account.

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; and 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.

HALL PASSES

Students out in shared spaces of the building (locker areas, library, commons, cafeteria, etc.) during scheduled class time must carry a hall pass given to them by a staff member.

HALLWAY/Common Space Behavior

Running, pushing, shoving, horseplay, and so on are not permitted in the building.

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 quarterly grading 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 grading 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 grading period.

HUMAN DIGNITY

George H. Gilson Middle 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 that (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; and (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 makeup time.

INSURANCE

Accident insurance for students during the school day and for related school activities 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.**

LEAVING THE BUILDING DURING THE SCHOOL DAY

Any student leaving school grounds during school hours must be signed out through the office. If a student leaves the school grounds without signing out, the absence is unexcused. Any students arriving at school after the start of the school day or returning to school after having been signed out must check in through the office.

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 for books that have been lost must be paid.

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. Nonstudents loitering on campus may be arrested.

LOST PERSONAL ITEMS

"Lost and found" items are to be placed on the racks outside the North end of the gym. Items not claimed within a two-week period may be disposed of by staff. If a valuable item is found, it should be **handed** to a staff member.

MAKE UP WORK

Any student who knowingly will be absent from school should make up all the class requirements. In the case of an unplanned absence such as illness or family emergency, the student will be given one (1) day for each day absent to make up work. For extended absences two (2) weeks make-up time may be allowed. In no case will the time allowed extend beyond the end of a semester. If an absence is unexcused, make up work will be assigned but no credit will be given.

MEALS

The Valdez City School District offers both breakfast and hot lunches to students. Meals are paid for in the cafeteria or online at myschoolbucks.com and may be purchased in advance. Parents/guardians may apply for free or reduced pricing anytime during the school year by completing an application available in the school office. All information provided on these application is confidential and reviewed solely by the school district business manager. All meals, including those brought from home, are to be eaten in the cafeteria.

MEDICATION

School personnel will assist parents by administering prescription and nonprescription medication to students during the school day. All medication must be delivered to the school by a parent/guardian or his/her adult representative. For medication that will be dispensed for fewer than 7 consecutive school days a written statement from the parent/guardian requesting the school to administer the medication to the student should accompany the medication. For the administration of medication long-term (7 or more consecutive school days) a Long Term Request for Administration of Prescribed Medication completed by a parent/guardian and a physician must accompany the medication. 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, or 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 areas 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 the attention of the VHS activities director (Title IX coordinator), director of special education (Section 504 coordinator), or the superintendent at Valdez City Schools, PO Box 398, Valdez, Alaska 99686.

PARENT-TEACHER CONFERENCES

The school will regularly schedule parent/teacher conferences midway through the first and third quarters of 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 he or she receives two or more Fs as final grades or when it is determined to be in the best interest of that student.

PHYSICAL EDUCATION

Physical education is held daily. The school provides students with a tee shirt and a pair of shorts. Students must provide their own gym shoes (that are not worn as street shoes), socks, a towel, personal hygiene items, and, when notified, a swimsuit. All students are expected to actively take part in all skills and games taught in the classes. Please note that antiperspirants, deodorants, perfumes, and colognes are to be in **SOLID form only—sprays and spritzes are not allowed and will be taken away**. A swimsuit and towel will be required during the swimming unit, typically held in the spring. Any deviation due to a medical condition will require a physician's statement after three school days, unless exempted by the principal.

PROFANITY

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

READMITTANCE

Students who are absent from school for any reason must report to the school office to obtain an 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

Middle and high school students are not to enter each other's buildings except to attend a regularly scheduled class. Students are not permitted to be in the middle school gym, fitness room, or mat room without direct staff supervision. Students are also not 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 CLOSURES/DELAYED STARTS/EMERGENCY NOTIFICATIONS

Emergency closures/delayed starts of school due to weather conditions or similar factors will be announced over local radio stations as soon as they occur. Additional notifications may occur via the district telephone alert system and social media platforms such as the district website and/or social media pages. Emergencies that arise after the start of the regular school day will be handled in an orderly, prearranged manner. No child will be sent home during the day without the knowledge and permission of parents/guardians.

SCHOOL PROPERTY

Students are responsible for the proper care and return of all equipment, books, supplies, and uniforms 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 makes not only the student subject to disciplinary action but also 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; and SPORTSMANSHIP – the ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep scholastic and activity standards at the highest possible level.

SMOKING

Smoking is prohibited for everyone on school grounds and in school building and vehicles. Possession of tobacco products by anyone under the age of nineteen is illegal. Student in violation of these policies are subject to disciplinary action by the school.

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

Students will comply with and respond politely to direction given by any school staff member. Directions given to students by any teacher, aide, 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 tenth minute of the class period. After the tenth minute, the student is considered absent for that period. If a student is tardy for a class, he or 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 thirty minute detention on the third tardy and a forty-eight minute detention each for the fourth and fifth tardy during a quarter. On the sixth tardy in any quarter, the student may be assigned Saturday school (8:15 a.m.–3:00 p.m.) after parent notification has occurred. If a student is tardy more than six (6) times in any quarter, a parent conference will be requested.

THEFT

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

THREAT ASSESSMENT TEAM

The Threat Assessment Team is an approach to helping students access the resources they need to stay in school, remain safe, and keep people aware of community issues. The TAT Team meets on a regular basis to review the progress of students who are referred to the program. The team gathers data to understand the problems a student may be experiencing and to look for existing resources to help that student be successful in school. Students can be referred by school faculty and staff, parents, fellow students, community members, or the students themselves. To make a referral, contact the building principal, counselor, or a teacher.

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 e-mail. 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.

TRUANCY/UNEXCUSED ABSENCES

Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. Such absences are considered unexcused.

UNPREPARED FOR CLASS

Students are expected to be in their seat with all necessary supplies 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 or she will be referred to the office and assigned a thirty minute detention. Any subsequent unprepared arrivals will result in the assignment of a forty-eight minute detention for each occurrence.

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 visitors to have 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. 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 period.

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).

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 and is subject to disciplinary action by the school.

WITHDRAWAL FROM SCHOOL

Should it become necessary for a student to be withdrawn from school, a parent should notify the school office **one week prior** to the student's last day of attendance.

GILSON MIDDLE SCHOOL/VALDEZ HIGH SCHOOL ATTENDANCE PROCEDURE

TEN ABSENCES LIMIT

Middle 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.

The following absences shall not count toward the ten absences limit:

1. Illness or medical appointment substantiated by a statement from a medical practitioner or parent/guardian. The principal may ask a parent/guardian to provide medical evidence from a physician or medical practitioner for excessive absences.
2. Death in the student's family necessitating an absence.
3. Absences from school due to school sponsored activities.
4. Absences due to work/training/college as an approved part of an educational plan.
5. Unavoidable emergencies at home as determined by the principal.
6. Medical or dental appointments.
7. Other special circumstances approved by the principal.

ADDITIONAL EXCEPTIONS:

1. A student may be absent up to five (5) days in addition to the ten day limit each semester for special reasons if approved by the building principal and if the student completes pre-makeup work prior to departure (examples include a family trip, a special hunting, and a college visit).
2. If pre-makeup work is not completed by the student and this form returned to the school office prior to departure, the student shall not be entitled to the additional days.
3. Additional days may be granted for exceptional circumstances for activities such as national or academic competitions. Additional exceptions shall be determined by the building principal.

The following absences shall count against the ten absences limit:

1. Skipping a class after having arrived at school,
2. Leaving the school campus without checking out through the office,
3. Being more than 10 minutes late for a class.

LOSS OF CREDIT/COURSE FAILURE

When a student's absences exceed the limit, he or she will lose credit/fail the class for each affected course. He or she may be given the option of either staying in the class or withdrawing from the class and being assigned to a study area for the remainder of the semester during the period he or she was scheduled for that class. The determination of placement shall be made by the principal based upon input from the student, parent/guardian, and teacher(s). 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 because of 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 and transcript when a grade has been lowered because of a violation of the attendance policy. Students who have withdrawn from a course for nonattendance 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 extracurricular eligibility. The loss of credit and/or course failure does not preclude disciplinary action initiated by the school where otherwise warranted.

PARENT NOTIFICATION

For 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/guardians/students in each instance.

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 superintendent shall render a written decision within five (5) school days of the close of the hearing.

A parent/guardian may appeal the superintendent's decision by requesting in writing that the school board review the decision within five (5) days of the superintendent's decision. The board will hear the appeal in executive session at the next scheduled board meeting.

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

Academic dishonesty/cheating/plagiarism may result in disciplinary 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.

Cheating 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 ten (10) days suspension; may lead to recommendation for expulsion.

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.

1st offense and above . . . Administrator's/designee's discretion to recommend up to and including expulsion. Contact authorities.

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

1st offense . . . up to ninety (90) days suspension

2nd offense and above . . . may lead to recommendation for expulsion

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

1st offense . . . Administrator's/designee's discretion, loss of computer privileges, and restitution for damages

2nd offense . . . up to ten (10) days suspension, loss of computer privileges, and restitution for damages

3rd offense . . . may lead to recommendation for expulsion

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

- 1st offense . . . Administrator's/designee's discretion
- 2nd offense . . . up to three (3) days suspension
- 3rd offense . . . up to five (5) days suspension
- 4th offense . . . may lead to recommendation for expulsion

Damage, Destruction, and/or Vandalism

- 1st offense . . . Administrator's/designee's discretion and pay for damages
- 2nd offense . . . up to five (5) days suspension and pay for damages
- 3rd offense . . . five to ten (5–10) days' suspension and pay for damages

False Alarm, calling in threats to or about a school or district property or school-sponsored activity or activating a false fire alarm

- 1st offense and above . . . May lead to recommendation for expulsion. Contact authorities.

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

- 1st offense . . . Administrator's/designee's discretion depending on circumstances
- 2nd offense . . . up to ten (10) days suspension
- 3rd offense . . . up to ten (10) days suspension
- 4th 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 one calendar year

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

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

Hazing of any type

- 1st offense . . . Administrator's/designee's discretion depending on circumstances
- 2nd offense . . . up to five (5) days suspension
- 3rd offense . . . up to ten (10) days suspension
- 4th offense . . . 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.

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

Tobacco

- 1st offense . . . one (1) day in-house suspension and notification of parents
- 2nd offense . . . three (3) days in-house suspension and notification of parents
- 3rd offense . . . five (5) days in-house suspension and notification of parents

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 reasonably be considered a weapon, including knives, regardless of the length of the blade

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

VALDEZ CITY SCHOOLS ALCOHOL AND OTHER DRUGS POLICIES/PROCEDURES

Definitions

The term “drug” as used in BP 5131.6 and these regulations is defined to include all controlled substances, all chemicals that release intoxicating vapors, and any prescription or over-the-counter medication, except those medications for which a student can demonstrate lawful possession and a legitimate medical need.

The term “counterfeit drug” is defined to include any substance that is designed to look like or is represented to be a controlled substance.

The term “drug paraphernalia” is defined as devices and material that are designed or are being employed to permit or facilitate the ingestion of drugs.

Prohibition

The possession, use, manufacture, and distribution of alcohol, drugs, drug paraphernalia, and counterfeit drugs at school, on school grounds, or in connection with any school-sponsored activity is strictly prohibited.

Being under the influence of alcohol or drugs at school, on school grounds, or while attending or taking part in any school-sponsored activity is also strictly prohibited.

The prohibitions contained in these regulations do not apply to a student’s authorized and appropriate possession or use of personal medications.

Intervention

The staff shall intervene whenever there is reasonable suspicion that students are using or distributing alcohol and other drugs while on school property or under school jurisdiction.

Staff members who have reasonable suspicions that a student may be under the influence of alcohol or drugs or distributing alcohol or drugs shall immediately notify the principal or his/her designee.

If the principal or his/her designee concludes that there is a reasonable suspicion to suspect that a student is under the influence of alcohol or drugs, he/she may require the student to submit to a Breathalyzer test for alcohol or a urinalysis for drugs. Refusal to submit to drug or alcohol testing in these circumstances will lead to the same penalty as if the student is in fact under the influence of alcohol or drugs. The principal or his/her designee shall make a reasonable effort to notify a student’s parents before requiring a student to submit to a Breathalyzer test or urinalysis. The principal or his/her designee may refer students and their families to services that deal with alcohol and drug problems.

Enforcement/Discipline

1. Possession or Use of Alcohol or Drugs – FIRST VIOLATION

- a. The following steps will be taken with respect to a student who has been found to be in possession or under the influence of alcohol, drugs, or counterfeit drugs or in possession of drug paraphernalia.
 1. Contact parent/guardian.
 2. Contact law enforcement authority regarding violations of law within one school day of the suspension.
 3. Suspension for up to ten (10) days.
 4. Restriction from school activities.
 5. Development of an intervention plan that may require the student to participate in counseling as an alternative to a longer suspension or expulsion. If the student agrees to participate in the intervention plan, the suspension may be reduced by up to 50 percent.
- b. In addition, the following actions may be taken:
 1. Recommendation of expulsion
 2. Transfer/alternative placement

2. Continued Use or Possession of Alcohol or Other Drugs – SECOND VIOLATION

- a. The following steps will be taken with respect to a student who has been found to be in possession or under the influence of alcohol, drugs, or counterfeit drugs or in possession of drug paraphernalia a second time.
 1. Contact parent/guardian.
 2. Contact law enforcement authority regarding violations of law within one school day of the suspension.
 3. Suspension for up to ten (10) days.
 4. Restriction from school activities.
 5. Development of an intervention plan as an alternative to a longer suspension or expulsion, to include the following:
 - a. Mandatory assessment by a state-approved drug/alcohol treatment provider. Appointment must be scheduled within five days of the infraction.
 - b. Recommendation regarding alcohol and drug education.
 - c. Follow recommendations made in assessment.

If the student agrees to participate in the intervention plan, the suspension may be reduced by up to 50 percent.

Parent/guardian is responsible for communicating the assessment and any recommendations for alcohol and drug education with the principal or his/her designee. If a student fails to follow the recommendation on an assessment, the suspension that was reduced by the intervention plan will be reinstated.

- b. In addition, the following actions may be taken:
 1. Recommendation of expulsion.
 2. Transfer/Alternative placement.

Continued Use or Possession of Alcohol or Other Drugs – SUBSEQUENT VIOLATION(S)

1. Contact parent/guardian.
2. Contact law enforcement authority regarding violations of law within one school day of the suspension.
3. Suspension pending further disciplinary action.
4. Administrative referral to superintendent for consideration of expulsion from Valdez City Schools by the school board.

3. Distribution

“Distribute” means to deliver an item or substance prohibited by these regulations, regardless of whether any money or item of value is exchanged for the item or substance delivered. “Distribute” is defined to include any sale, gift, barter, or exchange.

A student who distributes an item or substance prohibited by this policy shall be suspended ten (10) days pending consideration of expulsion from school. Violations of law relating to distribution shall be reported to law enforcement authorities within one school day of the suspension.

4. Consequences of Refusal to Permit Search

When school officials possess reasonable suspicion that a search will reveal evidence of a violation of the regulations, a student’s refusal to submit to a search of his/her belongings or person, or a student’s refusal to submit to a Breathalyzer test or urinalysis, will have the same penalty as if the student is in fact in possession of a prohibited item or substance or is under the influence of a substance prohibited by these regulations.

5. Challenge of Urinalysis Results

If the student and/or parent wishes to challenge the locally administered and read urinalysis, such challenge must be made the same day. A sample shall be taken immediately and sent to a certified lab for analysis. Failure to make the challenge the same day shall result in forfeiture of this option. If the results show a false positive for the original analysis, the district shall pay for the cost. If the results verify the original results, the student and/or parents shall pay the cost.

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 and adolescents*)

PROVIDENCE MEDICAL CENTER: BREAKTHROUGH – ADOLESCENT CARE
3200 Providence Dr., Anchorage, AK 99508
(907) 261-3040 (*Emergency, inpatient, outpatient, aftercare*)

RALPH PERDUE CENTER FOR ALCOHOL & OTHER ADDICTIONS Fairbanks Native Association
PO Box 74450, Fairbanks, AK 99707
(907) 452-6251 (*Emergency, intermediate, outpatient, aftercare*)

DRUG-FREE COUNSELING AND 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 runaway and 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